**Mississippi Department of Education**

**Office of Federal Programs**

**Consolidated Federal Programs Monitoring Instrument**

**H. Title IV, Part B – 21st Century Community Learning Centers (CCLC)**

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| SchoolDistrict | Date |
| Monitor |

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| **Title IV, Part B – 21st Century Community Learning Centers (CCLC) Indicators****Complete this section only if the LEA receives 21st CCLC funds.****Note: All entities, public and private, must complete Section A. Federal Programs,** **Cross-cutting Indicators A1-A9.** |

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| **Fiduciary Indicators** |
| H1. | \*Does the grantee maintain a copy of the approved application, amendments, revised budgets, and needs assessment results?*Section 4204(b)(2)* |
| **Evidence of Compliance** | **Comments** |
| * 21st CCLC application
* Approved amendment(s) if applicable)
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H2. | \*Did the grantee expend project funds, in accordance with *2 C.F.R. Part 200, Subpart E*, within the period of availability?*Section 4204; 2 C.F.R. Part 200, Subpart E* |
| **Evidence of Compliance** | **Comments** |
| **REQUIRED:*** Indicators A1-A9 cross-cutting documentation

Note: See [www.mde.k12.ms.us/federal-programs/federal-programs---compliance-and-monitoring](http://www.mde.k12.ms.us/federal-programs/federal-programs---compliance-and-monitoring)  | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H3. | \*Does the grantee maintain a list of project-related travel taken during the past year along with records of who participated in the travel?*Section 4204* |
| **Evidence of Compliance** | **Comments** |
| * Travel expense form (mileage, lodging, etc.)
* Training/meeting agendas (when applicable)
* Travel Log (for in-district travel)
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_ |
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| **Program Indicators** |
| H4. | \*Does the grantee primarily target students who attend schools eligible for schoolwide programs under section 1114 and the families of such students? *Section 4204(b)(2)(F)* |
| **Evidence of Compliance** | **Comments** |
| * Participant list by school
* List of schools eligible for Schoolwide services
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H5. | \*Has the grantee developed written policies and procedures to promote effective management?*Section 4204(b)(2)(N)* |
| **Evidence of Compliance** | **Comments** |
| * Policies/procedures
* Program handbook
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H6. | \*Has the grantee established an attendance policy to encourage attendance and reduce absenteeism for participants?*Section 4204(b)(2)(N)* |
| **Evidence of Compliance** | **Comments** |
| * Written attendance policy/procedures from program handbook
* Attendance policy
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H7. | \*Does the program staff communicate regularly and effectively with school day staff to supplement regular school educational activities and to inform and receive information from in-school teachers on students’ academic and behavioral progress? *Section 4204(b)(2)(D)* |
| **Evidence of Compliance** | **Comments** |
| * Homework logs
* Teacher class schedules
* Correspondence
* Student progress reports (academic and behavioral)
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H8. | \*Do parents participate in the decision-making and planning of the program operation?*Section 4204(b)(2)(N)* |
| **Evidence of Compliance** | **Comments** |
| * Parent meetings (agendas, sign-in sheets, minutes)
* Surveys
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H9. | \*Are volunteers recruited, screened, and trained effectively to work in the 21st Century program?*Section 4204(b)(2)* |
| **Evidence of Compliance** | **Comments** |
| * Recruitment procedures
* Job descriptions
* Background check documentation
* Training materials (agendas, sign-in sheets, minutes)
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H10. | \*Is professional development ongoing, provided to all staff, and specific to the 21st Century program?*Section 4204(b)(2)* |
| **Evidence of Compliance** | **Comments** |
| * Description of training
* Agenda, sign-in sheets, minutes, training handouts
* Professional development plan/calendar
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H11. | \*Does the LEA implement dropout prevention activities in the program?*Section 4204(b)(2)(N)* |
| **Evidence of Compliance** | **Comments** |
| * LEA dropout plan
* Activity schedule
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_  |
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| H12. | \*Does the grantee have adequate security in place?*Section 4204(b)(2)(N)* |
| **Evidence of Compliance** | **Comments** |
| * Written security policies/procedures
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H13. | \*Does the grantee provide services in a safe and easily accessible environment?*Section 4204(b)(2)(A)(i)* |
| **Evidence of Compliance** | **Comments** |
| * Compliance with MDE Safe School Standards
* Emergency drill records
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H14. | \*Is there evidence of efforts to sustain the program once funding ends, and have efforts been made to gain other sources of funding or in-kind resources to maintain the same level of program services as grant support decreases?*Section 4204(b)(2)(K)* |
| **Evidence of Compliance** | **Comments** |
| * Sustainability plan
* Description of resources (e.g. grants, leveraged funds, documented in-kind donations)
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| **Services Indicators** |
| H15. | \*Does the grantee provide and demonstrate practices that ensure the following for participating non-public schools?1. Equitable services to eligible students attending non-public schools, including equitable professional development and parenting activities to participating non-public schools
2. Timely and meaningful consultation with appropriate non-public school personnel
3. Public control of funds

*Section 9501* |
| **Evidence of Compliance** | **Comments** |
| * Reference 21st CCLC application
* Documentation of timely and meaningful consultation (agendas, sign-in sheets, minutes)
* Student lists
* Expenditure report
 | Yes \_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_ |
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| H16. | \*Does the grantee disseminate information about the community learning center (including its location) to the community in a manner that is understandable and accessible? *Section 4204(b)(A)(iii)* |
| **Evidence of Compliance** | **Comments** |
| * Program handbook
* Website, correspondence, flyers, press releases, exhibits
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H17. | \*Has the grantee adopted and consistently applied clear standards for student behavior? *Section 4204(b)(2)(N)* |
| **Evidence of Compliance** | **Comments** |
| * Student behavior techniques/interventions
* Classroom discipline rules
* Incident reports
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H18. | \*Does the grantee offer a variety of academic enrichment activities and character education activities to all students?*Section 4205(a)* |
| **Evidence of Compliance** | **Comments** |
| * Lesson plans
* Activity logs/descriptions
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H19. | \*Does the grantee provide daily nutritious snacks for all participants of the community learning center?*Section 4204(b)(2)(N)* |
| **Evidence of Compliance** | **Comments** |
| * Daily snack log
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H20. | \*Does the center provide safe travel to/from activities?*Section 4204(b)(2)(A)(ii)* |
| **Evidence of Compliance** | **Comments** |
| * Sign-in/out logs
* Method of transportation
* Bus seating charts
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_ |
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| H21. | \*Are families of students served by the community learning center provided opportunities for literacy and related educational development?*Section 4201(a)(3)* |
| **Evidence of Compliance** | **Comments** |
| * Correspondence (flyers/announcements)
* Family attendance records (sign-in sheets)
* Activities/schedules (agendas)
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| **Collaboration Indicators** |
| H22. | \*Does the program maintain a 21st CCLC advisory board that meets at least two times per year and includes parents, students, and public and private community members?*Section 4204(b)(2)(N)*  |
| **Evidence of Compliance** | **Comments** |
| * Advisory Board members list
* Correspondence
* Meeting agendas, sign-in sheets, minutes
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H23. | \*Are there written agreements between grantee, schools, and collaborating partners that describe the programs and/or services in accordance with the approved grant?*Section 4204(b)(2)(N)*  |
| **Evidence of Compliance** | **Comments** |
| * Written contracts and/or letters of agreement
* Description of services
* Correspondence
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H24. | \*Do partners and/or collaborators provide programs and/or services in accordance with the approved grant?*Section 4204(b)(2)* |
| **Evidence of Compliance** | **Comments** |
| * Documentation of services/activities
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| **Documentation Indicators** |
| H25. | \*Does the grantee have registration forms for all participants that include student demographics (race/ethnicity, limited English proficiency, free/reduced-price lunch, new to school), and attendance records broken down to 30 days or more, and fewer than 30 days?*Section 4204(b)(2)(N)* |
| **Evidence of Compliance** | **Comments** |
| * Registration forms
* Attendance forms
* Profile and Performance Information Collection System (PPICS) data
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H26. | \*Are the program hours, activity schedules, and locations available, accessible, and implemented as stated in the application? *Section 4204(b)(2)(N)* |
| **Evidence of Compliance** | **Comments** |
| * Reference 21st CCLC Application

Note: highlight and tab hours, schedules, locations* Registration information, flyers
* Documentation of:
	+ - Program hours
		- Activity schedules
		- Locations
		- Student attendance records
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H27. | \*Is there a system for signing children in and out of the 21st Century program, for locating children at all times, or other evidence to indicate the safety of the students is being addressed?*Section 4204(b)(2)(N)* |
| **Evidence of Compliance** | **Comments** |
| * Written policies/procedures
* Student tracking system
* Daily student attendance records
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H28. | \*Does the grantee maintain written plans for activities and forms to track student participation in activities?*Section 4204(b)(2)(N)* |
| **Evidence of Compliance** | **Comments** |
| * Program schedules
* Description of services/activities
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H29. | Does the eligible entity have experience or promise of success in providing educational and related activities that will complement and enhance the academic performance, achievement, and positive youth development of the students?*Section 4204(b)(2)(J)* |
| **Evidence of Compliance** | **Comments** |
| * Scientifically-based researched programs
* Evidence of prior success
* Anecdotal records
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H30. | Does the grantee maintain:1. Organizational chart listing all personnel
2. Written job description for each employee for the 21st Century program
3. Certifications and qualifications for all key staff

*Section 4204(b)(2)(N)* |
| **Evidence of Compliance** | **Comments** |
| * Organizational chart
* Job descriptions
* Background checks
* Teacher licenses and/or resumes
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H31. | Does the grantee ensure that funds under this part will be used to increase the level of State, local, and other non-Federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant Federal, State, local, or non-Federal funds?*Section 4204(b)(2)(G)* |
| **Evidence of Compliance** | **Comments** |
| **ALL REQUIRED:*** Expenditure reports
* Salary/account distribution report (indicating all funds contributing to an employee’s salary) of all employee salaries paid in whole or in part with federal funds
* List of all employees paid with federal program dollars
* Job descriptions of all federal program employees
* Time and effort documentation of all employees paid with federal funds
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| **Evaluation Indicators** |
| H32. | \*Is there a system of accountability and continuous evaluation in place to support program improvement, ensure parent and participants’ satisfaction, and identify necessary changes?*Section 4205(b)(2)* |
| **Evidence of Compliance** | **Comments** |
| * Program modifications
* Amendments (if applicable)
* Evaluation reports
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H33. | \*Does the grantee evaluate the effectiveness of the program?*Section 4205(b)(2)* |
| **Evidence of Compliance** | **Comments** |
| * Evaluation reports
* Surveys and results from key stakeholders, including parents, students, and collaborators/partners
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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| H34. | \*Are evaluation findings regularly and effectively communicated to staff, collaborators, partners, parents, students, and other key stakeholders?*Section 4205(b)(2)(B)(ii)* |
| **Evidence of Compliance** | **Comments** |
| * Evaluation reports
* Executive summary
* Meeting agendas, sign-in sheets, minutes
* Newsletters/press releases
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Yes \_\_\_\_ No \_\_\_\_\_ |
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