MONTANA
Nita M. Lowey 21ST CENTURY COMMUNITY LEARNING CENTERS
Second-Round Monitoring Template

UPDATED July 2021

Grantee Name:	Date of Visit: Means of Visit: Virtual or On-Site:	Grant Fiscal Year: Grant Amount:
Grantee Address:		
City:	State:	Zip Code:
Authorized Representative:	Telephone:	Email Address:
21st CCLC Program Contact:	Telephone:	Email Address:

Second 21st CLCC Program Monitoring Process

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. This is the second monitoring visit within the five-year grant cycle. The purpose of this visit is to validate information provided in fiscal and program reports, and to gather more detailed information on program quality. During this visit, program directors can expect to have open dialogue with the MT OPI 21st CCLC Program Manager. 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.

Second 21st CLCC Program Monitoring Documents

During this visit program directors should have the following documents on hand for review:
☐ Most recent local evaluation
☐ Two months of payroll reports for all employees that were paid with 21st CCLC funds.
☐ Financial summary reports
☐ Updated policies

Area of Compliance 1: Program Leadership & Staffing				
Reference	Criteria	Interview Question	Performance Level	Comments
	A.1. Subgrantee staff has attended the required state 21st CCLC meetings and trainings. (One state conference and two regional meetings)	How do you ensure all staff receive relevant and timely professional development?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
ESSA:4204(b)(2)(M)	A.2. The subgrantee maintains appropriate documentation, including job descriptions for employees and volunteers of the grant program.	Explain your hiring process.	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	

Area of Compliance 2: Program Impact, Students served, and Program Development & Design				
Reference	Criteria	Interview Question	Performance Level	Comments
ESSA: 4204(i)(1)(A)(i)(I-II), 4204(b)(2)(A)(iii)	1. The grantee has identified and is serving eligible students and their families. The grantee is also conducting outreach to eligible participants consistent with the original grant application (or approved amendments).	What strategies have been effective for recruiting and retaining students in the program?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
ESSA:4204(2)(D)(i)	2. Program staff communicate and collaborate with school-day personnel, school administration and leadership.	What does connecting with the regular school day look like?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
ESSA: 4204 (b)(2)(H)	3. The program works in genuine collaboration with at least one partner to implement program services.	How do you share the successes of your program with your stakeholders?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
ESSA: 4204(b)(2)(D); ESSA 4204(b)(2)(H)&(M)	4. The program makes efforts to recruit new partners and collaborators to address unmet needs.	Explain how you plan to sustain this program after the 21ˢᵗ CCLC funding expires.	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
ESSA: 4204(b)(2)(A)(i)	5. The grantee houses the program in a safe and easily accessible facility.	How do you ensure students feel safe and supported while attending the program?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	

HOPE

Reference	Criteria	Interview Question	Performance Level	Comments
ESSA 4204(b)(2)(A)(ii)	6. The grantee is addressing the transportation needs of children as described in the original grant application (or amendments).	How do students travel to and from your program?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	

Area of Compliance 3: Program Implementation

Reference	Criteria	Interview Question	Performance Level	Comments
ESSA 4204(b)(2)(J); ESSA 4205(a)(10)	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)	What evidence-based programs have worked well for you?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
ESSA 4201(a)(2); ESSA 4204(b)(2)(J)	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 day curricula and is individualized to meet students' needs.	How are you ensuring that your program goals align with the school's goals?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	

ESSA 4204(b)(2)(C)	3. The program coordinates with other Federal, State, and local programs that currently provide services to the target population.	How do you collaborate with other federal or state programs?	☐ Exceeds	☐ Exceeds	

Area of Compliance 4: Evaluation				
Reverence	Criteria	Interview Questions	Performance Level	Comments
ESSA 4205(b)(2)(A)	1. The subgrantee participates in the state's data collection process in a timely and thorough manner.	What is your process for ensuring all students are registered in the Cayen AS21 system?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
ESSA 4205(b)(2)(B)(ii)	2. Local-level program evaluation results are communicated to stakeholders and are readily available to the public.	Who do you share your evaluation results with and what is your process for sharing the results?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
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.	Who is responsible for ensuring all data is accurate in the AS21 system?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	

Area of Compliance 5: State Performance Measures & Priority Areas

Reference	Criteria	Interview Questions	Performance Level	Comments
ESSA 4205(b)(2)(B)(i)	1. The subgrantee is making progress toward meeting State Performance Measure #1: Improvement in academic achievement.	Over the duration of your grant, how have you improved academic achievement? What challenges have you overcome	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
	2. The subgrantee is making progress toward meeting State Performance Measure #2: Provide a safe, supportive, and healthy environment for youth.	How do you ensure students feel safe while attending your program?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
	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.	How do you receive feedback from families and community members to ensure you are meeting their needs?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
	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.	How do you implement socio-emotional skills in your program?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
	5. The subgrantee is	Explain how you implement	☐ Exceeds	

	making progress toward meeting State Performance Measure #5: Programs will promote the active engagement of enrolled participants.	student voice and choice.	☐ Meets ☐ In-progress ☐ Does not meet	
	6. The subgrantee is making progress toward meeting State Performance Measure #6: Programs will provide high quality operations.	Explain the evidence-based practices you implement in your program(s).	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	

Area of Compliance 6: Fiscal Requirements				
Reference	Criteria	Supporting Documentation	Performance Level	Comments
ESSA 4204(b)(2)(G); EDGAR 200.307 Uniform Grant Guidance 2 C.F.R. § 200.3007	1. Appropriate internal fiscal controls are in place to ensure the grantee expends 21st CCLC funds appropriately.	What fiscal controls do you have in place to ensure 21st CCLC funds are spent appropriately?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
ESSA 4204(b)(2)(F)	2. The resources and services provided with 21st CCLC funds are supplementary and do not supplant federal, state, and local support.	How do you ensure 21st CCLC funds are supplementary?	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
EDGAR 200.430	3. Salaries and benefits	☐ Two months of payroll reports	☐ Exceeds	

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Compensation	of staff working on 21st CCLC programs are tracked appropriately.	for all employees that were paid with 21st CCLC funds.	☐ Meets ☐ In-progress ☐ Does not meet	
	4. The grantee delineates its budget of 21st CCLC funds from other program income or parent fees.	☐ Financial summary reports	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	
Uniform Grant Guidance; EDGAR 200.302 (6) Written Procedures to Implement the Requirements of 200.303, Internal Controls, 200.302 Financial Management, 300.305	5. The subgrantee follows EDGAR Fiscal policies and procedures. In addition, subgrantee has written policies and procedures addressing Financial Management, Procurement, and Payment.	Do you have any updated policies for the following: ☐ Financial Management ☐ Procurement ☐ Conflict of Interest ☐ Micro Purchases ☐ Records Retention ☐ Student and Staff Travel Policy	☐ Exceeds ☐ Meets ☐ In-progress ☐ Does not meet	

Exit Interview with Subgrantee	
Subgrantee feedback for the OPI's 21st CCLC Office	
Topics for 21st CCLC subgrantee trainings	
Other feedback and comments	

21st CCLC Monitoring Findings or recommendation

Date:

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

Overview of Findings or Recommendations									
Indicator	Finding	Recommendation	Summary of Finding or Recommendation	Supporting Documentation Needed	Timeline	Date Received	Resolution or corrective action needed	Date Resolved

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 _____