**Subgrantee Name:** Click to enter text

**Subgrantee Address (Street, City, Zip Code):** Click to enter text

**Grant Award Amount:** Click to enter text

**Program and Fiscal Year(s) Monitored:** Click to enter text

**Subgrantee Authorized Representative Name and Title:** Click to enter text

**Telephone:** Click to enter text

**Email:** Click to enter text

**21st CCLC Program Contact Name:** Click to enter text

**Telephone:** Click to enter text

**Email:** Click to enter text

**21st CCLC Lead Consultant Name:** Click to enter text

**Telephone:** Click to enter text

**Email:** Click to enter text

**21st CCLC Grants Fiscal Analyst Name:** Click to enter text

**Telephone:** Click to enter text

**Email:** Click to enter text

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 grant performance period. The first visit will be an orientation visit, occurring within the first year 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. The purpose of the onsite visits 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 60 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 to assess subgrantee compliance. Prior to an onsite visit, subgrantees are required to submit all relevant information and supporting documentation that will allow CDE to conduct an efficient and effective visit.

**All 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 supporting 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** | **Supporting documentation provided by subgrantee** | **Compliance status** | **CDE comments** |
| --- | --- | --- | --- | --- |
| 1.1 The program has a program director with an appropriate staff (e.g., site coordinator) to supervise and lead the daily program and personnel, including staffing that is appropriate and safe for the specific activities conducted and that meets student needs as defined by the partnering district’s policies and procedures.Citation: CDE 21st CCLC RFA (2018), Sec C | * Grant application and/or approved amendments
 | * Current organization chart and job descriptions for all 21st CCLC primary staff and supported roles, if different from original approved application
* Description of how the subgrantee hires and retains staff
* Documentation of student-to-staff ratio
 | * Yes
* Partial
* No
 |  |
| 1.2 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 21st CCLC RFA (2018), Sec G | * Documentation of staff needs assessment
* Description of types and number of staff trainings
 | * Yes
* Partial
* No
 |  |
| 1.3 Staff are evaluated on a regular basis and given clear feedback for continuous performance improvement.Citation: CDE 21st CCLC RFA (2018), Sec G | * Documentation of employee evaluation process, including examples of performance appraisals of staff and/or volunteers
 | * Yes
* Partial
* No
 |  |

| **Area of Compliance #2:** **Program Impact, Number of Students to be Served, and Program Development & Design** | **Supporting documentation on file at CDE** | **Supporting documentation provided by subgrantee** | **Compliance status** | **CDE comments** |
| --- | --- | --- | --- | --- |
| 2.1 The subgrantee has identified and is serving eligible students and their families consistent with the original grant application (or approved amendments). 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 21st CCLC RFA (2018), Sec A, Sec B, Sec C, Sec D | * Grant application and/or approved amendments
* EZReports monthly data submissions
* EZReports calendars/activity schedules and descriptions of programming
* 21st CCLC End-of-Year Reports
* Approved FY2020-21 21st CCLC Flexibility Waiver, as applicable
 | * Sample of completed registration forms and sign-in sheets (either electronic or hard copy, CDE will request specific selection period)
* Sample of outreach/promotional documents that include 21st CCLC logo or other identifying information
 | * Yes
* Partial
* No
 |  |
| 2.2 The subgrantee is providing the number of hours of programming described in the original 21st CCLC application (or approved amendments). Requirements are at least 12 hours/week for 26 weeks during the regular school year and a minimum of 75 hours of summer programming.Citation: CDE 21st CCLC RFA (2018), Sec A, Sec B, Sec D |  | * Yes
* Partial
* No
 |  |
| 2.3 Program staff communicates and collaborates regularly with school-day personnel, school administration and leadership.Citation: ESSA 4202 (b)(2)(D);CDE 21st CCLC RFA (2018), Sec C | * Teacher surveys submitted through EZReports
 | * Written plan and procedures for program staff to communicate and collaborate with school-day staff
* School-day staff meeting agenda/notes
* Surveys of classroom teachers/administrator(s), if available
 | * Yes
* Partial
* No
 |  |
| 2.4 The program makes efforts to recruit new and retain at least one partner and works in genuine collaboration with partner(s) to address unmet needs, to expand and enhance services, and/or to ensure long-term commitments of resources. This includes establishing partnerships with other state, federal, and local programs and/or agencies that currently provide services to the target population.The program enters formal written agreements (MOUs/contracts) with partners (including vendors) that includes documentation of services, activities and contributions.Citation: ESSA 4204(b)(2)(D); ESSA 4204 (b)(2)(C) & (H) & (N); CDE 21st CCLC RFA (2018), Sec C, Sec D | * Grant application and/or approved amendments
* Funding Chart submitted annually by subgrantee
* EZReports calendars/activity schedules and descriptions of programming
 | * Description of how subgrantee recruits and retains partners and collaborators, if different from original approved application
* Agreements/MOUs/ contracts
* Sample of written correspondence/contact logs/meeting agendas/notes for partners and collaborators
 | * Yes
* Partial
* No
 |  |
| 2.5 The subgrantee houses the program in a safe and accessible facility.Citation: ESSA 4204 (b)(2)(A)(i);CDE 21st CCLC RFA (2018), Sec C | * Grant application and/or approved amendments
* On-site observation of 21st CCLC programming space
 | * Written policies and procedures, if different from original approved application
 | * Yes
* Partial
* No
 |  |
| 2.6 The subgrantee is addressing the transportation needs of students in 21st CCLC programming.Citation: ESSA 4203 (a)(10); CDE 21st CCLC RFA (2018), Sec C | * Grant application and/or approved amendments
* Approved 21st CCLC budget
 | * Transportation policy and procedures, if different from original approved application
 | * Yes
* Partial
* No
 |  |

| **Area of Compliance #3:** **Program Implementation** | **Supporting documentation on file at CDE** | **Supporting documentation provided by subgrantee** | **Compliance status** | **CDE comments** |
| --- | --- | --- | --- | --- |
| 3.1 The subgrantee is implementing the 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). Citation: ESSA 4204 (b)(2)(J); ESSA 4205 (a)(10); CDE 21st CCLC RFA (2018), Sec D  | * Grant application and/or approved amendments
* Approved FY2020-21 21st CCLC Flexibility Waiver, as applicable
* EZReports monthly data submissions
* EZReports calendars/activity schedules and descriptions of programming
* 21st CCLC End-of-Year Reports
* 21st CCLC Quality Implementation Rubric
 | * Description of evidence base for student and/or parent/family programming, if different from original approved application
* Completed OST Observation Instrument
 | * Yes
* Partial
* No
 |  |
| 3.2 The program addresses the academic, physical, social and emotional needs of students by providing evidence-based academic support and enrichment activities, aligned with school day curricula and individualized to meet students’ needs. Citation: ESSA 4201 (a)(2); ESSA 4202 (b)(2)(J); CDE 21st CCLC RFA (2018), Sec D | * Student needs assessment
* Curricular materials/outlines
* Staff training materials
* Completed OST Observation Instrument
 | * Yes
* Partial
* No
 |  |
| 3.3 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 21st CCLC RFA (2018), Sec D, Appendix B | * Grant application and/or approved amendments
* ELT Plan
 | * Proof of meeting the components of the submitted and approved ELT plan (or approved amendments)
 | * Yes
* Partial
* No
 |  |

| **Area of Compliance #4:** **Evaluation** | **Supporting documentation on file at CDE**  | **Supporting documentation provided by subgrantee** | **Compliance status** | **CDE comments** |
| --- | --- | --- | --- | --- |
| 4.1 The subgrantee’s 21st CCLC End-of-Year Reporting Survey and related documents were submitted by deadline and accurately completed. All required data points in Colorado’s EZReports Data System are up to date and completed in a timely manner on a monthly basis.Citation: ESSA 4205 (b)(2)(A); CDE 21st CCLC RFA (2018), Sec E; CDE 21st CCLC Grant Award Letter | * Submission of required data and evaluation reports
* 21st CCLC End-of-Year Reports
* EZReports submissions on a timely basis
 |  | * Yes
* Partial
* No
 |  |
| 4.2 The program has internal procedures in place to ensure accurate data is collected, maintained, and submitted in Colorado’s EZReports Data System and for other required evaluation reporting.Citation: U.S. Government Accountability Office; CDE 21st CCLC RFA (2018), Sec E | * EZReports submissions
 | * Process, policies, procedures, checklists for data collection, data verification and data reporting
 | * Yes
* Partial
* No
 |  |
| 4.3 Local-level program evaluation results are communicated to stakeholders and are readily available to the public.Citation: ESSA 4203 (a)(14)(C); CDE 21st CCLC RFA (2018),Sec “Monitoring, Evaluation and Reporting” |  | * Copy of notification(s) to stakeholders, including evaluation results posted on subgrantee website, if applicable
 | * Yes
* Partial
* No
 |  |
| 4.4 At least 95% of regular student attendees have a completed teacher survey submitted to the state 21st CCLC office through Colorado’s EZReports Data System. Citation: CDE 21st CCLC RFA (2018), Sec “Monitoring, Evaluation and Reporting”; CDE 21st CCLC Grant Award Letter | * Teacher surveys submitted through EZReports
 |  | * Yes
* Partial
* No
 |  |

| **Area of Compliance #5:** **State Performance Measures (PMs)** | **Supporting documentation on file at CDE**  | **Supporting documentation provided by subgrantee** | **Compliance status** | **CDE comments** |
| --- | --- | --- | --- | --- |
| 5.1 The subgrantee is making progress toward meeting State Performance Measures as states in the original grant application (or approved amendments). If there is no data available for a PM, subgrantee has provided adequate rationale.PM #1: Core AcademicsPM #2: Essential Skills/Educational EnrichmentPM #3: AttendancePM #4: Family Engagement Citation: ESSA 4205 (b)(2)(B)(i);CDE 21st CCLC RFA (2018), Sec F | * PM worksheets approved in the grant application and/or approved amendments
* 21st CCLC End-of-Year Reports
* Assessment of PM progress data across grant years
 |  | * Yes
* Partial
* No
 |  |

| **Area of Compliance #6:** **Adequacy of Resources** | **Supporting documentation on file at CDE**  | **Supporting documentation provided by subgrantee** | **Compliance Status** | **CDE comments** |
| --- | --- | --- | --- | --- |
| 6.1 The program maintains ongoing documentation of contributions (in-kind or resources) from partnering agencies. Citation: ESSA 4203(a)(8)(B); ESSA 4204 (d); CDE 21st CCLC RFA (2018), Sec H | * Sustainability plan submitted to CDE (waived for CVIII)
* 21st CCLC End-of-Year Reports
* Funding Chart submitted annually by subgrantee
 |  | * Yes
* Partial
* No
 |  |
| 6.2 Across grant years, the approved budget, the budget narrative, and any budget revisions have specifically detailed the proposed use of funds in relation to the State PMs, SMART goals, design and scope of project activities.Citation: CDE 21st CCLC RFA (2018), Sec H | * Grant application and/or approved amendments
* Approved annual budgets or approved revisions
 |  | * Yes
* Partial
* No
 |  |
| 6.3 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 supplemental nature of resources and services, if different from original approved application
 | * Yes
* Partial
* No
 |  |

| **Area of Compliance #7:** **Fiscal Requirements** | **Supporting documentation on file at CDE** | **Supporting documentation provided by subgrantee** | **Compliance status** | **CDE comments** |
| --- | --- | --- | --- | --- |
| 7.1 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
 | * Yes
* Partial
* No
 | Tier 1, 2, and 3 |
| 7.2 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 and/or approved amendments
* Approved annual budget or approved revisions
* Submitted field trip approval forms
* IFRs and AFRs
 | * System-generated transaction detail report of 21st CCLC expenditures that includes date of purchase, vendor, description of expenditure and amount
 | * Yes
* Partial
* No
 | Tier 1, 2 and 3 |
| 7.3 Salaries and benefits of staff working on 21st CCLC programs are tracked appropriately.Citation: EDGAR 200.430 Compensation  |  | * Two months of Time & Effort reports during period to be reviewed (CDE will request specific selection period) for all employees that were paid with 21st CCLC grant funds
* Time & Effort reports for time period that staff have travelled for the 21st CCLC grant
* Semi-annual certification for all staff paid 100% from 21st CCLC funds
 | * Yes
* Partial
* No
 | Tier 1, 2, and 3 |
| 7.4 The inventory of equipment, with value of $500 collectively including iPads, Chromebooks, cameras and other electronic equipment or more, is labeled and coded to the 21st CCLC program.If the program allows equipment to be checked out by staff or students, the subgrantee has internal procedures established for checking out and how lost or stolen equipment will be handled.Citation: EDGAR 200.313 Equipment (d)(1) & (3) |  | * Current inventory list of equipment purchased with 21st CCLC funds, including equipment that exceeds the $500/unit cost
* Internal procedure for checking out equipment, if applicable
 | * Yes
* Partial
* No
 | Tier 3 |
| 7.5 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 organization chart
* Current list of 21st CCLC staff, including authorized representative identified to sign Request for Funds Forms (RFFs)
 | * Yes
* Partial
* No
 | Tier 3 |
| 7.6 The subgrantee follows EDGAR Fiscal policies and procedures. Subgrantee has written policies and procedures addressing Financial Management, Procurement, Payment, as well as all Procurement Policies, Program Income, etc. Citation: Uniform Grant Guidance; EDGAR 200.302 (6) Written Procedures to Implement the Requirements of 200.303, Internal Controls, 200.302 Financial Management, 300.305 |  | Copies of the following policies and procedures required under UGG:* Financial Management 200.302
* Procurement 200.319 (C)
* Conflict of Interest 200.318 (C)(1)
* Micro-Purchases 200.320
* Records Retention (2 C.F.R. §200.333)
* Student and Staff Travel Policy
 | * Yes
* Partial
* No
 | Tier 2 and 3 |
| 7.7 The subgrantee meets compliance with required quarterly drawdowns as outlined on the Grant Award Letter (GAL). Citation: CDE 21st CCLC Grant Award Letter  | * Grant Distribution Reports
* CDE’s System-Generated Reports (CORE)
 |  | * Yes
* Partial
* No
 | Tier 2 and 3 |
| 7.8 The subgrantee meets compliance with fiscal reports outlined on the Grant Award Letter (GAL) – Exhibit A.Citation: CDE 21st CCLC Grant Award Letter | * Internal IFR and AFR Lists
 |  | * Yes
* Partial
* No
 | Tier 2 and 3 |
| 7.9 The subgrantee has not reverted funds in prior fiscal years in excess of 10% of the total grant allocation.Citation: CDE 21st CCLC Grant Award Letter | * AFR
 |  | * Yes
* Partial
* No
 | Tier 2 and 3 |

| **Area of Compliance #8:** **Other Program Requirements & Assurances** | **Supporting documentation on file at CDE**  | **Supporting documentation provided by subgrantee** | **Compliance Status** | **CDE comments** |
| --- | --- | --- | --- | --- |
| 8.1 Program staff has attended the required state 21st CCLC meetings.Citation: CDE 21st CCLC RFA (2018), Appendix G; 21st CCLC Grant Award Letter | * Names, roles and dates of attendance on CDE training registration
 |  | * Yes
* Partial
* No
 |  |
| 8.2 Program consults in a timely and meaningful manner with private, non-public entities within the attendance zone of the grant’s recipient school(s) in order to provide eligible school children and their teachers or other educational personnel with equitable services or other benefits under this grant program. Citation: ESSA 8501 (a)(1); CDE 21st CCLC RFA (2018), Appendix G: Assurances and Certifications; 21st CCLC Grant Award Letter | * Copy of the Non-public Schools Consultation Form(s) submitted to CDE’s Federal Programs Unit as part of the Consolidated Application
* NSCF(s) submitted by subgrantee with application and annually
 | If subgrantee does not use Consolidated Application for non-public school consultation:* Policies and procedures for timely and meaningful consultation(s) and equitable distribution of funds
* Written correspondence sent to and received by non-public school official(s) that prove consultation occurred
 | * Yes
* Partial
* No
 |  |
| 8.3 Field trip approval forms submitted to the CDE 21st CCLC office are timely and fully completed.Citation: CDE 21st CCLC Grant Award Letter | * Field trip approval forms submitted by subgrantee as applicable
 |  | * Yes
* Partial
* No
 |  |
| 8.4 Center Expectations and Principal Signoff Form is submitted to the CDE 21st CCLC office on an annual basis.Citation: CDE 21st CCLC RFA (2018)  | * Center Expectations and Principal Signoff Form submitted by subgrantee with application and annually
 |  | * Yes
* Partial
* No
 |  |
| 8.5 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), if different from original approved application
 | * Yes
* Partial
* No
 |  |

|  |
| --- |
| Subgrantee Feedback for CDE’s 21st CCLC Team  |
| Please use this space to provide our program and fiscal teams with feedback on the monitoring process.  |  |

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

|  |  |  |
| --- | --- | --- |
| **CDE 21st CCLC Lead Consultant:** | Printed Name:Signature and Date: |  |
|  |
|  |  |  |
| **CDE 21st CCLC State Coordinator:**  | Printed Name:Signature and Date: |  |
|  |
|  |  |  |
| **CDE 21st CCLC Grants Fiscal Analyst:**  | Printed Name:Signature and Date: |  |
|  |
|  |  |  |
| **CDE 21st CCLC Grants Fiscal Director:**  | Printed Name:Signature and Date: |  |
|  |
|  |  |  |
| **21st CCLC Subgrantee Program Director:**  | Printed Name:Signature and Date: |  |
|  |
|  |  |  |
| **21st CCLC Subgrantee Primary Fiscal Contact:** | Printed Name:Signature and Date: |  |
|  |
|  |  |  |
| **21st CCLC Subgrantee Superintendent/CEO:**   | Printed Name:Signature and Date: |  |
|  |