

**21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS MONITORING REPORT**  
 DEPARTMENT OF PUBLIC INSTRUCTION

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

The Department of Public Instruction is responsible for the administration and supervision of programs funded under 21<sup>st</sup> 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	
<b>Grant Management and Sustainability</b>				
1. The grantee has identified and is serving eligible students and their families consistent with the original grant application (or approved amendments).	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).	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).	Grant application/Progress reports Descriptions of programming Program calendars/ schedules Other:			
4. The grantee is implementing the evidence-based academic and enrichment activities described in the original grant application (or approved amendments).	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).	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).	Transportation logs Notices to parents Parent surveys Other:			
7. The grantee houses the program in a safe and accessible facility.	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).	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.	Sustainability plan Description of resources (e.g., grants, leveraged funds, documented in-kind donations) Other:			
10. Grantee staff has attended the required state 21 <sup>st</sup> CCLC meetings.	Training registrations Training materials Other:			

Area of Compliance	Supporting Documentation	Compliance Status		Comments
		Yes	No	
11. The grantee maintains appropriate documentation for employees of the grant program.	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).	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.	Submission of required data Completed evaluation instruments			
<b>Program Management Review</b>				
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.	Organizational chart Program management materials Site coordinator job description Other:			
2. The program has written policies and procedures specific to its operations.	Program handbook Written policies and procedures			
3. The student/staff ratio is appropriate and safe for the specific activity conducted and meets student needs.	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.	Staff and partnership meeting schedule and minutes			
5. Program volunteers are screened and trained effectively.	Volunteer training/orientation materials Volunteer policies			
6. Program staff communicates and collaborates regularly with school-day personnel, school administration and school board.	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.	Outreach plans/documentation Communications plan			
8. The program maintains on-going documentation of contributions (in-kind or resources) from partnering agencies.	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.	Board membership roster Meeting notices, agenda, minutes Board feedback			
10. Program evaluations are communicated to the stakeholders.	Copy of Notification to stakeholders Evaluation posted on sub-grantee website (Mandatory)			
<b>Staffing and Professional Development</b>				
1. The project director and program staff are highly qualified.	Job descriptions Staff interviews			
2. The program selects staff members based on prior experience, qualifications, and where applicable, specialized training and/or certification.	Documentation of selection process Staff resumes			
3. The program completes appropriate background checks for all staff.	Staff background check documentation on file			
4. Staff is sensitive to the culture and language of participants.	Staff evaluations Parent/staff/student surveys			
5. Staff has competence in core academic areas for an afterschool environment.	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.	Training materials Program handbook Other:			

Area of Compliance	Supporting Documentation	Compliance Status		Comments
		Yes	No	
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.	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.	Staff performance appraisals Staff performance appraisal of volunteers			
<b>Partnerships</b>				
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.	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.	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.	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.	Correspondence Meeting minutes/notes Contact/activity logs Other:			
5. The program enters formal written agreements with subcontractors.	Agreements/MOUs/contracts			
<b>Programming/Activities</b>				
1. The program provides evidence-based academic support and enrichment activities, aligned with school day curricula and individualized to meet students' needs.	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.	Program policies/handbook Curricular materials/outlines Training materials Program schedules Surveys of students Other:			
<b>Financial Review</b>				
1. Purchase orders and invoices are properly coded to the 21 <sup>st</sup> CCLC program.	Randomly selected purchase orders and invoices			
2. Purchases are appropriate expenditures for meeting the program application.	Alignment with grant application or approved amendments			
3. Salaries and benefits of staff working on 21 <sup>st</sup> CCLC programs are tracked appropriately.	Fixed schedule or time and effort log			
4. The resources and services provided with 21 <sup>st</sup> CCLC funds are supplementary and do not supplant state and local support.	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 <sup>st</sup> CCLC program.	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 <sup>st</sup> CCLC funds and assure that these materials are only used for 21 <sup>st</sup> CCLC programs.	Inventory list			
<b>Sub-Grantee Monitoring</b>				
1. Sub-grantees perform annual onsite monitoring visits.	Completed monitoring tool Monitoring letter with comments Final letter verifying monitoring is completed			
2. Sub-grantee uses a variety of activities to monitor sites.	Documentation of all monitoring activities performed			

**Signatures**

21 <sup>st</sup> CCLC Program Administrator	Signature of 21 <sup>st</sup> CCLC Program Administrator	Date
Federal Title Programs Director	Signature of Federal Title Programs Director	Date
Comments		