

## **Monitoring Protocol**

### **Technical Assistance**

#### **Year 1**

The Technical Assistance Cycle of monitoring is an opportunity for all new subgrantees to receive an in-depth overview of the 21<sup>st</sup> CCLC program. Subgrantees receive a site-visit and guidance on what a successful 21<sup>st</sup> CCLC program looks like. Subgrantees should also do a self-assessment, using the 21<sup>st</sup> CCLC monitoring instrument, to bring the program into compliance with requirements of the grant and request assistance from MDE if needed.

### **On-site Monitoring**

#### **Years 2 & 3**

All subgrantees in years two and three will receive an on-site monitoring visit, which should last from one to two days. No technical assistance will be provided during the monitoring visit.

- During the visit, the team will interview Lead Staff, Consortium Partners, or Collaborating Staff. Other staff may be included as necessary.
- The monitoring visit will include visits to all afterschool sites as approved by MDE.
- After the visit, the MDE monitoring team will provide a comprehensive monitoring report of findings to the subgrantee within thirty (30) days.
- The subgrantee has thirty (30) days to respond to findings of noncompliance and required corrective actions. Supporting documentation must be submitted to clear the citation.
- MDE staff will review documentation to determine if it is sufficient to clear any citations of noncompliance, and to ensure that the appropriate corrective action has been developed within thirty (30) days of receipt of response and inform the subgrantee of the status of their monitoring report as follows:
  - Cleared
  - Remains open pending additional information
  - Unresolved pending follow-up visit

### **Desk Audit**

#### **Year 4**

The MDE will conduct a desk audit for all subgrantees in year four. The audit will require a telephone interview.

- Fifteen (15) days prior to the audit, subgrantees will be required to submit a detailed expenditure report (period to be determined at MDE's discretion) along with supporting documentation such as receipts and invoices, a current personnel listing, and student progress reports to the MDE.
- Before the telephone interview, MDE staff will review documentation submitted.
- During the telephone interview, subgrantees will be asked questions regarding program design, operation, and management.
- After the interview, MDE staff will prepare an audit report and mail it to the subgrantee.

- Subgrantees will have 30 days from receipt of the report to respond (if applicable). The subgrantee may be required to submit additional documentation.
- MDE staff will review documentation to determine if it is sufficient to clear any citations of noncompliance, and to ensure that the appropriate corrective action has been developed within thirty (30) days of receipt of response and inform the Grantee of the status of their monitoring report as follows:
  - Cleared
  - Remains open pending additional information
  - Unresolved pending follow-up visit

### **Close-out Monitoring**

- After receipt of the Year-End Performance Report, completion of *21APR* data, Final Evaluation Report, Final Request for Funds, Breakdown of Expenditures expended over the four-year period and Inventory Log of equipment purchases, MDE will conduct a close-out visit.
- During the visit, a closing inventory will be conducted for property purchased with 21<sup>st</sup> CCLC funds program and sustainability efforts will be evaluated. To retain use of inventory items, the grantee must clearly demonstrate that a fifth year of out-of-school programming will exist and that the items will be used in a manner consistent with the initial intent of purchase. MDE will make the final decision about which disposition option is to be followed, and additional instructions will be provided to those subgrantees.