21st Century Community Learning Centers (CCLC) Grant

Monitoring Document Checklist

This checklist can be used to keep track of the documents you will need during the monitoring process of your 21st Century Community Learning Centers (CCLC) grant program at the Colorado Department of Education (CDE). Each category below reflects which documents will be needed for Pre-Visit (PV), On-Site Visit (OS), and already on file with CDE. The numbered reference for each item listed below correlates with the Compliance Area and indicator listed on the 21st CCLC Monitoring and Compliance Document. For example, the first indicator (“1. The program has a program director with appropriate staff…”) for Area of Compliance #1: Program Leadership and Staffing is listed as “1.1” in the list below.

All monitoring documents and resources can be found on the 21st CCLC website.

For questions about the monitoring process, contact your CDE Lead Consultant:   
Cody Buchanan ([Buchanan\_C@cde.state.co.us](mailto:Buchanan_C@cde.state.co.us)) or Anna Young ([Young\_A@cde.state.co.us](mailto:young_a@cde.state.co.us)).

# Pre-Visit (PV)

**Staffing**

Current organization chart (1.1, 1.2)

Job descriptions for all 21st CCLC primary staff and supported roles (1.1, 1.2, 1.6, 1.7)

Staff training needs assessment (1.4)

Types and number of staff trainings (1.4)

Employee evaluation process (1.6, 1.7)

Staff recruitment plan (1.7)

Volunteer logs (6.1)

**Program**

Completed Quality Implementation Rubric (QIR) (3.3)

Written program operational policies and procedures and/or handbook (2.5, 2.9, 3.4)

District-level requirements for student-to-staff ratios (2.2)

Outreach/promotional documents that include 21st CCLC logo/other identifying information (2.3)

Communications plan (to school-day personnel) (2.4)

Program calendars/activity schedules (3.1, 3.4)

Descriptions of programming and how programming meets evidence-based criteria: (3.1)

for student programs (3.3)

for parent engagement (3.5)

Policies/procedures for housing program(s) in a safe and accessible facility (2.11)

Documentation of accommodations provided to special needs students (2.11)

Transportation policy for 21st CCLC students and related documents (2.12)

Process for ensuring that transportation is not a barrier (2.12)

Process for ensuring transportation provided by LEA or transportation partner is safe (2.12)

Documentation of initial non-public school consultation (8.2)

Policies/procedures for timely and meaningful non-public school consultation(s) (8.2)

Written correspondence sent to non-public school(s) (8.2)

Written affirmation(s) signed by non-public school official(s) (8.2)

If ELT, proof of meeting components of submitted and approved ELT plan (or approved amendments) (2.13)

# Pre-Visit (PV) (cont.)

**Partners/Providers**

Agreements/MOUs/contracts (2.6, 2.7, 2.8, 2.9, 6.1)

Written services, activities and contributions (2.7)

Orientation materials for partners/providers (2.9)

Communications plan (for partner input) (2.10)

In-kind contribution list (6.1)

**Data and Evaluation**

Completed evaluation instruments and surveys, rubrics, etc. (4.1)

Process, policies, procedures, checklists for data collection, data verification, and data reporting (4.3)

Evaluation results posted on subgrantee website (4.4)

Policies/procedures regarding student Personally Identifiable Information (PII) (8.4)

**Fiscal**

Budget to Actual report (7.1)

System-generated transaction detail report of 21st CCLC expenditures (7.2)

Time & Effort reports – October 2018 and January 2019 – for all employees paid for by 21st CCLC (7.3)

Time & Effort reports for all staff that have travelled for 21st CCLC (7.3)

Description of services and evidence of supplemental nature of these federal programs (7.4)

Current inventory list of equipment purchased with 21st CCLC funds (7.5)

Internal procedure for checking out equipment, if applicable (7.6)

Current list of 21st CCLC staff, including authorized representative identified to sign RFFs (7.7)

Copies of the following procedures/policies required under Uniform Grant Guidance: (7.8, 7.12)

Procurement

Financial Management System

Conflict of Interest

Micro-Purchases

Program Income

Method of Conducting Technical Evaluations of Proposal

Records Retention

Student and Staff Travel Policy

Corrective Action implementation plan and progress, if applicable (7.13)

Detailed procedure/formula that enables equitable distribution of funds to non-public schools (8.2)

**Notes**

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# On-Site Visit (OS)

**Staffing**

Background check documentation (1.3, 1.6)

Performance appraisals of staff and volunteers (1.5)

Staff timesheets (1.6)

Staff meeting schedules/minutes (2.4)

Staff training materials (2.5, 3.4)

**Program**

Sign-in sheets (students and parents/families) (2.1, 3.5)

Completed registration forms (2.1, 3.5)

Curricular materials/outlines (2.5, 3.4)

Surveys of classroom teachers and administrators, if available (2.4, 2.5)

**Partners/Providers**

Partner/provider contact logs (2.6)

Partner/provider meeting minutes/notes (2.6, 2.7, 2.10)

Written correspondence with partners/providers (2.10)

Written correspondence with other state, federal and local programs and/or agencies (3.6)

**Data and Evaluation**

Copy of notification to stakeholders about local-level program evaluation results (4.4)

**Notes**

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# Documents on file at CDE

**Staffing**

Staff/student attendance logs

**Program**

Approved grant application, assurances, and approved amendments

ELT Plan, if applicable

Unified Improvement Plan (UIP) submitted to CDE

PM worksheets approved in the grant application or approved amendments

Assessment and trend data discussion of Performance Measure (PM) progress

Submitted field trip approval forms

Sustainability plan submitted to CDE

**Partners/Providers**

Names, roles and dates of attendance as listed on CDE training sign-in sheets

**Data and Evaluation**

EZReports monthly data submissions and other EZReports submissions

Student enrollment data

21st CCLC End-of-Year Reports

Submission of required data and evaluation reports

Teacher surveys submitted through EZReports

**Fiscal**

Approved annual budgets or approved revisions

Funding Chart

21st CCLC signed Grant Award Letter (GAL)

Interim Financial Reports (IFRs)

Annual Financial Reports (AFRs)

Grant Distribution Reports

Internal IFR List

Corrective action plan, if applicable

Copy of the non-public schools consultation forms submitted to CDE

**Notes**

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