|  |  |
| --- | --- |
| Grantee Name | Grant Amount |
| Grantee Address |
| City | State | Zip Code |
| Authorized Representative | Telephone | Email Address |
| 21st CCLC Program Contact | Telephone | Email Address |



21st Century Community Learning Centers (CCLC) Grant

Monitoring & Compliance Template (MCT)

21st CCLC Program Monitoring Authorization

In accordance with the Every Student Succeeds Act (ESSA) Sec. 4205(b)(1), 21st CCLC state programs are required to conduct ongoing monitoring and evaluation to assess progress towards achieving the goal of providing high-quality opportunities for academic enrichment and to provide evidence that the program helps students meet the state and local student academic achievement standards.

21st CLCC Program Monitoring Process:

The Colorado Department of Education (CDE) will monitor grant program compliance on a regular basis through reviewing and approving fiscal and program reports, performing desk reviews, and conducting onsite visits and interviews. CDE will conduct at least two onsite visits to every funded center during the three-year grant period. The first visit will be an orientation visit, occurring within the first semester of programming. The second onsite visit will be a monitoring visit to evaluate the subgrantee’s performance and compliance with state and federal regulations. Additional visits may occur based on results from ongoing monitoring and risk analysis conducted by CDE. An additional onsite visit will be conducted for subgrantees if awarded funds past the three-year grant period. The purpose of the onsite visit is to validate information provided in fiscal and program reports, and to gather more detailed information on implementation efforts and program quality. A report of findings and recommendations for next steps for program improvement will be available to the 21st CCLC Program Directors approximately 45 days following the onsite monitoring visit.

21st CLCC Program Monitoring Documents:

All monitoring documents for this process can be found at: [www.cde.state.co.us/21stcclc/subgranteeresources](http://www.cde.state.co.us/21stcclc/subgranteeresources). This specific document, called the Monitoring and Compliance Template (MCT), will be used onsite to assess compliance. A corresponding checklist of items needed during the pre-visit and onsite compliance portion of the monitoring visit has been created to help subgrantees prepare and is available at the link above. Prior to an onsite visit, subgrantees are required to submit additional relevant information that will allow CDE to conduct an efficient and effective visit. The items that are required for this monitoring visit are listed below as follows:

1. PV: Pre-visit materials to be reviewed
2. OS: On-site materials to be reviewed

**All pre-visit program and fiscal materials must be submitted at least two weeks prior to the scheduled visit**. Subgrantee submissions will be made through a 21st CCLC digital evidence box located in Syncplicity, an encrypted online file sharing system. A link to access this system will be emailed once the scheduling logistics of the visit are confirmed. In submitting the pre-visit documentation, the subgrantee shall take reasonable measures to safeguard and protect Personally Identifiable Information (PII).

| Area of Compliance #1: **Program Leadership and Staffing** | **Supporting documentation on file at CDE (subgrantees do not need to resubmit)** | **Supporting Documentation (to be provided by subgrantee)** | **Compliance Status** | **Comments** |
| --- | --- | --- | --- | --- |
|   |  |  | Yes | Partial | No |  |
| 1. The program has a program director with appropriate staff (e.g., site coordinator) to supervise and lead the daily program and personnel.

Citation: CDE’s 21st CCLC RFP (2015), Sec E | * Grant application or approved amendments
 | * Current organization chart (PV);
* Job descriptions for all 21st CCLC primary staff and supported roles (PV);
* Other (PV or OS)
 |  |  |  |  |
| 1. The program’s organization chart is clear in structure, with roles and responsibilities defined. The program operates with capacity to meet program and student needs.

Citation: CDE’s 21st CCLC RFP (2015), Sec E | * Grant application or approved amendments
 | * Current organization chart (PV);
* Job descriptions for all 21st CCLC primary staff and supported roles (PV)
 |  |  |  |  |
| 1. The program completes appropriate background checks for all staff and volunteers.

Citation: CDE’s 21st CCLC RFP (2015), Sec E | * Grant application or approved amendments
 | * Staff background check documentation on file (OS)
 |  |  |  |  |
| 1. The program assesses training needs of staff, and school/community partners, supporting relevant training and ongoing professional development experiences/opportunities to build more effective program practices.

Citation: CDE’s 21st CCLC RFP (2015), Sec E | * Grant application or approved amendments
 | * Staff needs assessment (PV);
* Description of types and number of staff trainings (PV);
* Other (PV or OS)
 |  |  |  |  |
| 1. Staff are evaluated on a regular basis and given clear feedback for continuous performance improvement.

Citation: CDE’s 21st CCLC RFP (2015), Sec E | * Grant application or approved amendments
 | * Performance appraisals of staff (OS);
* Performance appraisal of volunteers (OS)
 |  |  |  |  |
| 1. The subgrantee maintains appropriate documentation for employees of the grant program.

Citation: CDE’s 21st CCLC RFP (2015), Sec E | * Grant application or approved amendments
 | * Job descriptions for all 21st CCLC primary staff and supported roles (PV);
* Documentation of employee evaluation process (PV);
* Staff background check documentation on file (OS);
* Staff timesheets (OS);
* Other (PV or OS)
 |  |  |  |  |
| 1. The program recruits and retains high-quality staff, including but not limited to experience and professional preparation in providing educational and related activities that will enhance the academic performance, achievement and positive youth development of students.

Citation: CDE’s 21st CCLC RFP (2015), Sec E | * Grant application or approved amendments
 | * Staff recruitment plan (PV);
* Job descriptions for all 21st CCLC primary staff and supported roles (PV);
* Documentation of employee evaluation process (PV);
* Other (PV or OS)
 |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Area of Compliance #2: **Program Impact,** **Development & Design** | **Supporting documentation on file at CDE (subgrantees do not need to resubmit)** | **Supporting Documentation (to be provided by subgrantee)** | **Compliance Status** | **Comments** |
|  |  |  | Yes | Partial | No |  |
| 1. The subgrantee 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); CDE’s 21st CCLC RFP (2015) | * Grant application or approved amendments;
* EZReports monthly data submissions;
* 21st CCLC End-of-Year Reports
 | * Sign-in sheets (OS);
* Completed registration forms (OS);
* Other (PV or OS)
 |  |  |  |  |
| 1. The student-to-staff ratio is appropriate and safe for the specific activities conducted and meets student needs as defined by the partnering district’s policies and procedures.

Citation: CDE’s 21st CCLC RFP (2015), Sec. “Priority Areas” | * Student enrollment data;
* Staff/student attendance logs
 | * District-level requirements for student-to-staff ratios (PV);
* Other (PV or OS)
 |  |  |  |  |
| 1. The subgrantee is conducting outreach to eligible participants as described in the original grant application (or approved amendments).

Citation: ESSA 4204 (b)(2)(I); CDE’s 21st CCLC RFP (2015), Sec B | * Grant application or approved amendments
 | * Outreach/promotional documents that include the 21st CCLC logo or other identifying information (PV);
* Other (PV or OS)
 |  |  |  | *Examples of outreach activity documentation can include: school postings and announcements, press releases, program fliers, informational notices to school staff, registration forms, event calendars*  |
| 1. Program staff communicates and collaborates regularly with school-day personnel, school administration and leadership.

Citation: ESSA 4202 (b)(2)(D);CDE’s 21st CCLC RFP (2015), Sec E and Sec G |  | * Communications plan (PV);
* Meeting schedules/minutes (OS);
* Surveys of classroom teachers or administrator(s), if available (OS);
* Other (PV or OS)
 |  |  |  |  |
| 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);CDE’s 21st CCLC RFP (2015), Sec B |  | * Program policies/handbook (PV);
* Curricular materials/outlines (OS);
* Training materials (OS);
* Surveys of classroom teachers (OS)
 |  |  |  |  |
| 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);CDE’s 21st CCLC RFP (2015), Sec B |  | * Agreements/MOUs/contracts (PV);
* Contact logs (OS);
* Meeting minutes/notes (OS)
 |  |  |  |  |
| 1. 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: ESSA 4204(b)(2)(H);CDE’s 21st CCLC RFP (2015), Sec B |  | * Agreements/MOUs/contracts (PV);
* Documentation of services, activities and contributions (PV);
* Meeting minutes/notes (OS);
* Other (PV or OS)
 |  |  |  |  |
| 1. The program enters formal written agreements with vendors and partners.

Citation: ESSA 4204 (b)(2)(H) & (N) |  | * Agreements/MOUs/contracts (PV);
* Other (PV or OS)
 |  |  |  |  |
| 1. Program partners are aware of the 21st CCLC State Performance Measures (PMs) and objectives and how their activities support the achievement of those goals.

Citation: ESSA 4204 (b)(2)(D) |  | * Agreements/MOUs/contracts (PV);
* Program handbook/brochure (PV);
* Orientation materials (PV)
 |  |  |  |  |
| 1. The program regularly communicates with and seeks input from its partners in a professional manner.

Citation: ESSA 4204 (b)(2)(D) |  | * Communications plan (PV);
* Written correspondence (OS);
* Meeting agendas/notes (OS)
 |  |  |  |  |
| 1. The subgrantee houses the program in a safe and accessible facility.

Citation: ESSA 4204 (b)(2)(A)(i);Citation: CDE’s 21st CCLC RFP (2015), Sec E | * Responses in approved grant application and assurances
 | * Written policies and procedures (PV);
* Documentation of accommodations provided to special needs students (PV);
* Other (PV or OS)
 |  |  |  |  |
| 1. The subgrantee is addressing the transportation needs of students in 21st CCLC programming.

Citation: ESSA 4203 (a)(10) | * Grant application or approved amendments;
* Approved 21st CCLC budget
 | * Transportation policy for 21st CCLC students and related documents (PV);
* Process for ensuring that transportation is not a barrier (PV);
* Process for ensuring transportation provided by LEA or transportation partner is safe (PV);
* Other (PV or OS)
 |  |  |  | *Examples of transportation policy and related documents can include parent notifications, building security, emergency exit, student pick-up, and emergency contact(s).* |
| 1. If the program is an Extended Learning Program (ELT), the program is administering the program according to the ELT Comprehensive Plan that was submitted and approved in the grant application (or approved amendments).

Citation: CDE’s 21st CCLC RFP (2015), Sec E and Appendix B | * ELT Plan
 | * Proof of meeting the components of the submitted and approved ELT plan (or approved amendments) (PV)
 |  |  |  |  |

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| Area of Compliance #3: **Program Implementation** | **Supporting documentation on file at CDE (subgrantees do not need to resubmit)** | **Supporting Documentation (to be provided by subgrantee)** | **Compliance Status** | **Comments** |
|  |  |  | Yes | Partial | No |  |
| 1. The subgrantee is providing the number of hours of programming described in the original 21st CCLC application (or approved amendments). (For example, 14 hours/week for C-VII; 12 hours/week for C-VIII; ELT (if applicable); summer hours.)

Citation: ESSA 4204 (a)(2)(A);CDE’s 21st CCLC RFP (2015), Sec C | * Grant application or approved amendments
 | * Program calendars/activity schedules (PV);
* Descriptions of programming (PV);
* Other (PV or OS)
 |  |  |  |  |
| 1. The subgrantee is making progress toward meeting the goals and objectives set out in the implementation plan approved in the original grant application (or approved amendments).

Citation: CDE’s 21st CCLC RFP (2015), Sec E | * Grant application or approved amendments;
* Funding Chart;
* UIP submitted to CDE;
* 21st CCLC End-of-Year Reports
 |  |  |  |  |  |
| 1. The subgrantee 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);CDE’s 21st CCLC RFP (2015), Sec B | * Grant application or approved amendments
 | * Descriptions of programming and how it meets evidence-based criteria for student programs (PV);
* Subgrantee response to Colorado’s 21st CCLC Quality Implementation Rubric (PV);
* Other (PV or OS)
 |  |  |  |  |
| 1. The 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);CDE’s 21st CCLC RFP (2015), Sec B and Sec D | * Grant application or approved amendments
 | * Program policies/handbook (PV);
* Program calendars/activity schedules (PV);
* Curricular materials/outlines (OS);
* Training materials (OS);
* Other (PV or OS)
 |  |  |  |  |
| 1. The subgrantee is implementing the parent/family programming or activities described in the original grant application (or approved amendments).

Citation: ESSA 4205 (a)(10);CDE’s 21st CCLC RFP (2015), Sec D and Sec E | * Grant application or approved amendments;
* EZReports monthly data submissions;
* 21st CCLC End-of-Year Reports
 | * Descriptions of programming and how it meets evidence-based criteria for parent engagement (PV);
* Sign-in sheets (OS);
* Completed registration forms (OS);
* Other (PV or OS)
 |  |  |  |  |
| 1. The program has established linkages with other state, federal, and local programs and/or agencies that currently provide services to the target population.

Citation: ESSA 4204 (b)(2)(C);CDE’s 21st CCLC RFP (2015), Sec F | * Grant application or approved amendments;
* Funding Chart;
* UIP submitted to CDE
 | * Written correspondence with other state, federal and local programs and/or agencies (OS);
* Other (PV or OS)
 |  |  |  |  |

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| Area of Compliance #4: **Evaluation** | **Supporting documentation on file at CDE (subgrantees do not need to resubmit)** | **Supporting Documentation (to be provided by subgrantee)** | **Compliance Status** | **Comments** |
|  |  |   | Yes | Partial | No |  |
| 1. The subgrantee participates as required in the state evaluation processes in a timely and thorough manner.

Citation: ESSA 4205 (b)(2)(A);CDE’s 21st CCLC RFP (2015), Sec C and Appendix E | * Submission of required data and evaluation reports
 | * Completed evaluation instruments and surveys, rubrics, etc. (PV);
* Other (PV or OS)
 |  |  |  |  |
| 1. All required data points in the state data collection system are up to date and completed in a timely manner on a monthly basis.

Citation: CDE’s 21st CCLC RFP (2015), Sec C and Appendix E | * EZReports submissions on a timely basis
 |  |  |  |  |  |
| 1. The program has procedures in place to collect, review and “clean” data submitted in the state data collection system prior to submission, and maintain accurate data collection.

Citation: U.S. Government Accountability Office; CDE’s 21st CCLC RFP (2015), Sec C and Appendix E | * EZReports submissions
 | * Process, policies, procedures, checklists for data collection, data verification and data reporting (PV);
* Other (PV or OS)
 |  |  |  |  |
| 1. Local-level program evaluation results are communicated to the stakeholders and are readily available to the public.

Citation: ESSA 4203 (a)(14)(C);CDE’s 21st CCLC RFP (2015), Sec C and Appendix E |  | * Copy of notification to stakeholders (OS);
* Evaluation results posted on subgrantee website (PV);
* Other (PV or OS)
 |  |  |  |  |
| 1. A majority of regular student attendees have a completed teacher survey submitted to the state 21st CCLC office through the state data collection system.

Citation: CDE’s 21st CCLC RFP (2015), Appendix D; CDE’s 21st CCLC Grant Award Letter | * Teacher surveys submitted through EZReports
 |  |  |  |  |  |
| 1. The subgrantee’s 21st CCLC End-of-Year Reporting Survey was submitted by deadline and accurately completed.

Citation: CDE’s 21st CCLC Grant Award Letter | * 21st CCLC End-of-Year Reports
 |  |  |  |  |  |

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| Area of Compliance #5: **State Performance Measures (PMs) & Priority Areas (PAs)** | **Supporting documentation on file at CDE (subgrantees do not need to resubmit)** | **Supporting Documentation (to be provided by subgrantee)** | **Compliance Status** | **Comments** |
|  |  |  | Yes | Partial | No |  |
| 1. The subgrantee is making progress toward meeting State Performance Measure #1: Academic Outcomes, as set out in the original grant application (or approved amendments).

Citation: ESSA 4205 (b)(2)(B)(i);CDE’s 21st CCLC RFP (2015), Sec D  | * PM worksheets approved in the grant application or approved amendments;
* Assessment and trend data discussion of PM#1 progress
 |  |  |  |  |  |
| 1. The subgrantee is making progress toward meeting State Performance Measure #2: Enrichment Outcomes, as set out in the original grant application (or approved amendments).

Citation: ESSA 4205 (b)(2)(B)(i);CDE’s 21st CCLC RFP (2015), Sec D  | * PM worksheets approved in the grant application or approved amendments;
* Assessment and trend data discussion of PM#2 progress
 |  |  |  |  |  |
| 1. The subgrantee is making progress toward meeting State Performance Measure #3: Family Engagement Outcomes, as set out in the original grant application (or approved amendments).

Citation: ESSA 4205 (b)(2)(B)(i);CDE’s 21st CCLC RFP (2015), Sec D  | * PM worksheets approved in the grant application or approved amendments;
* Assessment and trend data discussion of PM#3 progress
 |  |  |  |  |  |
| 1. The subgrantee is making progress toward meeting Priority Area #1: STEM Outcomes, as set out in the original grant application (or approved amendments).

Citation: ESSA 4205 (b)(2)(B)(i);CDE’s 21st CCLC RFP (2015), Sec G | * PM worksheets approved in the grant application or approved amendments;
* Assessment and trend data discussion of PA#1 progress
 |  |  |  |  |  |
| 1. The subgrantee is making progress toward meeting Priority Area #2: Health and Wellness Outcomes, as set out in the original grant application (or approved amendments).

Citation: ESSA 4205 (b)(2)(B)(i);CDE’s 21st CCLC RFP (2015), Sec G  | * PM worksheets approved in the grant application or approved amendments;
* Assessment and trend data discussion of PA#2 progress
 |  |  |  |  |  |
| 1. The subgrantee is making progress toward meeting Priority Area #3: Attendance Outcomes, as set out in the original grant application (or approved amendments).

Citation: ESSA 4205 (b)(2)(B)(i);CDE’s 21st CCLC RFP (2015), Sec G  | * PM worksheets approved in the grant application or approved amendments;
* Assessment and trend data discussion of PA#3 progress
 |  |  |  |  |  |

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| Area of Compliance #6: **Adequacy of Resources** | **Supporting documentation on file at CDE (subgrantees do not need to resubmit)** | **Supporting Documentation (to be provided by subgrantee)** | **Compliance Status** | **Comments** |
|  |  |  | Yes | Partial | No |  |
| 1. The program maintains ongoing documentation of contributions (in-kind or resources) from partnering agencies.

Citation: ESSA 4204 (d) | * Funding Chart;
* EZReports submissions
 | * Agreements/MOUs/contracts (PV);
* In-kind contribution list (PV);
* Volunteer logs (PV)
 |  |  |  |  |
| 1. The subgrantee has developed and submitted to CDE’s 21st CCLC Office 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: ESSA 4203(a)(8)(B);CDE’s 21st CCLC RFP (2015), Sec G; Sec F; and Attachment L | * Sustainability plan submitted to CDE;
* Funding Chart;
* 21st CCLC End-of-Year Reports
 |  |  |  |  |  |
| 1. The budget and the budget narrative specifically detail the proposed use of funds in relation to the State PMs, SMART goals, design and scope of project activities.

Citation: CDE’s 21st CCLC RFP (2015), Sec G | * Grant application or approved amendments;
* Approved annual budgets or approved revisions
 |  |  |  |  |  |
| 1. All program income generated for the 21st CCLC program by the subgrantee has been approved by the state’s 21st CCLC program and fiscal offices and is being used to defray costs of the 21st CCLC program in the same performance period it is collected.

Citation: Uniform Grant Guidance (UGG) 2 C.F.R. § 200.307 | * Approved annual budgets or approved revisions;
* 21st CCLC signed Grant Award Letter (GAL)
 |  |  |  |  |  |
| 1. Appropriate internal fiscal controls are in place to track program income.

Citation: Uniform Grant Guidance (UGG) 2 C.F.R. § 200.307 | * Approved annual budget or approved revisions;
* 21st CCLC signed Grant Award Letter (GAL)
 |  |  |  |  |  |

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| Area of Compliance #7: **Fiscal Requirements** | **Supporting documentation on file at CDE (subgrantees do not need to resubmit)** | **Supporting Documentation (to be provided by subgrantee)** | **Compliance Status** | **Comments** |
|  |  |  | Yes | Partial | No |  |
| 1. Budget amount from Accounting System aligns with subgrantee’s approved 21st CCLC budget.

Citation: EDGAR 200.302 Financial Management | * Interim Financial Reports (IFRs);
* Annual Financial Reports (AFRs)
 | * Budget to Actual Report (PV)
 |  |  |  |  |
| 1. Purchases are appropriate expenditures as detailed in the original grant application (or approved amendments).

Citation: EDGAR 200.318 Procurement Source Documents; 34 CFR 75.730-75.731 and 76.730-76.731 | * Grant application or approved amendments;
* Approved annual budget or approved revisions;
* Submitted field trip approval forms;
* IFRs;
* AFRs
 | * System-generated transaction detail report of 21st CCLC expenditures that includes date of purchase, vendor, description of expenditure and amount (PV)
 |  |  |  | *Specific transaction source documentation may be requested during the review of expenditures* |
| 1. Salaries and benefits of staff working on 21st CCLC programs are tracked appropriately.

Citation: EDGAR 200.430 Compensation  |  | * Two months of Time & Effort reports – October 2018 and January 2019 – for all employees that were paid with 21st CCLC grant funds (PV);
* Time & Effort reports for staff that have travelled for the 21st CCLC grant (PV)
 |  |  |  | *Verification that salaries are coded to grant for travel related to 21st CCLC grant* |
| 1. The resources and services provided with 21st CCLC funds are supplementary and do not supplant federal, state and local support.

Citation: ESSA 4203, Section (a)(9) |  | * Description of services and evidence of supplemental nature of these federal programs (PV);
* Other (PV or OS)
 |  |  |  |  |
| 1. The inventory of equipment, with value of $500 collectively including iPads, Chromebooks, cameras and other electronic equipment or more, is labeled and coded to 21st CCLC program.

Citation: EDGAR 200.313 Equipment (d)(1) |  | * Current inventory list of equipment purchased with 21st CCLC funds, including equipment that exceeds the $500/unit cost (PV)
 |  |  |  | *List must contain description, cost, serial number, date of purchase, location and disposition, if applicable.* |
| 1. Does program allow equipment to be checked out by staff or students? If yes, provide internal procedures established for checking out and how lost or stolen equipment will be handled.

Citation: EDGAR 200.313 Equipment (d) (3) |  | * If answer is yes, provide internal procedure for checking out equipment (PV)
 |  |  |  |  |
| 1. The subgrantee provides timely updates on changes in staffing and signature authority, to ensure grant payments are not delayed.

Citation: EDGAR 200.208 Certification and Representation |  | * Current list of 21st CCLC staff, including authorized representative identified to sign Request for Funds Forms (RFFs) (PV)
 |  |  |  |  |
| 1. The subgrantee follows EDGAR Fiscal policies and procedures.

Citation: Uniform Grant Guidance; EDGAR 200.302 (6) Written Procedures to Implement the Requirements of 200.305 payment |  | * Copies of the following policies and procedures required under UGG:
* Financial Management 200.302 (PV);
* Procurement 200.319 (C) (PV);
* Conflict of Interest 200.318 (C)(1) (PV);
* Micro-Purchases 200.320 (PV);
* Program Income (PV)
 |  |  |  |  |
| 1. The subgrantee meets compliance with required quarterly drawdowns as outlined on the Grant Award Letter (GAL).

Citation: CDE’s 21st CCLC Grant Award Letter  | * Grant Distribution Reports
 |  |  |  |  |  |
| 1. The subgrantee meets compliance with fiscal reports outlined on the Grant Award Letter (GAL) – Exhibit A.

Citation: CDE’s 21st CCLC Grant Award Letter | * Internal IFR List
 |  |  |  |  |  |
| 1. The subgrantee has not reverted funds in prior fiscal years in excess of the 15% allowed carryover.

Citation: CDE’s 21st CCLC Grant Award Letter | * Grant Distribution Reports
 |  |  |  |  |  |
| 1. The subgrantee has written policies and procedures in accordance with Uniform Grant Guidance (UGG).

Citation: Uniform Grant Guidance  |  | * Financial Management System (2 C.F.R. §200.302(b)(1-4) - fiscal (PV);
* Procurement (2 C.F.R. §200.318(a)) (PV);
* Method of Conducting Technical Evaluations of Proposal (2 C.F.R. §200.320(d)(3)) - policy regarding evaluations and proposals (PV) ;
* Records Retention (2 C.F.R. §200.333) (PV);
* Student and Staff Travel Policy (PV)
 |  |  |  |  |
| 1. If the subgrantee has a corrective action plan (from a prior year federal or state audit finding, or previous CDE 21st CCLC monitoring), the subgrantee is implementing it according to the agreed upon plan in a timely manner.

Citation: 2 C.F.R. §200.511 | * Corrective action plan, if applicable
 | * Corrective Action implementation plan and progress, if applicable (PV)
 |  |  |  |  |

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| Area of Compliance #8: **Other Program Requirements & Assurances** | **Supporting documentation on file at CDE (subgrantees do not need to resubmit)** | **Supporting Documentation (to be provided by subgrantee)** | **Compliance Status** | **Comments** |
|  |  |  | Yes | Partial | No |  |
| 1. Program staff has attended the required state 21st CCLC meetings.

Citation: CDE’s 21st CCLC RFP (2015), Sec “Grant Requirements”; 21st CCLC Grant Award Letter | * Names, roles and dates of attendance as listed on CDE training sign-in sheets
 |  |  |  |  |  |
| 1. Non-public School Consultation and Equity: Program consults with private, non-public entities. Subgrantee provides proof of timely and meaningful consultation throughout the process of the comprehensive needs assessment.

Citation: ESSA 8501 (a)(1);CDE’s 21st CCLC RFP (2015), Sec “Grant Requirements” and Appendix E; | * Copy of the non-public schools consultation forms that the district (or partnering district if it is a CBO) submitted to CDE’s Federal Programs Unit as part of the Consolidated Application process
 | * Documentation of initial non-public school consultation, as approved in the grant application (PV);
* Policies and procedures for timely and meaningful consultation(s) (PV);
* Written correspondence sent to non-public school(s) (PV);
* Copies of written affirmation(s) signed by non-public school official(s) that prove consultation occurred (PV);
* Detailed procedure/formula that enables equitable distribution of funds (PV)
 |  |  |  |  |
| 1. Field trip approval forms submitted to CDE 21st CCLC office are timely and fully completed.

Citation: CDE’s 21st CCLC Grant Award Letter | * Submitted field trip approval forms
 |  |  |  |  |  |
| 1. The subgrantee takes reasonable measures to safeguard and protect Personally Identifiable Information (PII).

Citation: 2 C.F.R. §200.303€ |  | * Policies and procedures regarding Personally Identifiable Information (PII) (PV)
 |  |  |  |  |

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| --- |
| Exit Interview |
| Subgrantee feedback for CDE’s 21st CCLC Office: |  |
| Timely topics for 21st CCLC subgrantee trainings: |  |
| Other subgrantee feedback and comments: |  |

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| Signatures |

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| --- | --- |
| **CDE 21st CCLC Program Staff** NameTitleSignature and Date |  |
| **CDE 21st CCLC Fiscal Staff** NameTitleSignature and Date |  |
| **21st CCLC Program Director** NameTitleSignature and Date |  |
| **21st CCLC Fiscal Contact**NameTitleSignature and Date |  |
| **Other 21st CCLC Staff** NameTitleSignature and Date |  |
| **Other 21st CCLC Staff** Name TitleSignature and Date |  |