

**MICHIGAN 21ST CENTURY COMMUNITY LEARNING CENTERS
ON-SITE MONITORING DOCUMENTATION**

Grantee: _____ Project #: _____ Consultant: _____
Date(s): _____ Consultant: _____

	Requirements	Documentation	Requirement Compliance	Improvement Plan/Timeline
1a	The grantee is recruiting and serving the target population and their families as identified in the approved grant application reaching or exceeding projected number of students to be served.	Recruitment plans and activities Enrollment and attendance records (EZReports) Protocol for selection of students Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
1b	All sites are offering the equivalent of services four days per week, three hours per day for 38 weeks, including six weeks during the summer recess as detailed in the approved grant application.	Calendar and schedule of activities EZReports records Parent handbooks and promotional materials Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
1c	The grantee has integrated the existing coordinating groups, parents, appropriate community members, volunteers, and social services agencies/organizations, and has involved them in the planning and evaluation of the 21 st CCLC Program.	Meeting agendas and minutes Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
1d	The grantee provides equitable services to private school students, and their families. Comparable opportunities for the participation of both public- and private-school students in the area served by the grant are provided. The grantee has consulted with private school officials.	Correspondence to private schools Record of response from private school Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet <input type="checkbox"/> N/A	

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2a	The grantee has a local evaluator to facilitate participation fully in the statewide evaluation and submits data in a timely manner as required by state evaluators.	Employment records or contract Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
2b	The program activities reflect the goals and objectives outlined in the grant application.	Program handbooks Activity schedules Curricular materials/guidelines Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
2c	The program has a formal process for regular and effective communication with students' teachers to provide individualized assistance in academic areas; and to inform and receive information from in-school teachers on students' academic and behavioral progress.	Communication plan Meeting schedules/minutes Correspondence Survey of classroom teachers Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
2d	The project director and site coordinators communicate regularly and effectively with the school principal(s) and administration to coordinate resources and use of school facilities.	Correspondence Activity logs Surveys of school administrator(s) Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	

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3a	The program provides a diverse array of additional services including nutrition, youth development activities, drug and violence prevention programs, character education and counseling programs that are aligned with needs of the particular population to be served.	Activity schedules and descriptions Flyers for parents and students describing the program Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
3b	The program provides recreation, sports, art, music, and technology education activities that complement the regular academic program of participating students as described in the grant application.	Activity schedules and descriptions Flyers for parents and students describing the program Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
3c	The program provides literacy and related education services that will be provided for families of the enrolled students; family services meet the needs described in the grant for the community.	Activity schedules and descriptions Flyer for parents and students describing the program Family activity sign-in sheets Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
3d	The program involves <u>students</u> in three or more ways including planning, implementation, program evaluation, and on-going advisory or decision-making roles.	Communication plan Meeting schedules/minutes Surveys of students Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	

Grantee:

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	Requirements	Documentation	Requirement Compliance	Improvement Plan/Timeline
4a	The program involves <u>parents</u> in three or more ways including planning, implementation, program evaluation, and on-going policy and advisory roles.	Communication plan Meeting schedules/minutes Surveys of parents Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
4b	The program has developed written policies and procedures to effectively manage the programs that are made available to all partners.	Handbook Written/policies and procedures Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
4c	The program communicates with partners and encourages collaboration; partners/vendors actively support the program goals and objectives and this is reflected in all program activities. The program's accomplishments are assessed and problem-solving is undertaken jointly.	Communication plan Meeting schedules/minutes Surveys of partners Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
4d	The program enters into formal written agreements with subcontractors (partners/vendors).	Agreements/MOUs Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
4e	The facility is licensed/approved by DHS/BCAL in accordance with PA 116, as amended.	Copy of license Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet <input type="checkbox"/> N/A	
4f	Program for students ages 13 and above meets the equivalent of licensing requirements for documentation of staff and students, as a DHS licensed site would.	Student enrollment records Staff background checks Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet <input type="checkbox"/> N/A	

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5a	Facilities are accessible to students and their families, including plans for transporting or escorting students to non-school facilities.	Transportation policies Transportation schedules Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
5b	Program activities and services are advertised in the targeted schools and community through a variety of methods and forums.	Postings/announcements Press releases/articles Outreach activities Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
5c	The program implements an attendance policy that encourages participation on a regular, consistent basis.	Written policies/handbooks Attendance records Contact log Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
5d	Information is transmitted to families with limited English proficiency in modes that are appropriate and easily understood.	Correspondence Translation/assistive materials Event/meeting announcements Activity log Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet <input type="checkbox"/> N/A	
5e	The program has a full-time project director with credentials appropriate to manage the program.	Employment records/contract Credentials Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
5f	Each site has a full-time coordinator with appropriate credentials to meet DHS licensing to supervise and lead the daily program and personnel.	Employment records/contract Credentials Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	

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6a	All staff have credentials and expertise appropriate for the positions described and there are sufficient numbers of staff planned for the numbers of students.	Employment records Credentials Staffing plan Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
6b	Program and management staffs meet regularly during the grant cycle to coordinate program offerings for continuous program improvements.	Meeting schedules/minutes Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
6c	Program Director has a written plan for site visits.	Written visit schedule/plan Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
6d	Staff is aware of program goals and objectives and can explain the relationship of program activities to the <i>Model Standards for Out-of-School Time/After-School in Michigan</i> .	Staff orientation agenda Staff handbooks Training materials Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
6e	All project staff participate in local, state and national staff development activities; the staff development plan exceeds minimal DHS licensing requirements; it is clear that staff development is aligned to meet the on-going program improvement plan.	Training logs Professional development plan Agendas for professional development opportunities Program improvement plans Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
6f	The program coordinates staff development with those of the school and community partners/vendors as determined through continuous program quality assessment.	Correspondence Training logs Training materials YPOA data Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	

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7a	Staff and volunteers are evaluated on a regular basis and given feedback for continuous performance improvement.	Staff handbook Volunteer rating criteria/format Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
7b	All meals that are provided meet USDA guidelines as outlined in PA 116, as amended. After-school suppers are encouraged and provided when possible.	Meal menus Food program documents Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
7c	To enhance sustainability the program has a plan to increase community support beyond the initial project. The program uses a wide variety of methods to identify and secure material, financial and human resources. The program has established collaboration with parents, community members, volunteers and social service agencies that provide services to children and families.	Correspondence Documentation of methods used Meeting Notes MOUs/Contracts Written plans Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
7d	The grantee participates as required in the Federal and State monitoring and evaluation.	EZReports YPOA data Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	

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8a	YPQA, EZReports, parent, teacher, and student surveys are completed and submitted in accordance with state evaluation timelines.	EZReports records Annual Report Form submission YPQA submission Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
8b	The grantee expends 21 st CCLC funds appropriately.	Financial summary reports Budget change requests/amendments Purchase invoices Time and effort worksheets Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
8c	The grantee uses 21 st CCLC funds to supplement rather than to supplant funds from other sources.	Financial/program documents Program funding history Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
8d	The grantee maintains documentation for materials and equipment purchased with 21 st CCLC funds.	Purchase orders/invoices Inventory list Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	
8e	The program maintains on-going documentation of contributions (in-kind or resources) from partnering agencies or other sources.	In-kind contribution list Volunteer log Partner agreements Other:	<input type="checkbox"/> Meets <input type="checkbox"/> Progress toward <input type="checkbox"/> Does not meet	

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Site Observations:

Additional Comments:

No further action required Compliance plan and documentation required

I/we certify that this On-Site Monitoring Visit was conducted on (date) _____ and was reviewed with representatives of the program/agency grantee at the exit interview. The grantee, if identified for improvement, will complete the required improvement plan and submit documentation for each item within the specified timeline.

Consultant: _____
(Signature)

Date: _____

Program/Agency Representative: _____
(Print)

Title: _____

Program/Agency Representative: _____
(Signature)

Date: _____