



**West Virginia Department of Education
21st Century Community Learning Centers Monitoring Tool
2011-2012**

Grant ID Number:	Fiscal Agency:	Program Name:
Address:		
Contact Person/Program Director:	Telephone:	Date of On-Site Review:
State Reviewer:		
Team Member:		

LEAD STAFF INTERVIEWED

Name:	Name:
Name:	Name:
Name:	Name:

CONSORTIUM PARTNER/COLLABORATING AGENCY STAFF INTERVIEWED

Name:	Name:
Name:	Name:
Name:	Name:

SCHOOL PERSONEL INTERVIEWED

Administrator Name:	Name:
Name:	Name:
Name:	Name:

OTHERS INTERVIEWED

Parent Name:	Name:
Parent Name:	Name:
Parent Name:	Name:

**21st Century Community Learning Centers
Program Compliance Assessment**

DIRECTIONS: Prior to the on-site visit, review each item below to determine whether or not documentation exists to support it. District/Agency personnel should be prepared to provide supporting documentation during the on-site visit. Documentation exists to verify:

	Area of Compliance	Examples of Supporting Documentation	Implementation Status	Comments
Program Management				
1.	Separate accounting of funds for 21 st CCLC	<input type="checkbox"/> Bi-Monthly financial reports <input type="checkbox"/> WVEIS financial reports	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
2.	The district draws and expends 21 st Century funds appropriately. Federal funds may not be maintained as "cash on hand".	<input type="checkbox"/> Financial records <input type="checkbox"/> Budget amendments <input type="checkbox"/> Reimbursement request <input type="checkbox"/> WVEIS financial report	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
3.	Materials and equipment purchased with 21 st Century funds.	<input type="checkbox"/> PO's/Invoices <input type="checkbox"/> Inventory list	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
4.	Supplies, materials and equipment purchased with 21 st Century funds are used for the intended purposes.	<input type="checkbox"/> Requisitions of purchases <input type="checkbox"/> Schedule of activities listed in grant <input type="checkbox"/> Teacher Lesson/Activity Plans	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
5.	Approved background checks have been conducted on all employees and regular volunteers.	<input type="checkbox"/> Approved state level background check	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
6.	Time and effort schedules, for employees of the grant program.	<input type="checkbox"/> Staff timesheets <input type="checkbox"/> Program Schedules <input type="checkbox"/> Lesson Plans	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
7.	The district utilizes 21 st Century funds to supplement rather than to supplant funds from non-federal sources.	<input type="checkbox"/> Lesson Plans	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
	Program Implementation			
	Documentation exists to show the program and its activities have been implemented according to the approved 21 st Century Community Learning Centers Grant Application regarding:			
	Project Design			
8.	Activities and services have been implemented to support the approved Project Design.	<input type="checkbox"/> Parent/ Student/Community surveys about program activities' <input type="checkbox"/> Program schedules <input type="checkbox"/> Staff lesson/activity plans for each program component <input type="checkbox"/> Other: Please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
9.	Progress has been made toward meeting the program goals, objectives, and outcomes.	<input type="checkbox"/> Bi-monthly reports <input type="checkbox"/> Data for each measurable objective <input type="checkbox"/> Action Plan Monitoring Documentation <input type="checkbox"/> Parent or student surveys <input type="checkbox"/> Continuation Report	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
10.	Progress has been made towards establishing linkages with the partners and organizations included in the grant application.	<input type="checkbox"/> Newsletters <input type="checkbox"/> In kind records <input type="checkbox"/> Donations <input type="checkbox"/> Meeting Minutes/schedules, Advisory Council <input type="checkbox"/> Correspondence (email, documented phone calls, etc...) <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Other: please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
Program Design				
11.	Activities are designed and implemented to help students meet standards in core subjects.	<input type="checkbox"/> Staff lesson plan/course outlines <input type="checkbox"/> Student test/grades data <input type="checkbox"/> Curricula materials <input type="checkbox"/> Program Schedule <input type="checkbox"/> Data tracking student progress <input type="checkbox"/> Other: please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
12.	Activities in academic enrichment activities such as arts, music are being provided.	<input type="checkbox"/> Program schedules <input type="checkbox"/> Staff activity/lesson plans <input type="checkbox"/> Student participation list <input type="checkbox"/> Other: please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
13.	Opportunities provided for parental/sibling involvement activities that bring entire families into the program.	<input type="checkbox"/> Parent letters/correspondence <input type="checkbox"/> Parent handbook <input type="checkbox"/> Advisory Council minutes <input type="checkbox"/> Bi- Monthly report <input type="checkbox"/> Newspaper/public service announcements <input type="checkbox"/> Program schedule sign in sheets <input type="checkbox"/> Other: please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
14.	Provide documentation that parent education opportunities were offered.	<input type="checkbox"/> Parent correspondence <input type="checkbox"/> Program Training Agenda <input type="checkbox"/> Training/activity attendance logs <input type="checkbox"/> Activity/Training evaluations <input type="checkbox"/> Afterschool Matters data <input type="checkbox"/> Program handouts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
Student Attendance/Retention/Involvement				
15.	Program is meeting the needs of low socio-economic students.	<input type="checkbox"/> Registration form <input type="checkbox"/> Participant List <input type="checkbox"/> Activity Log <input type="checkbox"/> Data tracking student progress <input type="checkbox"/> Student survey or focus group interview	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
16.	Program accommodates children with special needs and encourages their participation in the program.	<input type="checkbox"/> Special accommodation information <input type="checkbox"/> Specially trained staff <input type="checkbox"/> Student data <input type="checkbox"/> Special Ed. Staff correspondence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
17.	Program attendance is monitored.	<input type="checkbox"/> Program handbook <input type="checkbox"/> Parent/student handbook <input type="checkbox"/> Attendance policy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
18.	Provide documentation of how many students are currently enrolled in program.	<input type="checkbox"/> Master list of students enrolled. <input type="checkbox"/> Bi- monthly report	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
19.	Appropriate staff-to-student ratio exists for activities?	<input type="checkbox"/> Student daily attendance roster <input type="checkbox"/> Staff daily attendance roster <input type="checkbox"/> Program schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
20.	Participation of youth/family members involvement in program planning.	<input type="checkbox"/> Parent surveys <input type="checkbox"/> Student surveys <input type="checkbox"/> Parents serving on Advisory Council	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
21.	Provide documentation on how parents of participating students are notified of experiences, achievement and behaviors in the program.	<input type="checkbox"/> Correspondence <input type="checkbox"/> Parent Meetings <input type="checkbox"/> Other: please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
Management/Staff Plan				
22.	Management structure supports the achievement of the approved objectives within the approved timelines and budget.	<input type="checkbox"/> Program schedule <input type="checkbox"/> Grant application <input type="checkbox"/> Staffing chart <input type="checkbox"/> Budget narrative	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
23.	Plans for staff development and staff input.	<input type="checkbox"/> Training Agenda <input type="checkbox"/> Professional Dev. Plan <input type="checkbox"/> Staff attendance roster <input type="checkbox"/> Handouts/Materials <input type="checkbox"/> Agenda <input type="checkbox"/> Description of the training	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
24.	Volunteers are recruited and trained to work in the program.	<input type="checkbox"/> Volunteer sign in/timesheets <input type="checkbox"/> Advertisement/PR <input type="checkbox"/> Volunteer training agendas/plan <input type="checkbox"/> Volunteer Handbook	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
25.	Communication is established between program and school day staff to supplement regular school day activities	<input type="checkbox"/> Faculty meetings minutes <input type="checkbox"/> Staff Correspondence <input type="checkbox"/> Staff Surveys <input type="checkbox"/> Student Data <input type="checkbox"/> Collaborative meetings <input type="checkbox"/> Advisory Council meetings <input type="checkbox"/> Description of Program activities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
26.	Verifies that center staff is aware of program goals and can explain the relationship of the day's activities to program goals.	<input type="checkbox"/> Goals posted in center <input type="checkbox"/> Program handbook <input type="checkbox"/> Program brochures/newsletters <input type="checkbox"/> Advisory Council minutes <input type="checkbox"/> Staff training agenda	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
27.	Process used to evaluate program staff.	<input type="checkbox"/> Evaluation instrument <input type="checkbox"/> Completed evaluations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
Project Evaluation				
28.	Evaluation measures have been collected related to the project outcomes.	<input type="checkbox"/> PPICS <input type="checkbox"/> After-school matters <input type="checkbox"/> Bi monthly report <input type="checkbox"/> Surveys <input type="checkbox"/> CIPAS <input type="checkbox"/> Student data <input type="checkbox"/> Parent data <input type="checkbox"/> Other: please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
29.	Changes in program design have been made based on feedback given.	<input type="checkbox"/> Peer Learning teams <input type="checkbox"/> Program CIPAS Action plan <input type="checkbox"/> Continuation report <input type="checkbox"/> Bi-Monthly report <input type="checkbox"/> Monitoring tool <input type="checkbox"/> Other: please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
Sustainability				
30.	The program has made efforts to gain other sources of funding or in-kind resources for program sustainability	<input type="checkbox"/> Description of grant applications/awards <input type="checkbox"/> In kind resources pursued <input type="checkbox"/> Advisory council minutes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
31.	Supports a plan for sustaining the program after the funding ends.	<input type="checkbox"/> Updated Sustainability plan <input type="checkbox"/> Advisory council minutes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
Partnerships and Collaboration				
32.	The programs mission, activities and services have been advertised in the community using a variety of techniques	<input type="checkbox"/> Newspaper articles/Newsletters <input type="checkbox"/> Special events/programs <input type="checkbox"/> School postings <input type="checkbox"/> Other: please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
33.	Partner/contractors are aware of the program goals of the center.	<input type="checkbox"/> Program handbook <input type="checkbox"/> Program brochure <input type="checkbox"/> Agreements/contracts <input type="checkbox"/> Other: please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	

	Area of Compliance	Supporting Documentation	Compliance Status	Comments
34.	Collaborative partners have provided programs and services in accordance with the application.	<input type="checkbox"/> Partners agreements/contracts <input type="checkbox"/> Program activity schedule <input type="checkbox"/> WEIS /financial reports	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
35.	Activities that center staff developed and enhanced relationships with community partners.	<input type="checkbox"/> Program schedule <input type="checkbox"/> Program correspondence <input type="checkbox"/> Meeting minutes/agendas <input type="checkbox"/> Other: please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
Safety, Health, and Nutrition				
36.	Vehicles used for transportation have been inspected for safety on a regular basis.	<input type="checkbox"/> Transportation logs <input type="checkbox"/> Inspection information <input type="checkbox"/> Other, please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
37.	The program provides nutritional snacks/supper during program operation.	<input type="checkbox"/> Records of USDA snacks/supper implementation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
38.	The program emergency contact information for students and staff is maintained in a central location.	<input type="checkbox"/> Staff emergency contact information <input type="checkbox"/> Student emergency contact information	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
39.	Parental consent is required for student surveys, student records/ information, pictures, Internet usage and field trips	<input type="checkbox"/> Consent forms <input type="checkbox"/> Permission slips	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
40.	The program has established procedures for authorized student pick-ups and communicated these to staff and families.	<input type="checkbox"/> Parental release forms <input type="checkbox"/> Sign-in/Sign out forms <input type="checkbox"/> Other, please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	
41.	The staff, students, and parents are informed of the program's emergency readiness plan.	<input type="checkbox"/> Emergency Exit Plan <input type="checkbox"/> Snow Closing Plan <input type="checkbox"/> Staff meeting minutes <input type="checkbox"/> Correspondence <input type="checkbox"/> Handouts <input type="checkbox"/> Other, please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	

**Addendum
Site Monitor's Form**

INSTRUCTION	DOCUMENTATION	COMMENTS	CORRECTIVE ACTIVE REQUIRED
Purchased Professional & Technical Services	Contracts/Invoices, specific dates and rates of product or service.		
Other Purchased Services	Contracts/Invoices, specific dates and rates of product or services.		
Supplies & Materials	Purchase orders, invoices specific costs, tied to application time lines and activities.		
SUPPORT SERVICES	DOCUMENTATION	COMMENTS	CORRECTIVE ACTION REQUIRED
Purchased Professional & Technical Services	Specific dates, rates, salary and product/service. Date of hire consistent with approved application.		
Purchased Professional Education Services (Subgrant Cost Summary)	Documentation for Subgrant budgets is the same as Lead agency.		
Purchased Property Services	Printout, invoices and lease with specific costs, dates and links to approved application.		

INSTRUCTION	DOCUMENTATION	COMMENTS	CORRECTIVE ACTIVE REQUIRED
Other Purchased Services	Contracts/invoices, specific costs, links to approved application.		
Travel	Record of travel expenses, receipts, mileage, meals.		
Supplies and Materials	Invoices, costs, dates, and time lines link to approved application.		
Indirect Costs	Approved IDC rate form. Record of charges to grant.		
FACILITIES ACQUISITION & CONSTRUCTION SERVICES	DOCUMENTATION	COMMENTS	CORRECTIVE ACTION REQUIRED
Buildings (use charge)	Lease or rental receipts, copies on file, linked to activities consistent with approved application.		
Instructional Equipment	Invoices, costs, dates and links to approved application. Identification tags attached. Time of purchase consistent with approved application. Equipment inventory exists.		
Non-instructional equipment	Invoices, costs, dates and links to approved application. Identification tags attached. Time of purchase consistent with approved application. Equipment inventory exists.		

PROGRAM STRENGTHS	FINDINGS	
	REQUIRED TO ADDRESS	OPTIONAL SUGGESTIONS