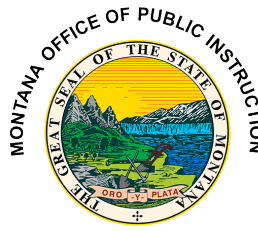


21st CCLC Monitoring Process

Overview

Questions/Support Needed

Please reach out to Katie Wardisiani, 21st CCLC program director katie.wardisiani@mt.gov



21st CCLC Monitoring Process

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

The Montana Office of Public Instruction will monitor grant program compliance of awarded subgrantees on a regular basis. Additional monitoring could be deemed necessary if the grantee had previous compliance findings, or if they were found at medium or high risk through the program risk assessment.

Year 1: Technical Assistance

Year 2: One Monitoring Visit (Onsite)

Year 3: Follow-Up From Year 2 Monitoring Visit (Desktop)

Year 4: One Monitoring Visit (Onsite)

Year 5: Onsite Assistance As Needed Per Risk Assessment From Previous Monitoring Visits, Grant Closeout

Program Risk Assessment

In the fall of each year, the 21st CCLC team will conduct a risk assessment on each subgrantee. Levels of risk are ranked from highest to lowest and are classified as pass, watch or at risk. The process to determine the program risk level of a subgrantee will include the following steps:

PROGRAM AND FISCAL RISK ASSESSMENT CHECKLIST- This assessment is completed by the 21st CCLC team. Any subgrantee who is deemed at risk will be added to the upcoming monitoring schedule for the year. Subgrantees who are considered on watch will be offered recommendations to improve their level of risk. Lastly, subgrantees who pass will be offered technical assistance as needed. All risk assessments are emailed to program directors. It is the program director's responsibility to share those results with key program staff and appropriate administrators and stakeholders.

According to Uniform Grant Guidance [§200.332 \(b\)](#)

Purpose of Onsite Monitoring

The primary purpose of the onsite monitoring visit is to verify subgrantee accountability for program implementation and management. This includes compliance with appropriate federal and state laws. A secondary purpose is to identify subgrantee needs for technical assistance.

During the onsite monitoring visit, the OPI will conduct program personnel interviews, review documents, and observe programming at funded centers. The visit will allow the OPI to validate information provided through ongoing reporting and gather more detailed information on compliance indicators related to legal mandates and program quality.

Preparing for the Onsite Monitoring Visit

Thoughtful and thorough preparation will contribute to the success of the onsite monitoring visit. To help you prepare and plan for the visit, if requested by subgrantee, the OPI can schedule a pre-visit call with the subgrantee to walk through the entire process and help support planning efforts.

During the monitoring process, documentation reviewed by the OPI is focused on the compliance indicators found in the **Monitoring and Compliance Template**. The supporting documentation columns in the Monitoring & Compliance Template provide guidance about the types of documentation to be reviewed. The **Monitoring Document Checklist** outlines all the supporting documentation. *OPI 21st CCLC team will provide this documentation for you ahead of your monitoring visit.*

Subgrantees are required to submit all relevant information to a google drive folder. This will allow the OPI to conduct an efficient and effective onsite visit. All documentation should be submitted **14 days prior** to the onsite visit.

Tips for a Successful Monitoring Visit

- Plan the monitoring visit collaboratively with your team, including site and school staff.
- Review the grant application and amendments, End-of-Year reports, and APR data before the visit.
- Review all corresponding monitoring documents to familiarize yourself with the process and ensure you are not missing any aspects of monitoring.
- Highlight specific successful or impactful program activities during the program observation.
- **Tips and Tricks: Example Monitoring Documents**-check out this document for more ideas that work best for your site/center

Components of the Onsite Monitoring Visit

The onsite monitoring visit will consist of two portions: interviews with the program director/site coordinators, and program observation.

During the interviews, the 21st CCLC team will meet with the program personnel to discuss program implementation, management and/or compliance.

During the program observation portion of the monitoring visit, the 21st CCLC team will observe the programming at one site served by the grant. OPI's 21st CCLC team will communicate with participants and staff members to get a detailed snapshot of the program. Program Directors should schedule program observation time(s) to give a well-rounded demonstration of the various programs and activities offered through the grant. The OPI 21st CCLC program manager will complete the **Monitoring and Compliance Template** during this portion of the onsite monitoring visit.

Monitoring Documents

- **Monitoring Document Checklist**
Used as a reference for the Monitoring and Compliance Template to outline which supporting documents must be submitted pre-visit.
- **Monitoring & Compliance Template**
Assesses compliance of 21st CCLC programs with state and federal laws and regulations. Completed by the Program Manager during the interview with Program Director.

Following the Onsite Monitoring Visit

Within 30 days of the completion of the onsite visit, the OPI will provide a post monitoring report which will include any recommendations or findings that need to be addressed with a corrective action plan. A copy of the report will be kept in the sub grantee's official file and may be reviewed when considering past performance as a part of future funding applications. There will also be a monitoring closeout letter provided.

Definitions

Compliance Monitoring- "A State and a sub grantee shall comply with the State plan and applicable statutes, regulations, and approved applications, and shall use Federal funds in accordance with those statutes, regulations, plan, and applications." (C.F.R. Title 34 Subtitle A Part 76 Subpart G §76.700)

Monitoring Template Definitions

1. *Compliance Requirements/Criteria*- drawn from Federal and State regulations and the federal protocol for monitoring state 21st CCLC programs.
2. *Supporting Documentation*- column provides guidance about the types of documentation grantees should produce to the OPI monitoring team to establish compliance with program requirements.
3. *Performance Level*- rating will be used by the monitoring team to identify the status of the grantee's compliance with specific grant requirements.