

Grantee Name		Grant Fiscal Year: Grant Amount:
Grantee Address		
City	State	Zip Code
Authorized Representative	Telephone	Email Address
21 st CCLC Program Contact	Telephone	Email Address

21st CCLC Program Monitoring Authorization

In accordance with 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 Montana Office of Public Instruction (OPI) will monitor subgrantees for grant compliance on a regular basis through reviewing and approving fiscal reports, performing desk reviews, and conducting onsite visits. The OPI will conduct at least two onsite visits per five year grant cycle. The first visit will occur in the spring of the first year. The second visit could occur in years 3-5. Additional visits may occur based on results from ongoing monitoring and risk analysis conducted by the OPI. 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 30 days following the onsite monitoring visit.

21st CLCC Program Monitoring Documents

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 relevant information that will allow the OPI to conduct an efficient and effective visit.

All pre-visit program and fiscal materials must be submitted at least two weeks prior to the scheduled visit. Subgrantees will submit documents in a folder via Google Drive to michelle.cusey@opiconnect.org.

Area of Compliance 1: Program Leadership & Staffing					
Reference	Criteria	Supporting Documentation	Compliant	Non-Compliant	Comments
	A.1. Subgrantee staff has attended the required state 21 st CCLC meetings and trainings. (One state conference and two regional meetings)	<input type="checkbox"/> Professional Development Template <input type="checkbox"/> Training Registrations			
	A.2. The program has a program director with an appropriate staff (e.g., site coordinator) to supervise and lead the daily program and personnel.	<input type="checkbox"/> Job descriptions for all 21 st CCLC primary staff and support staff. <input type="checkbox"/> Documentation of student-to-staff ratio that is appropriate and safe for all activities outlined in the grant.			
ESSA:4204(b)(2)(M)	A.3. The subgrantee maintains appropriate documentation, including job descriptions for employees and volunteers of the grant program.	<input type="checkbox"/> Background Check Policy <input type="checkbox"/> Staff Applications <input type="checkbox"/> Description of how subgrantee hires and retains staff.			
	A.4. Staff are evaluated on a regular basis and given clear feedback for continuous performance improvement.	<input type="checkbox"/> Employee evaluation <input type="checkbox"/> Performance appraisals			

Area of Compliance 2: Program Impact, Students served, and Program Development & Design					
Reference	Criteria	Supporting Documentation	Compliant	Non-Compliant	
ESSA: 4204(i)(1)(A)(i)(I-II)	1. The grantee has identified and is serving eligible students and their families consistent with the original grant application (or approved amendments).	<input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Completed Registration Forms			
ESSA: 4204(b)(2)(A)(iii)	2. The grantee is conducting outreach to eligible participants as described in the original grant application (or approved amendments).	<input type="checkbox"/> Outreach/promotional documents <input type="checkbox"/> Other			
ESSA:4204(2)(D)(i)	3. Program staff communicate and collaborate with school-day personnel, school administration and leadership.	<input type="checkbox"/> Communication Plan <input type="checkbox"/> Meeting schedules/minutes <input type="checkbox"/> Surveys of classroom teachers or administrators			
ESSA: 4204 (b)(2)(H)	4. The program works in genuine collaboration with at least one partner to implement program services.	<input type="checkbox"/> Agreements/MOUs/Contracts <input type="checkbox"/> Documentation of services, activities, and contributions <input type="checkbox"/> Meeting Agenda/notes			
ESSA: 4204(b)(2)(D); ESSA 4204(b)(2)(H)&(M)	5. The program makes efforts to recruit new partners and collaborators to address unmet needs.	<input type="checkbox"/> Recruitment plan <input type="checkbox"/> Agreements/MOUs <input type="checkbox"/> Written correspondence/contact logs <input type="checkbox"/> Meeting agendas/notes			

<p>ESSA: 4204(b)(2)(A)(i)</p>	<p>6. The grantee houses the program in a safe and easily accessible facility.</p>	<p><input type="checkbox"/> Written policies and procedures <input type="checkbox"/> Documentation of accommodations provided to special needs students <input type="checkbox"/> Other</p>			
<p>ESSA 4204(b)(2)(A)(ii)</p>	<p>7. The grantee is addressing the transportation needs of children as described in the original grant application (or amendments).</p>	<p><input type="checkbox"/> Transportation policy for 21st CCLC students <input type="checkbox"/> Process for ensuring transportation is not a barrier <input type="checkbox"/> Process for ensuring transportation provided is safe</p>			

<p>Area of Compliance 3: Program Implementation</p>					
<p>Reference</p>	<p>Criteria</p>	<p>Supporting Documentation</p>	<p>Compliant</p>	<p>Non-Compliant</p>	<p>Comments</p>
<p>ESSA 4204(b)(2)(J); ESSA 4205(a)(10)</p>	<p>1. The subgrantee is implementing research or evidence-based academic and enrichment practices, as well as parent/family programming or activities described in the original grant application (or approved amendments)</p>	<p><input type="checkbox"/> Description of how programming meets evidence-based criteria for students and parent engagement <input type="checkbox"/> Sign-in Sheets <input type="checkbox"/> Other</p>			
<p>ESSA 4201(a)(2); ESSA 4204(b)(2)(J)</p>	<p>2. The program addresses the academic, social and emotional needs of students by providing a majority of participants with evidence-based academic support and enrichment activities which are aligned with the school</p>	<p><input type="checkbox"/> Program policies/handbook <input type="checkbox"/> Program calendars/activity schedules <input type="checkbox"/> Curricular materials/outlines <input type="checkbox"/> Training materials <input type="checkbox"/> Other</p>			

	day curricula and is individualized to meet students' needs.				
ESSA 4204(b)(2)(C)	3. The program coordinates with other Federal, State, and local programs that currently provide services to the target population.	<input type="checkbox"/> Written correspondence with other Federal, State and local programs <input type="checkbox"/> Other			

Area of Compliance 4: Evaluation					
Reverence	Criteria	Supporting Documentation	Compliant	Non-Compliant	Comments
ESSA 4205(b)(2)(A)	1. The subgrantee participates in the required state evaluation and the state's data collection process in a timely and thorough manner.	<input type="checkbox"/> Completed evaluation instruments, surveys, and rubrics <input type="checkbox"/> Copy of data submission confirmation <input type="checkbox"/> Other			
ESSA 4205(b)(2)(B)(ii)	2. Local-level program evaluation results are communicated to stakeholders and are readily available to the public.	<input type="checkbox"/> Copy of notification to stakeholders <input type="checkbox"/> Evaluation results are posted on webpage (if applicable) <input type="checkbox"/> Other			
U.S. Government Accountability Office	3. The program has procedures in place to ensure accurate data is collected, maintained, and submitted in the state data collection system.	<input type="checkbox"/> Process, policies, procedures, checklists for data collection, verification, and reporting <input type="checkbox"/> Other			

Area of Compliance 5: State Performance Measures & Priority Areas					
Reference	Criteria	Supporting Documentation	Compliant	Non-Compliant	Comments
ESSA 4205(b)(2)(B)(i)	1. The subgrantee is making progress toward meeting State Performance Measure #1: Improvement in academic achievement.	The OPI will review local evaluations supplied by Jem & R, LLC. Any evaluations done by outside evaluators must be submitted to the OPI.			
	2. The subgrantee is making progress toward meeting State Performance Measure #2: Provide a safe, supportive, and healthy environment for youth.				
	3. The subgrantee is making progress toward meeting State Performance Measure #3: Programs will work collaboratively with families and community to promote positive youth development and parental skills.				
	4. The subgrantee is making progress toward meeting State Performance Measure #4: Programs will see an increase in the socio-emotional skills of their students.				
	5. The subgrantee is making progress toward meeting State Performance				

	Measure #5: Programs will promote the active engagement of enrolled participants.				
	6. The subgrantee is making progress toward meeting State Performance Measure #6: Programs will provide high quality operations.				

Area of Compliance 6: Adequacy of Resources					
Reference	Criteria	Supporting Documentation	Compliant	Non-Compliant	Comments
ESSA 4203(a)(8)(B); ESSA 4204(d)	1. The subgrantee has developed and submitted 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 the grant should end.	<input type="checkbox"/> Agreements/MOUs/contracts <input type="checkbox"/> In-kind contribution list <input type="checkbox"/> Volunteer logs			
Uniform Grant Guidance 2 C.F.R. § 200.3007	2. Appropriate internal fiscal controls are in place.				
ESSA 4204(b)(2)(F)	3. The resources and services provided with 21 st CCLC funds are supplementary and do not supplant federal, state, and local support.	<input type="checkbox"/> Description of services and evidence of supplemental nature of these services			

Area of Compliance 7: Fiscal Requirements					
Reference	Criteria	Supporting Documentation	Compliant	Non-Compliant	Comments
ESSA 4204(b)(2)(G); EDGAR 200.307	1. The grantee expends 21 st CCLC funds appropriately.	<input type="checkbox"/> Financial Reports <input type="checkbox"/> Requisitions/Purchase Orders/Invoices			
EDGAR 200.313 Equipment (d)(1)	2. The inventory of equipment, with value of \$500 collectively including iPads, Chromebooks, cameras, and electronic equipment is labeled and coded to 21 st CCLC program.	<input type="checkbox"/> Current inventory list			
EDGAR 200.430 Compensation	3. Salaries and benefits of staff working on 21 st CCLC programs are tracked appropriately.	<input type="checkbox"/> Two months of Time & Effort reports for all employees that were paid with 21 st CCLC funds. <input type="checkbox"/> Time & Effort reports for staff who have travelled for 21 st CCLC grant			
	4. The grantee delineates its budget of 21 st CCLC funds from other program income or parent fees.	<input type="checkbox"/> Program funding history <input type="checkbox"/> Financial summary reports			
Uniform Grant Guidance; EDGAR 200.302 (6) Written Procedures to Implement the Requirements of 200.303, Internal Controls, 200.302	5. The subgrantee follows EDGAR Fiscal policies and procedures. In addition, subgrantee has written policies and procedures addressing Financial Management, Procurement, and	<input type="checkbox"/> Policies for the following: <input type="checkbox"/> Financial Management <input type="checkbox"/> Procurement <input type="checkbox"/> Conflict of Interest <input type="checkbox"/> Micro Purchases <input type="checkbox"/> Records Retention <input type="checkbox"/> Student and Staff Travel Policy			

Financial Management, 300.305	Payment.				
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Exit Interview with Subgrantee	
Subgrantee feedback for the OPI's 21 st CCLC Office	
Topics for 21 st CCLC subgrantee trainings	
Other feedback and comments	



By signing below, the 21st CCLC Subgrantee Acknowledges Receipt of the Monitoring and Compliance Template Program and Fiscal Monitoring Results Document, including the 21st CCLC Documentation of Non-Compliance, if applicable.

Authorized Representative _____ Date _____

Grant/Program Director _____ Date _____

Site Coordinator _____ Date _____

Site Coordinator _____ Date _____

State 21st CCLC Director _____ Date _____

OPI Administrator _____ Date _____