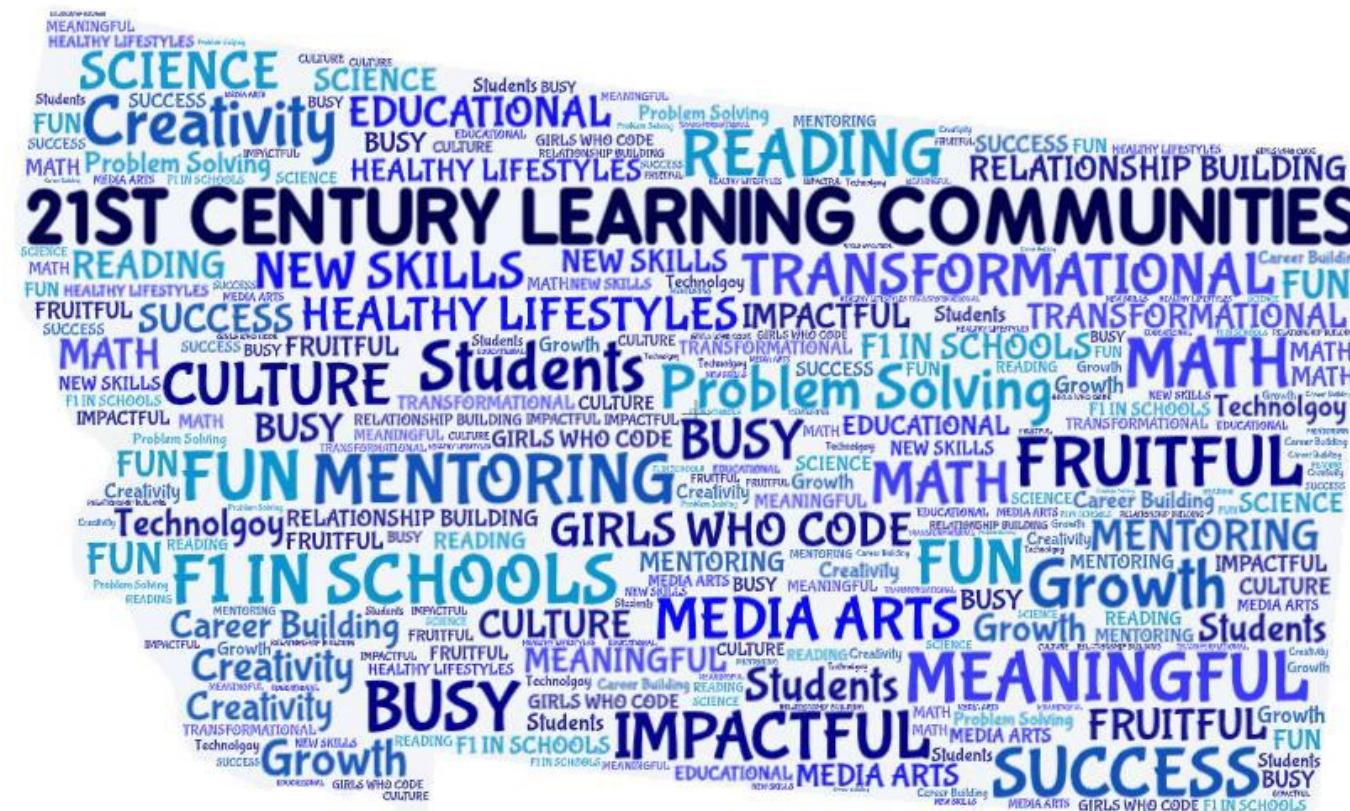


MONTANA
21ST CENTURY COMMUNITY LEARNING CENTERS
2025 Monitoring & Compliance Template



UPDATED August 2025

| | | |
|---------------------------------------|-------------------------------------|---------------|
| 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 on-site visits. The OPI will conduct at least two on-site visits per five year grant cycle. The first visit will occur in year two, and the second visit will occur in year four. Additional visits may occur based on results from ongoing monitoring and risk analysis conducted by the OPI. The purpose of the on-site 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 on-site monitoring visit.

21st CLCC Program Monitoring Documents

This specific document, called the Monitoring and Compliance Template, will be used on-site to assess compliance. A corresponding checklist of items needed during the pre-visit and on-site compliance portion of the monitoring visit has been created to help subgrantees prepare. 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 katie.wardisiani@mt.gov.

| 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 Attended-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 | | | |

| 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 subgrantee has identified and is serving eligible students and their families consistent with the original grant application (or approved amendments). | <input type="checkbox"/> Attendance Records/TransAct <input type="checkbox"/> Registration Template <input type="checkbox"/> Family Engagement Trackers | | | |
| ESSA: 4204(b)(2)(A)(iii) | 2. The subgrantee is conducting outreach to eligible participants as described in the original grant application (or approved amendments). The subgrantee disseminates information about the center's operations to community members in a manner that is understandable and accessible. | <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 (school day & after school time connection) <input type="checkbox"/> 21 st Century surveys of school administrators, program staff, and program administrators | | | |

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| 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/Contracts <input type="checkbox"/> Documentation of services, activities, and contributions with fellow partnerships <input type="checkbox"/> Partnership meeting agendas | | | |
| 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/MOU's <input type="checkbox"/> Written correspondence/contact logs <input type="checkbox"/> Description of how subgrantee recruits and retains partners and collaborators | | | |

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

| Area of Compliance 3: Program Implementation | | | | | |
|--|---|---|-----------|---------------|----------|
| Reference | Criteria | Supporting Documentation | Compliant | Non-Compliant | 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) | <input type="checkbox"/> Description of how programming meets evidence-based criteria for students and parent engagement <input type="checkbox"/> Lesson plan examples (one week's worth) <input type="checkbox"/> Daily schedule | | | |

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|--|--|--|--|--|--|
| 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 | <input type="checkbox"/> Program policies/handbook <input type="checkbox"/> Program calendars/activity schedules <input type="checkbox"/> Curricular materials/resources <input type="checkbox"/> Other | | | |
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| | 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"/> <i>Admin Confirmation Only:</i> Supporting documentation with other Federal, State and local programs | | |

| Area of Compliance 4: Evaluation | | | | | |
|----------------------------------|--|--|-----------|---------------|----------|
| Reference | 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. | As completed for and provided by the Montana state evaluator: evaluation instruments, surveys, and rubrics, copy of data submission confirmation <input type="checkbox"/> Other | | | |

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|--|--|--|--|--|--|
| ESSA 4205(b)(2)(B) 4205(b)(2)(B)(ii) | 2. In grant cycle years 3 and 5, local-level program evaluation results are communicated to stakeholders and are readily available to the public. The subgrantee uses the results of evaluations to refine, improve, and strengthen the program and refine the subgrantees' performance measures. | As completed for and provided by the subgrantee's local evaluator: Copy of notification to stakeholders/program leaders & staff <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"/> All subgrantees must provide consistent, correct, and complete data for both state and federal data collection systems by all reporting deadlines <input type="checkbox"/> 21 st CCLC Data Processor Confirmation Email: Process, procedures, checklists for data collection, meeting deadlines <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: Improve in core academics. | The OPI will review results supplied by the state evaluator. | | | |
| | 2. The subgrantee is making progress toward meeting State Performance Measure #2: Work collaboratively with students and families to foster positive relationships and promote youth development | The OPI will review results supplied by the state evaluator. | | | |
| | 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. | The OPI will review results supplied by the state evaluator. | | | |

| 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"/> Sustainability Plan <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. | <input type="checkbox"/> Annual Audit <i>Provide a signature page from the yearly/annual audit.</i> | | | |
| 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 <input type="checkbox"/> List of 21 st Century program roles and hours worked | | | |

| Area of Compliance 7: Fiscal Requirements | | | | | |
|---|---|--|-----------|---------------|----------|
| Reference | Criteria | Supporting Documentation | Compliant | Non-Compliant | Comments |
| ESSA 4204(b)(2)(G); EDGAR 200.307 | 1. The subgrantee expends 21 st CCLC funds appropriately. | <input type="checkbox"/> Financial Reports <i>Encompassing current grant cycle</i> <input type="checkbox"/> Requisitions/Purchase Orders/Invoices <i>Encompassing current grant cycle</i> | | | |
| EDGAR 200.313 Equipment (d)(1) | 2. The inventory of equipment, collectively valued at \$5000 which may include iPads, Chromebooks, cameras, and electronic equipment is labeled and coded to 21 st CCLC program. | <input type="checkbox"/> Current inventory list <i>Excluding consumables</i> | | | |
| 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 <i>Encompassing current grant cycle</i> <input type="checkbox"/> All travel expenses paid with 21 st CCLC funds <i>Encompassing current grant cycle</i> | | | |

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| | 4. The subgrantee delineates its budget of 21 st CCLC funds from other program income or parent fees | <input type="checkbox"/> Program funding history <i>Encompassing current grant cycle</i> <input type="checkbox"/> Financial summary reports <i>Encompassing current grant cycle</i> | | |
| 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. | <input type="checkbox"/> Written polices and procedures addressing Financial Management, Procurement, and Payment. | | |

| 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 | |

21st CCLC Documentation of Non-Compliance

Date:

| | | |
|---------------------------------------|-------------------------------------|---------------|
| 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 |

| Overview of Non-Compliance | | | | For 21 st CCLC State Office Only | | | |
|----------------------------|--------------------|-----------------|----------|---|--|-----------------|------------------|
| Indicator | Summary of Finding | Action Required | Timeline | Date Received | CDE Analysis (including Resolution or Corrective Action, if applicable) | CDE Decision | Date Resolved |
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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 _____

OPI Monitor _____

Date _____

21st CCLC Program Director _____

Date _____

OPI Administrator _____

Date _____