



Kentucky Department of Education

21st Century Community Learning Centers Compliance Monitoring Tool 2016-2017

GRANT CYCLE: 12 <input type="checkbox"/> New / <input type="checkbox"/> Continuation / <input checked="" type="checkbox"/> Expansion		
Program Name: Project P.A.S.S.	Fiscal Agency: Livingston Co BOE	Address: 750 Hwy 60 W., Smithland, KY 42081
School(s) Served: Livingston Central High School		
Program Director: Mary Dunning	Telephone: 270-928-2166	Date of Site Visit/Monitoring:
Site Coordinator: Pat Moore	Site Coordinator:	KDE Monitor/Staff: Betty Elkins, ECU Monitor
Co-applicant: West Kentucky Community Technical College		

LEAD PROGRAM STAFF INTERVIEWED	SCHOOL/DISTRICT/CBO/FBO INTERVIEWED
Name: Pat Moore, Site Coordinator	Name: Scott Grey, Principal Bobby Love, Asst. Principal
Name: Mary Dunning, Program Director	Name: Amy Ramage, DPP
Name: Derrick Ford, Special Ed Teacher (English tutoring)	Name: Angie McGee, Guidance Counselor
Name: Lori Strader & Amanda Elrod, (Morning Library)	Name: Stephanie Henson, Family First FRYSC

CO-APPLICANT/PARTNERS/COLLABORATING AGENCY STAFF INTERVIEWED	
Name/Co-applicant: Bill Kunnecke, WKCTC	Name/Partner:
Name/Partner: Detra Coley, UK Extension Office	Name/Partner:
Name/Partner:	Name/Partner:

PARENTS, STUDENTS, OTHERS INTERVIEWED	
Name: G., Student	Name: Student participant's grandmother
Name: N., Student	Name: Daniel – College Student helper

DIRECTIONS: Prior to the on-site visit, review each item on the following pages to determine whether or not documentation exists to support it. District/Agency personnel should be prepared to provide supporting documentation during the on-site visit.

21st Century Community Learning Centers Compliance Monitoring Tool

For the purposes of the monitoring report, the following operational definitions explain the Compliance Ratings:

Exemplary – Grantee efforts exceed the expectation for practice defined by the 21st CCLC grant requirements. Grantee efforts are considered “best practice” by the field.

Meeting Requirements – Grantee is fully engaged in all activities applicable to meeting the expectation for practice defined by the 21st CCLC grant requirements.

In Development – Grantee has not met the expectation for practice defined by the 21st CCLC grant requirements, but the grantee is actively engaged in consistent, clearly defined efforts aimed at meeting said requirement.

Non-compliant – Grantee has not begun or is not currently engaged in efforts aimed at meeting the expectation for practice defined by the 21st CCLC grant requirements.

Not Applicable – Grantee is excluded from the requirement.

I. PROGRAM OPERATION

Area of Compliance	Supporting Documentation	Compliance Status	Comments
<p>1. Documentation exists on the criteria used to determine if a student is eligible for the program/services.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Student Eligibility Criteria <input checked="" type="checkbox"/> Written referral system <input checked="" type="checkbox"/> Referral form <input checked="" type="checkbox"/> Monitor interviews <input checked="" type="checkbox"/> Other, please specify: <ul style="list-style-type: none"> • Emails from teachers and parents 	<ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input checked="" type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Non-compliant <input type="checkbox"/> Not Applicable 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> What is the eligibility criteria? <ol style="list-style-type: none"> 1. Must be a student at Livingston Central HS 2. Livingston Central is 100% free lunch 3. Low income and struggling students are given priority <input checked="" type="checkbox"/> Student eligibility criteria is shared with school day staff and parents. <input checked="" type="checkbox"/> Referral system is established and shared with teachers, parents and students. <input checked="" type="checkbox"/> Students can be referred for a variety of reasons to improve: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Behavior <input checked="" type="checkbox"/> Academics <input checked="" type="checkbox"/> Social development <input checked="" type="checkbox"/> College/career readiness <input type="checkbox"/> Other <input checked="" type="checkbox"/> The referral process and forms were reviewed by the monitor. <input checked="" type="checkbox"/> Additional comments: <ul style="list-style-type: none"> • There is not a waiting list. Students who are referred to Project PASS are able to enter within a few days.

<p>2. Novice and apprentice students are identified and targeted by staff to participate in the program.</p>	<p><input checked="" type="checkbox"/> Teacher referral form</p> <p><input checked="" type="checkbox"/> Teacher interviews</p> <p><input checked="" type="checkbox"/> Staff interviews</p> <p><input checked="" type="checkbox"/> Parent referrals</p> <p><input checked="" type="checkbox"/> Program data</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> Novice and apprentice students are identified and targeted by staff to participate in the program. How are they identified? (List examples)</p> <ol style="list-style-type: none"> 1. When students register for Project PASS, the site coordinator is given access to Infinite Campus 2. Teachers, Guidance Counselor, Principal refer students 3. Parents refer their students <p><input type="checkbox"/> Novice and apprentice students are not identified and/or targeted by staff to participate in the program.</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • Struggling students are given priority and targeted, to participate in the program, but all students are eligible to attend, so many non-struggling students attend.
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<p>3. Documentation exists that shows how program accommodates children from special populations - special needs, ELL, Minority, and encourage their participation in the program.</p>	<p><input type="checkbox"/> Special accommodation info.</p> <p><input type="checkbox"/> Teacher referrals</p> <p><input type="checkbox"/> Special ed. staff correspondence</p> <p><input checked="" type="checkbox"/> 21st CCLC policy/procedures</p> <p><input checked="" type="checkbox"/> Monitor interviews</p> <p><input checked="" type="checkbox"/> Monitor observations</p> <p><input type="checkbox"/> Documentation of accommodations provided</p> <p><input checked="" type="checkbox"/> Grant application</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Special needs, ELL and minority students are included in the program.</p> <p><input checked="" type="checkbox"/> Facilities are handicapped accessible.</p> <p><input type="checkbox"/> Program does not serve special populations.</p> <p><input checked="" type="checkbox"/> Program has had to deny services.</p> <ul style="list-style-type: none"> • Student was removed from program when he hit another student. <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • There are two special ed teachers on staff with Project PASS.
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<p>4. Documentation exists of participation of youth/family member's involvement in program planning.</p>	<p><input checked="" type="checkbox"/> Parent surveys (FRYSC)</p> <p><input checked="" type="checkbox"/> Student surveys</p> <p><input checked="" type="checkbox"/> Parents on Advisory Council</p> <p><input type="checkbox"/> Students on Advisory Council</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> Advisory Council minutes/attendance reflect that at least two parents and students are regularly attending meetings.</p> <p><input checked="" type="checkbox"/> Advisory Council minutes/attendance reflect that less than two parents and two students regularly attend meetings.</p> <p><input type="checkbox"/> Advisory Council minutes/attendance reflect that no parents or students are regularly attending meetings.</p> <p><input checked="" type="checkbox"/> Student surveys have been administered to determine programming interests.</p> <p><input checked="" type="checkbox"/> Parent surveys are administered to determine educational needs and resources available.</p> <p><input type="checkbox"/> Parent and student surveys have not been administered to determine programming interest.</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • At least one/sometimes two parents attend the advisory council meeting.
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<p>5. Documentation exists that the program has a written organizational structure and job descriptions that are well defined. The program has a Site Coordinator to supervise and lead the daily program and staff.</p>	<p><input checked="" type="checkbox"/> Program schedule</p> <p><input checked="" type="checkbox"/> Grant application</p> <p><input checked="" type="checkbox"/> Monitor interviews</p> <p><input type="checkbox"/> Job descriptions</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Grantee has an organizational structure and job descriptions on file.</p> <p><input type="checkbox"/> Grantee does not have an organizational structure and job descriptions on file.</p> <p><input checked="" type="checkbox"/> Grantee has a Site Coordinator in place to lead programming.</p> <p><input checked="" type="checkbox"/> Site Coordinator is on-site every day of programming from start to finish.</p> <p><input type="checkbox"/> Grantee does not have a Site Coordinator in place to lead daily programming.</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • School staff provide oversight during the morning program.
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<p>6. Program hours, activity schedules and location are available, accessible and meet the needs of the target population.</p>	<p><input checked="" type="checkbox"/> Student attendance records</p> <p><input checked="" type="checkbox"/> Daily program schedule</p> <p><input checked="" type="checkbox"/> Student surveys</p> <p><input checked="" type="checkbox"/> Program hours</p> <p><input checked="" type="checkbox"/> Posted information</p> <p><input checked="" type="checkbox"/> Needs assessment</p> <p><input checked="" type="checkbox"/> Grant application</p> <p><input type="checkbox"/> Parent surveys</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Program is accessible.</p> <p><input checked="" type="checkbox"/> Program hours are shared with school day staff, parents and students.</p> <p><input checked="" type="checkbox"/> Program activities are based on academic data.</p> <p><input type="checkbox"/> Program activities are based on individual student data.</p> <p><input checked="" type="checkbox"/> School day staff provide programming impact.</p> <p><input checked="" type="checkbox"/> Program activity schedules are shared with school day staff, parents and students.</p> <p><input type="checkbox"/> Program activities were chosen by center staff.</p> <p><input checked="" type="checkbox"/> Program activities are based on the grant application.</p> <p><input type="checkbox"/> Adjustments are made to offerings if necessary.</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • Students have more access to schedules than parents. But the information is readily available to parents and posted throughout the school.
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<p>7. Documentation exists of the staff-to-student ratio.</p>	<p><input checked="" type="checkbox"/> Student daily attendance records</p> <p><input checked="" type="checkbox"/> Staff daily attendance records</p> <p><input checked="" type="checkbox"/> Attendance sheet for program activities</p> <p><input checked="" type="checkbox"/> Monitor observation</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> Program maintains staff to student ratio of 1:15, but no less than 1:10.</p> <p><input checked="" type="checkbox"/> Program does not maintain a staff to student ratio of 1:15. (Not regularly due to high attendance in morning)</p> <p><input checked="" type="checkbox"/> List of activities observed and ratios:</p> <ol style="list-style-type: none"> 1. English Homework Help 1:2 2. Science Homework Help 1:2 3. Archery 1:9 4. Games of Strategy 1:7 5. Claymation 0 <p><input checked="" type="checkbox"/> Additional Comments:</p> <ul style="list-style-type: none"> • The staff to student ratio in the morning was high the day of my visit, but they are working on lowering the ratio.
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<p>8. The grantee is providing the number of hours of programming as described in the original application.</p>	<p><input checked="" type="checkbox"/> Daily programming schedule</p> <p><input checked="" type="checkbox"/> Registration information</p> <p><input checked="" type="checkbox"/> Referral form</p> <p><input checked="" type="checkbox"/> Office posting</p> <p><input checked="" type="checkbox"/> Other, please specify: Handbook</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Program's daily operational hours:</p> <p><input checked="" type="checkbox"/> Program operates the following days per week:</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> Monday am/pm</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> Tuesday am/pm</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> Wednesday am/pm</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> Thursday am/pm</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> Friday am</p> <p><input checked="" type="checkbox"/> How many hours does the program operate per week? 14.5 hours</p> <p><input checked="" type="checkbox"/> Morning tutoring hours:</p> <p style="padding-left: 20px;">7:15am – 7:45am may need program amendment if the plan is to make this permanent</p> <p><input type="checkbox"/> Morning tutoring is not provided.</p> <p><input type="checkbox"/> Program does not meet minimum 12 hour weekly requirement. (Explain why)</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>9. The grantee has read and understands all of the assurances in the grant application.</p>	<p><input checked="" type="checkbox"/> Grant application assurances</p> <p><input checked="" type="checkbox"/> Monitor interviews</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> The grantee has read and understands all of the assurances in the grant application.</p> <p><input type="checkbox"/> The grantee is somewhat knowledgeable with all of the assurances in the grant application.</p> <p><input type="checkbox"/> The grantee has not read the grant application.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>10. The grantee adheres to state and federal reporting requirements for finances and data in a <i>timely and complete manner</i>.</p>	<p><input checked="" type="checkbox"/> Data Reporting</p> <p><input checked="" type="checkbox"/> QRR's</p> <p><input checked="" type="checkbox"/> Purchase requests</p> <p><input checked="" type="checkbox"/> MUNIS report</p> <p><input checked="" type="checkbox"/> Budget amendment (next quarter)</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Grantee submits financial documents by the due date. (QRR's, MUNIS report, budget amendments, purchase requests, etc.)</p> <p><input checked="" type="checkbox"/> Grantee attended the Cayen data training.</p> <p><input type="checkbox"/> Grantee did not attend the Cayen data training.</p> <p><input checked="" type="checkbox"/> Grantee attended the Level I training.</p> <p><input type="checkbox"/> Grantee did not attend the Level I training.</p> <p><input checked="" type="checkbox"/> Grantee submits data by the due date.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>11. Documentation exists of an Advisory Council that includes students, co-applicant, partners, parents and school program staff. Provide date of last meeting, meeting agenda and meeting minutes.</p>	<p><input checked="" type="checkbox"/> Advisory Council member list</p> <p><input checked="" type="checkbox"/> Meeting minutes</p> <p><input checked="" type="checkbox"/> Meeting agenda</p> <p><input checked="" type="checkbox"/> Meeting notices</p> <p><input checked="" type="checkbox"/> Sign in sheets</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Advisory Council includes parents.</p> <p><input checked="" type="checkbox"/> Advisory Council includes students.</p> <p><input type="checkbox"/> Advisory Council includes teachers.</p> <p><input checked="" type="checkbox"/> Advisory Council includes school administrators.</p> <p><input checked="" type="checkbox"/> Advisory Council includes Co-applicant.</p> <p><input checked="" type="checkbox"/> Advisory Council includes grant partners.</p> <p><input checked="" type="checkbox"/> Advisory Council includes community representation.</p> <p><input type="checkbox"/> Advisory Council has not met on a regular basis.</p> <p><input checked="" type="checkbox"/> Date of last meeting: 3/25/2016</p> <p>Next Meeting: 10/282016</p> <p><input type="checkbox"/> Advisory Council has been established, but has not met.</p> <p><input type="checkbox"/> No Advisory Council has been established.</p> <p><input checked="" type="checkbox"/> How often does Advisory Council meet?</p> <p>Quarterly</p> <p><input checked="" type="checkbox"/> Meeting agendas, minutes, sign in sheets reviewed by monitor.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>12. Documentation that the program provides nutritional snacks during program operation at no charge to the program where free snack and dinner programs are available.</p>	<p><input checked="" type="checkbox"/> Description of snacks</p> <p><input checked="" type="checkbox"/> Utilizing USDA snack program</p> <p><input checked="" type="checkbox"/> Food reimbursement paperwork / forms</p> <p><input type="checkbox"/> Budget records</p> <p><input checked="" type="checkbox"/> Monitor observation</p> <p><input checked="" type="checkbox"/> Monitor interviews</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> The program utilizes the USDA snack program.</p> <p><input type="checkbox"/> The program does not utilize the USDA snack program.</p> <p><input checked="" type="checkbox"/> Snacks served in the program are not nutritional.</p> <p><input type="checkbox"/> The Program utilizes the Child and Adult Care Food program to provide dinner.</p> <p><input type="checkbox"/> The program does not utilize the Child and Adult Food Care program.</p> <p><input checked="" type="checkbox"/> Snacks are chosen and/or approved by trained staff.</p> <p><input checked="" type="checkbox"/> Snacks are approved by program administrator.</p> <p><input type="checkbox"/> Snacks are documented but not approved.</p> <p><input type="checkbox"/> Grantee should choose a less expensive food option.</p> <p><input type="checkbox"/> Grantee should explore food reimbursement options.</p> <p><input type="checkbox"/> Grantee does not offer snacks to students.</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • Pop tarts and juice today
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II. ATTENDANCE

Area of Compliance	Supporting Documentation	Compliance Status	Comments
<p>13. The grantee has identified and is serving the number of regular attendees indicated in the original grant application. (25% of total population or 50 – whichever is lowest)</p>	<p><input checked="" type="checkbox"/> Program Summary & Abstract</p> <p><input checked="" type="checkbox"/> Grant application</p> <p><input checked="" type="checkbox"/> Student enrollment list</p> <p><input checked="" type="checkbox"/> Clearly established criteria</p> <p><input checked="" type="checkbox"/> Attendance in Cayen</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> The grantee has identified and is serving the number of regular attendees that were projected in the grant.</p> <p>PROJECT PASS is on course to meet the numbers projected in the grant. Today is day #30. So far 117 students have been served.</p> <p><input checked="" type="checkbox"/> Number of regular attendees for the 2015-2016 academic school year? 40</p> <p><input checked="" type="checkbox"/> Current number of regular attendees?</p> <p>Today is day #30 of program in operation. There has been 1 student that has attended every day. There are 35 students that have attended 20-30 days. 175 students served since the start of school</p> <p><input checked="" type="checkbox"/> Current average daily attendance? 76.91 in Sept.</p> <p><input checked="" type="checkbox"/> Number of students served during the 2015-2016 academic school year? 126</p> <p><input checked="" type="checkbox"/> Students being served are the same as identified in the grant application.</p> <p><input checked="" type="checkbox"/> The grantee has identified and is serving more regular attendees than originally projected in the grant.</p> <p><input type="checkbox"/> The grantee is not serving the number of regular attendees in the grant.</p> <p><input type="checkbox"/> The majority of students served are from grades other than those identified in the grant application.</p> <p><input type="checkbox"/> Additional comments:</p>

<p>14. Documentation exists that students identified to be served in the grant application are being served. (Example: If grant is written to serve 3rd-5th grade, the grant is serving 3rd-5th grade, not K-2nd)</p>	<p><input checked="" type="checkbox"/> Monitor interviews</p> <p><input checked="" type="checkbox"/> Monitor observations</p> <p><input checked="" type="checkbox"/> Grant application</p> <p><input checked="" type="checkbox"/> Program schedule</p> <p><input checked="" type="checkbox"/> Student attendance records</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> The program is serving only the students in the grade levels listed in the grant application.</p> <p><input type="checkbox"/> The program is serving more students than the grade levels listed in the grant application.</p> <p><input type="checkbox"/> Additional comments:</p>
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15. Provide documentation of how many students are currently enrolled in program.

- Master list of students enrolled
- A+/Cayen data is current
- Other, please specify:

- Exemplary
- Meeting Requirements
- In Development
- Non-compliant
- Not Applicable

- Program has a list of all students enrolled in the program.
- Students enrolled and served on a regular basis are maintained in the Cayen data system.
- Student enrollment data is not maintained in the Cayen system.
- Monitor reviewed master list of enrolled students.
- Additional comments:

<p>16. Documentation exists of activities that have taken place to ensure student retention. Is there a waiting list?</p>	<p><input type="checkbox"/> Student waiting list</p> <p><input type="checkbox"/> Program retention plan</p> <p><input checked="" type="checkbox"/> Student attendance/retention rates</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Program provides many engaging and hands on activities to ensure student retention.</p> <p><input checked="" type="checkbox"/> Program surveys students to identify needs and interests.</p> <p><input type="checkbox"/> Program is providing few engaging and hands on activities to ensure student retention.</p> <p><input type="checkbox"/> Program does not provide engaging and hands on activities to ensure student retention.</p> <p><input type="checkbox"/> Program keeps an up to date waiting list.</p> <p><input checked="" type="checkbox"/> Program does not have to keep a waiting list.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>17. Program is designed to encourage regular student attendance of 30 days or more during the academic cycle.</p>	<p><input checked="" type="checkbox"/> Program hours</p> <p><input checked="" type="checkbox"/> Program offerings</p> <p><input checked="" type="checkbox"/> Student daily attendance records</p> <p><input checked="" type="checkbox"/> Daily program schedule</p> <p><input checked="" type="checkbox"/> Attendance policy</p> <p><input checked="" type="checkbox"/> Student surveys</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input checked="" type="checkbox"/> Exemplary</p> <p><input type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Academic policies promote student participation on a regular basis (Check all that apply):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Make up exams must be taken during the afterschool program <input checked="" type="checkbox"/> Students failing a core subject must attend homework help afterschool until grade improves <input checked="" type="checkbox"/> Other: Morning "sitting in the gym" option is no longer an option. This new rule alone increased morning PROJECT PASS attendance 10x <p><input checked="" type="checkbox"/> Program offers attendance incentives. (Please describe)</p> <ul style="list-style-type: none"> • Site director will make homemade cake on occasion (at her own expense). • Ice Cream Social (donations from staff/teachers) • Attendance Award Certificates <p><input checked="" type="checkbox"/> Student interest surveys are administered.</p> <p><input checked="" type="checkbox"/> Students serve and participate on the Advisory Council.</p> <p><input type="checkbox"/> Parents are informed the program isn't a drop in program.</p> <p><input checked="" type="checkbox"/> Program communicates the importance of regular attendance to parents.</p> <p><input type="checkbox"/> Additional comments:</p>
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III. PROGRAM FINANCE

Area of Compliance	Supporting Documentation	Compliance Status	Comments
18. Documentation exists for separate accounting of funds for 21 st CCLC.	<input checked="" type="checkbox"/> MUNIS/Budget reports <input checked="" type="checkbox"/> QRR's <input checked="" type="checkbox"/> Monitor interviews <input type="checkbox"/> Other, please specify:	<input type="checkbox"/> Exemplary <input checked="" type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Non-compliant <input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> Grantee works with district finance officer to meet grant finance requirements. <input checked="" type="checkbox"/> Grantee has a separate MUNIS report for the 21 st CCLC program. <input type="checkbox"/> Grantee does not have a separate MUNIS report for the 21 st CCLC program. <input checked="" type="checkbox"/> There is a spread sheet of monetary donations, with date, amount and contributor. <input type="checkbox"/> Additional comments:

<p>19. Documentation verifies that the district draws and expends 21st CCLC funds appropriately. Federal funds may not be maintained as "cash on hand".</p>	<p><input checked="" type="checkbox"/> QRR's</p> <p><input checked="" type="checkbox"/> MUNIS/Budget reports</p> <p><input checked="" type="checkbox"/> Budget amendments</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Grantee draws and expends 21st CCLC funds appropriately.</p> <p><input type="checkbox"/> Grantee does not draw and expend funds appropriately.</p> <p><input checked="" type="checkbox"/> Program donations/fees are kept in an activity account at the board office.</p> <p><input type="checkbox"/> Program fees are kept as cash on hand.</p> <p><input checked="" type="checkbox"/> Donations are kept in an activity account. (at BOE)</p> <p><input type="checkbox"/> Program does not receive donations.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>20. Documentation exists, such as inventories and invoices, for materials and equipment purchased with 21st CCLC funds.</p>	<p><input checked="" type="checkbox"/> PO's/Invoices</p> <p><input type="checkbox"/> Inventory list</p> <p><input checked="" type="checkbox"/> Grant application</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Grantee has an up to date inventory list.</p> <p><input checked="" type="checkbox"/> Grantee maintains model/serial numbers of all technology.</p> <p><input checked="" type="checkbox"/> All technology/equipment is marked, "21st CCLC."</p> <p><input checked="" type="checkbox"/> Grantee maintains list onsite and at the board office for insurance purposes. (Fixed asset tags)</p> <p><input checked="" type="checkbox"/> Grantee keeps copies of all Purchase Orders for all materials and equipment purchased.</p> <p><input type="checkbox"/> Grantee does not keep copies of all Purchase Orders for all materials and equipment purchased.</p> <p><input type="checkbox"/> Grantee does not have an up to date inventory list.</p> <p><input checked="" type="checkbox"/> Grantee is purchasing items based on the budget in the grant. (Purchases support activities)</p> <p><input type="checkbox"/> Grantee is not purchasing items based on the budget in the grant.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>21. Documentation exists that supplies, materials and equipment purchased with 21st Century funds are used for the intended purposes.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Invoices of purchases <input checked="" type="checkbox"/> Grant program plan of activities <input checked="" type="checkbox"/> Lesson plans <input checked="" type="checkbox"/> Program activities <input checked="" type="checkbox"/> Daily program schedule <input checked="" type="checkbox"/> Monitor observation <input type="checkbox"/> Other, please specify: 	<ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input checked="" type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Non-compliant <input type="checkbox"/> Not Applicable 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Supplies, materials and technology purchased with 21st CCLC funds are used in the program as requested. <input type="checkbox"/> Supplies, materials and technology purchased with 21st CCLC funds are not used in the program as requested. <input type="checkbox"/> 21st CCLC equipment/technology is being used during the school day. <input type="checkbox"/> Additional comments:
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<p>22. Documentation exists, such as time and effort schedules, for employees of the grant program.</p>	<p><input checked="" type="checkbox"/> Staff timesheets</p> <p><input checked="" type="checkbox"/> Program schedules</p> <p><input type="checkbox"/> MUNIS report listing all staff paid</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Grantee keeps copies of time and effort schedules for 21st CCLC employees.</p> <p><input type="checkbox"/> Grantee does not keep copies of time and effort schedules for 21st CCLC employees.</p> <p><input checked="" type="checkbox"/> Program schedules include the names of staff who are working in the program.</p> <p><input type="checkbox"/> Program schedules do not include the names of staff working in the program.</p> <p><input checked="" type="checkbox"/> MUNIS report includes all employees being paid through the 21st CCLC grant.</p> <p><input type="checkbox"/> MUNIS report does not include employees being paid through the 21st CCLC grant.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>23. Documentation exists that the district uses 21st CCLC funds to supplement rather than supplant.</p>	<p><input checked="" type="checkbox"/> QRR's</p> <p><input checked="" type="checkbox"/> 21st CCLC club offerings</p> <p><input checked="" type="checkbox"/> Program schedules</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Program is not supplanting funds.</p> <p><input type="checkbox"/> Program receives financial support from other programs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Title I <input type="checkbox"/> ESS <input type="checkbox"/> FRYSC <input type="checkbox"/> Migrant <input type="checkbox"/> Other <p><input type="checkbox"/> Program is supplanting funds. (Explain)</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • Project PASS collaborates with the above listed programs, but they do not receive any funds. • The ESS program uses the day waiver.
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<p>24. Program submits financial reporting documents in a timely manner.</p>	<p><input checked="" type="checkbox"/> QRR's</p> <p><input checked="" type="checkbox"/> MUNIS reports</p> <p><input checked="" type="checkbox"/> Purchase requests</p> <p><input checked="" type="checkbox"/> Budget amendments</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Grantee submits Quarterly Reimbursement Requests when due.</p> <p><input checked="" type="checkbox"/> Grantee understands how to fill out the QRR.</p> <p><input checked="" type="checkbox"/> Grantee works with district finance officer to complete the QRR process.</p> <p><input type="checkbox"/> Grantee submits full MUNIS report and includes Quarter to Date column.</p> <p><input type="checkbox"/> Grantee does not submit QRR's in a timely manner.</p> <p><input checked="" type="checkbox"/> Grantee submits required purchase requests.</p> <p><input type="checkbox"/> Grantee does not submit required purchase requests.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>25. Written agreements with contractors clearly specify responsibilities, outcomes and deadlines.</p>	<p><input type="checkbox"/> Contractual agreements</p> <p><input checked="" type="checkbox"/> Policies/procedures</p> <p><input type="checkbox"/> Correspondence</p> <p><input checked="" type="checkbox"/> Other, please specify: Partner agreements Consultant Agreement forms</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Written contracts with contractors clearly specify responsibilities, outcomes and deadlines and have been approved.</p> <p><input type="checkbox"/> Grantee currently has contractual agreements. (List)</p> <ol style="list-style-type: none"> 1. 2. 3. <p><input type="checkbox"/> Written contracts do not clearly specify contractor's responsibilities, outcomes and deadlines.</p> <p><input type="checkbox"/> Grantee contracts do not outline the contractor's responsibilities, outcomes and deadlines.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>26. Documentation exists that the Program Director follows purchasing procedures including prior approval and program amendments as required.</p>	<p><input checked="" type="checkbox"/> Purchase requests</p> <p><input checked="" type="checkbox"/> Copies of approved forms</p> <p><input checked="" type="checkbox"/> Emails</p> <p><input type="checkbox"/> QRR's</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Program Director follows purchasing procedures and gets required approval.</p> <p><input type="checkbox"/> Program Director sometimes follows purchasing procedures.</p> <p><input type="checkbox"/> Program Director does not follow purchasing procedures and does not get approval.</p> <p><input type="checkbox"/> Additional comments:</p>
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IV. LINKAGES TO THE SCHOOL DAY

Area of Compliance	Supporting Documentation	Compliance Status	Comments
27. Program has a clear process for involving school day teachers in progress reporting and addressing students' academic needs.	<input type="checkbox"/> Teacher surveys <input type="checkbox"/> Teacher interviews <input checked="" type="checkbox"/> Staff interviews <input type="checkbox"/> Written Process <input type="checkbox"/> Other, please specify:	<input type="checkbox"/> Exemplary <input checked="" type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Non-compliant <input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> A process is in place for regular communication between school day and afterschool staff. <input checked="" type="checkbox"/> Afterschool staff discusses progress reports and student's academic needs with teachers (Check all that apply). <ul style="list-style-type: none"> <input type="checkbox"/> During teacher planning periods <input checked="" type="checkbox"/> Informally <input type="checkbox"/> During Advisory Council meetings <input type="checkbox"/> During school meetings <input checked="" type="checkbox"/> Other: faculty meetings / Start of school <input type="checkbox"/> Additional comments:

<p>28. Program staff communicates regularly and effectively with the principal and school day teachers to identify students needing additional academic support. (Reviewing grades, attendance, classroom behavior and participation.)</p>	<p><input type="checkbox"/> Teacher surveys</p> <p><input checked="" type="checkbox"/> Staff interviews</p> <p><input type="checkbox"/> Teacher interviews</p> <p><input type="checkbox"/> Discipline referral forms</p> <p><input checked="" type="checkbox"/> Other, please specify:</p> <ul style="list-style-type: none"> • Emails 	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> There is regular communication between school day and afterschool staff regarding grades, attendance, behavior and participation. How often?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <p><input checked="" type="checkbox"/> Communication with school day staff occurs. (Check all that apply)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Face-to-face <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Phone <input type="checkbox"/> Other <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • Reviewed Progress Reports
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<p>29. Two certified teachers work in the program eight hours each per week, or a combination of certified teachers complete the 16 hours per week.</p>	<p><input checked="" type="checkbox"/> Teacher interviews</p> <p><input checked="" type="checkbox"/> Staff interviews</p> <p><input checked="" type="checkbox"/> Lesson plans</p> <p><input checked="" type="checkbox"/> Daily program schedule</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Program schedule, activities, and lesson plans demonstrate certified teachers work in the program.</p> <p><input checked="" type="checkbox"/> What activities do certified teachers lead? (Check all that apply)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Homework help <input checked="" type="checkbox"/> Tutoring <input checked="" type="checkbox"/> Reading remediation/acceleration <input checked="" type="checkbox"/> Math remediation/acceleration <input checked="" type="checkbox"/> Clubs <input type="checkbox"/> Reading intervention <input checked="" type="checkbox"/> Other: Readers' Theater and Playbooks <p><input checked="" type="checkbox"/> How many certified teachers work in the program?</p> <p>10</p> <p><input checked="" type="checkbox"/> How many classified staff work in the program?</p> <p>6</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • There are also two college students, who help in the afterschool program.
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<p>30. School day teachers are informed about program offerings and how to make a referral for intervention.</p>	<p><input checked="" type="checkbox"/> Teacher interviews</p> <p><input checked="" type="checkbox"/> Referral form</p> <p><input type="checkbox"/> Referral process</p> <p><input type="checkbox"/> Teacher surveys</p> <p><input checked="" type="checkbox"/> Staff interviews</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Grantee has developed a 21st CCLC referral form.</p> <p><input type="checkbox"/> Grantee uses a referral form that was designed by the school.</p> <p><input type="checkbox"/> Grantee has not developed a 21st CCLC referral form.</p> <p><input checked="" type="checkbox"/> School day teachers are informed of program offerings. How? (Check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> During school staff meetings <input checked="" type="checkbox"/> E-mail <input type="checkbox"/> Individual meetings with each teacher <input type="checkbox"/> Math remediation/acceleration <p><input type="checkbox"/> School day teachers are not informed of program offerings.</p> <p><input checked="" type="checkbox"/> School day teachers know how to make a referral for intervention.</p> <p><input type="checkbox"/> School day teachers do not know how to make a referral for intervention.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>31. Documentation exists that program activities are planned by school day staff and afterschool staff together</p>	<p><input checked="" type="checkbox"/> Advisory Council meeting minutes</p> <p><input checked="" type="checkbox"/> Advisory Council meeting agenda</p> <p><input checked="" type="checkbox"/> Lesson plans</p> <p><input checked="" type="checkbox"/> Staff correspondence</p> <p><input type="checkbox"/> Staff surveys</p> <p><input checked="" type="checkbox"/> Advisory Council roster</p> <p><input checked="" type="checkbox"/> CSIP</p> <p><input checked="" type="checkbox"/> Description of program activities</p> <p><input checked="" type="checkbox"/> Curriculum – Reading</p> <p><input checked="" type="checkbox"/> Curriculum – Math</p> <p><input checked="" type="checkbox"/> Other, please specify:</p> <ul style="list-style-type: none"> • Staff interviews 	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> The afterschool program links to the school day</p> <p><input checked="" type="checkbox"/> The afterschool program occasionally links to the school day.</p> <p><input type="checkbox"/> School day staff and 21st CCLC staff plan activities together.</p> <p><input checked="" type="checkbox"/> School day staff and 21st CCLC staff occasionally plan activities together.</p> <p><input type="checkbox"/> School day staff and 21st CCLC staff, have never planned activities together.</p> <p><input checked="" type="checkbox"/> Afterschool staff attend school PD and staff meetings. On occasion, especially at the start of school</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • There has been discussion with teachers, as they actively brainstormed ways to link after school activities to the school day. • ACT Prep • Assistance with Homework Project assignments
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V. PROGRAM ACTIVITIES

Area of Compliance	Supporting Documentation	Compliance Status	Comments
<p>32. Documentation exists that academic activities currently being implemented are designed to increase student achievement and reduce novice.</p>	<input checked="" type="checkbox"/> Lesson plans <input checked="" type="checkbox"/> Program activities <input checked="" type="checkbox"/> Daily program schedule <input checked="" type="checkbox"/> Student test/grades data <input checked="" type="checkbox"/> Curriculum materials <input type="checkbox"/> Teacher surveys <input type="checkbox"/> Advisory Council agendas <input type="checkbox"/> Advisory Council meeting minutes <input type="checkbox"/> Advisory Council meeting notices <input type="checkbox"/> Other, please specify:	<input type="checkbox"/> Exemplary <input checked="" type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Non-compliant <input type="checkbox"/> Not Applicable	<input type="checkbox"/> All academic activities being implemented are designed to increase student achievement and reduce novice. <input type="checkbox"/> Some academic activities are designed to increase student achievement and reduce novice. <input type="checkbox"/> Afterschool staff and school day staff regularly review student data together. <input checked="" type="checkbox"/> Program uses the Cayen Data System to run reports on a regular basis. <input type="checkbox"/> Additional comments:

<p>33. Program provides a minimum of 12 hours each week.</p>	<p><input checked="" type="checkbox"/> Registration information</p> <p><input checked="" type="checkbox"/> Parent/family handbook</p> <p><input checked="" type="checkbox"/> Program hours</p> <p><input checked="" type="checkbox"/> Daily program schedule</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> Programming meets the 12 hours of programming each week.</p> <p><input checked="" type="checkbox"/> Programming exceeds the 12 hours of programming each week.</p> <p><input type="checkbox"/> Programming does not meet the 12 hours of programming each week.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>34. Program provides evidence-based academic support and enrichment activities, aligned with the school day and individualized to meet students' needs.</p>	<p><input checked="" type="checkbox"/> Lesson plans</p> <p><input type="checkbox"/> Correspondence with school day teachers</p> <p><input checked="" type="checkbox"/> Program activities</p> <p><input checked="" type="checkbox"/> Daily program schedule</p> <p><input checked="" type="checkbox"/> Program Center Profile</p> <p><input type="checkbox"/> Survey results</p> <p><input type="checkbox"/> Evaluation results</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> Curriculum is aligned with school day activities.</p> <p><input checked="" type="checkbox"/> School day curriculum is used by the program.</p> <p><input type="checkbox"/> Curriculum is aligned with student identified needs based on data.</p> <p><input checked="" type="checkbox"/> Lesson plans are used.</p> <p><input type="checkbox"/> Lesson plans are not used.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>35. 50% of programming provides remediation and/or acceleration each day.</p>	<p><input type="checkbox"/> Lesson plans</p> <p><input type="checkbox"/> Program activities</p> <p><input checked="" type="checkbox"/> Daily program schedule</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Homework help is used to identify needs and guide academic enrichment/supplemental instruction.</p> <p><input checked="" type="checkbox"/> Tutoring is provided one-on-one or in small groups.</p> <p><input checked="" type="checkbox"/> Academics are infused into enrichments.</p> <p><input type="checkbox"/> Academics beyond homework help are not included.</p> <p><input checked="" type="checkbox"/> Academics include more than worksheets, textbooks, and workbooks.</p> <p><input checked="" type="checkbox"/> Remedial activities are provided. (Tutoring)</p> <p><input checked="" type="checkbox"/> Acceleration activities are provided. (ACT Prep)</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>36. 50% of programming provides enrichment each day.</p>	<p><input checked="" type="checkbox"/> Lesson plans</p> <p><input checked="" type="checkbox"/> Program activities</p> <p><input checked="" type="checkbox"/> Daily program schedule</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Enrichment activities are provided.</p> <p><input checked="" type="checkbox"/> Enrichments provided are hands-on, fun and interactive.</p> <p><input checked="" type="checkbox"/> Enrichments provide connections to real-life experiences.</p> <p><input checked="" type="checkbox"/> Enrichments are provided:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <p><input type="checkbox"/> Additional comments:</p>
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<p>37. Documentation exists that a variety of high quality activities are offered to youth.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Students surveys <input checked="" type="checkbox"/> Activities are research-based <input checked="" type="checkbox"/> Activities based on student need <input checked="" type="checkbox"/> Access to technology <input type="checkbox"/> Lesson plans <input type="checkbox"/> Program activities <input type="checkbox"/> Field trip information <input type="checkbox"/> Daily program schedule <input type="checkbox"/> Monitor interviews <input type="checkbox"/> Other, please specify: 	<ul style="list-style-type: none"> <input type="checkbox"/> Exemplary <input checked="" type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Non-compliant <input type="checkbox"/> Not Applicable 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Program uses certified teachers for academic services addressing core subjects. <input checked="" type="checkbox"/> Activities are aligned with the school day. (sometimes) <input checked="" type="checkbox"/> Staff make maximum use of instructional time. <input checked="" type="checkbox"/> Students are on task and engaged. <input checked="" type="checkbox"/> There are no activity disruptions. <input type="checkbox"/> Activity disruptions are limited. <input type="checkbox"/> There are constant disruptions throughout programming. <input checked="" type="checkbox"/> Academic activities are researched based and focus on student's needs. (Some) <input checked="" type="checkbox"/> Program provides a variety of activities beyond homework help (check all that apply): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> STEM education <input checked="" type="checkbox"/> Arts and music education <input type="checkbox"/> Entrepreneurial education programs <input checked="" type="checkbox"/> CCR <input checked="" type="checkbox"/> Tutoring services and mentoring programs <input type="checkbox"/> Activities for limited English proficient students that emphasize language skills and academic achievement <input checked="" type="checkbox"/> Recreational activities <input checked="" type="checkbox"/> Telecommunications and technology education <input type="checkbox"/> Expanded library service hours <input checked="" type="checkbox"/> Programs that promote parental involvement and family literacy <input checked="" type="checkbox"/> Assistance for truant, suspended, or expelled students <input type="checkbox"/> Drug and violence prevention, counseling and/or character education programs <input type="checkbox"/> Additional comments:
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<p>38. Documentation exists that STEM (Science, Technology and Engineering & Math) activities are being provided.</p>	<p><input checked="" type="checkbox"/> Program activities</p> <p><input type="checkbox"/> Lesson plans</p> <p><input checked="" type="checkbox"/> Daily program schedule</p> <p><input type="checkbox"/> Student interest surveys</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p>Grantee is offering activities for:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Technology <input checked="" type="checkbox"/> Engineering <input checked="" type="checkbox"/> Mathematics <p>What STEM activities are provided? (List examples)</p> <ol style="list-style-type: none"> 1. Robotics 2. Engineering - Construction 3. Claymation 4. Drones 5. K'nex 6. Lego (designed for High School students) <p><input checked="" type="checkbox"/> STEM activities are provided. How often?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Stem activities are limited <p><input type="checkbox"/> Grantee does not implement STEM activities.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>39. K-3 Reading Proficiency is addressed – if served by the grant. A reading interventionist or certified teacher provides one-on-one instruction or other interventions weekly to identified students.</p>	<p><input type="checkbox"/> Program activities</p> <p><input type="checkbox"/> Daily program schedule</p> <p><input type="checkbox"/> Lesson plans</p> <p><input type="checkbox"/> Communicate with school day staff</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input checked="" type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> Grantee is implementing K-3 Reading interventions in an intentional manner.</p> <p><input type="checkbox"/> A reading interventionist is used by the afterschool program to support the K-3 Reading Initiative.</p> <p><input type="checkbox"/> A certified teacher is used in the afterschool program to support the K-3 Reading Initiative.</p> <p><input type="checkbox"/> K-3 reading intervention is limited.</p> <p><input type="checkbox"/> Grantee has not addressed K-3 Reading Initiative yet.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>40. Activities are designed to enhance social, emotional and physical well-being of participating students.</p>	<p><input checked="" type="checkbox"/> Program activities</p> <p><input type="checkbox"/> Lesson plans</p> <p><input checked="" type="checkbox"/> Daily program schedule</p> <p><input type="checkbox"/> Student registration forms</p> <p><input checked="" type="checkbox"/> Other, please specify:</p> <ul style="list-style-type: none"> • Monitor observation 	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> Activities are provided that address social, emotional and physical well-being. (List examples)</p> <ol style="list-style-type: none"> 1. 2. 3. <p><input checked="" type="checkbox"/> Some program activities are designed to enhance social, emotional and physical well-being.</p> <ul style="list-style-type: none"> • Games of Strategy - Teamwork <p><input type="checkbox"/> Additional comments:</p>
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<p>41. Documentation exists that activities relating to college and career readiness are being provided at all levels served.</p>	<p><input checked="" type="checkbox"/> Program activities</p> <p><input checked="" type="checkbox"/> Daily program schedule</p> <p><input checked="" type="checkbox"/> Lesson plans</p> <p><input type="checkbox"/> Career speakers</p> <p><input checked="" type="checkbox"/> ACT prep</p> <p><input checked="" type="checkbox"/> Credit recovery</p> <p><input type="checkbox"/> Individual Learning Plans (ILP)</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> College and career readiness activities are implemented on a regular basis to grades identified in the application.</p> <p><input checked="" type="checkbox"/> College and career readiness activities provided: (List examples)</p> <ol style="list-style-type: none"> 1. Arts - Pottery 2. ACT Prep 3. Engineering - Robotics 4. Proposed visit to WKCTC Engineering Day <p><input type="checkbox"/> CTE and college tours are provided for middle/high programs.</p> <p><input type="checkbox"/> College and career readiness activities are limited.</p> <p><input type="checkbox"/> There have been no college and career readiness activities provided.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>42. Program celebrates student achievement by providing opportunities to showcase student work within the school and wider community.</p>	<p><input checked="" type="checkbox"/> Special events/programs</p> <p><input checked="" type="checkbox"/> Daily program schedule</p> <p><input checked="" type="checkbox"/> Program photos</p> <p><input type="checkbox"/> Facebook</p> <p><input checked="" type="checkbox"/> School website</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Program celebrates student achievement and showcases student work in the school and community on a regular basis. (List examples)</p> <ol style="list-style-type: none"> 1. Student Pottery showcased in school foyer 2. Facebook 3. School webpage 4. Twitter 5. End of the year – Student Awards 6. Newspaper “The Ledger” <p><input checked="" type="checkbox"/> Program celebrates student achievement and showcases student work occasionally in the school and community.</p> <p><input type="checkbox"/> Program has not showcased student work or student achievement this year.</p> <p><input type="checkbox"/> Additional comments:</p>
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VI. STAFFING

Area of Compliance	Supporting Documentation	Compliance Status	Comments
43. Staff (including school, grant partners and volunteers) are trained on 21 st CCLC program requirements and program/site policies and procedures.	<input checked="" type="checkbox"/> Meeting agenda for trainings <input checked="" type="checkbox"/> Meeting minutes <input type="checkbox"/> Meeting notices <input checked="" type="checkbox"/> Parent/family handbook <input checked="" type="checkbox"/> Staff PD list <input checked="" type="checkbox"/> Sign in sheet <input type="checkbox"/> State trainings attended <input type="checkbox"/> Other, please specify:	<input type="checkbox"/> Exemplary <input checked="" type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Non-compliant <input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> 21 st CCLC staff receive a program orientation. <input checked="" type="checkbox"/> Staff demonstrate understanding of 21 st CCLC program and are familiar with the grant application. <input checked="" type="checkbox"/> A Program handbook is created and given to all school day and afterschool staff. <input type="checkbox"/> Policies and procedures are reviewed at regular school day and afterschool staff meetings. <input type="checkbox"/> Staff do not receive adequate training on policies and procedures. <input type="checkbox"/> Additional comments:

<p>44. Staff is trained in first aid and CPR and is familiar with current health, safety and nutrition standards.</p>	<p><input type="checkbox"/> Training records</p> <p><input type="checkbox"/> Staff PD list</p> <p><input type="checkbox"/> Staff attendance records</p> <p><input type="checkbox"/> Certifications</p> <p><input checked="" type="checkbox"/> USDA snack list</p> <p><input checked="" type="checkbox"/> Emergency drill log</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Staff have First Aid training. 1 on staff</p> <p><input checked="" type="checkbox"/> Staff have CPR training. 1 on staff</p> <p><input checked="" type="checkbox"/> There is a First Aid Kit on site.</p> <p><input checked="" type="checkbox"/> Program staff are trained how to handle a medical emergency.</p> <p><input checked="" type="checkbox"/> Emergency drills have been performed during the afterschool program.</p> <ul style="list-style-type: none"> • Fire/Earthquake/Shelter in Place <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • The district provides the First Aid/CPR training.
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<p>45. Program has high standards for selecting staff and considering prior experience, qualifications, training and/or certification.</p>	<p><input checked="" type="checkbox"/> Job descriptions</p> <p><input checked="" type="checkbox"/> Certified staff</p> <p><input checked="" type="checkbox"/> Classified staff</p> <p><input checked="" type="checkbox"/> Community partners</p> <p><input checked="" type="checkbox"/> Volunteers</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> School day staff are recruited to work in the program.</p> <p><input checked="" type="checkbox"/> Certified school day teachers work in the program. How many?</p> <p><input checked="" type="checkbox"/> Staff are recruited through community partners.</p> <p><input checked="" type="checkbox"/> Volunteers are recruited to work in the program.</p> <p><input checked="" type="checkbox"/> Staff turnover is low.</p> <p><input type="checkbox"/> Staff turnover is very high.</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • Active membership in the interagency council, often leads to staff prospects.
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<p>46. Staff and volunteers are evaluated on a regular basis and given clear feedback for continuous performance improvement.</p>	<p><input checked="" type="checkbox"/> Evaluation instrument</p> <p><input type="checkbox"/> Evaluation results</p> <p><input checked="" type="checkbox"/> Job descriptions</p> <p><input type="checkbox"/> Staff attendance records</p> <p><input type="checkbox"/> Volunteer attendance records</p> <p><input type="checkbox"/> Staff goal plans for professional development</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> A formal evaluation process is in place.</p> <p><input checked="" type="checkbox"/> Program staff are evaluated by:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Program Director <input checked="" type="checkbox"/> Site Coordinator <input type="checkbox"/> School principal <p><input checked="" type="checkbox"/> Regular feedback is provided to staff by:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Program Director <input checked="" type="checkbox"/> Site Coordinator <input type="checkbox"/> School principal <p><input checked="" type="checkbox"/> How often are staff evaluated?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Semi-annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Other interval: <p><input checked="" type="checkbox"/> Staff are provided opportunities for professional development.</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • Some professional development is available on-line (ex. Stemfinity).
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<p>47. The program completes appropriate fingerprinting and background checks for all staff, volunteers and partners in contact with children.</p>	<p><input checked="" type="checkbox"/> Background check records On file at District Office</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Fiscal Agent does yearly background checks on all staff, volunteers and partners.</p> <p><input checked="" type="checkbox"/> Fiscal Agent maintains copies of background checks.</p> <p><input type="checkbox"/> Program Director keeps copies of background checks on all staff, volunteers and partners.</p> <p><input type="checkbox"/> Program Director keeps copies of some of the background checks on all staff, volunteers and partners.</p> <p><input checked="" type="checkbox"/> Program director does not maintain copies of background checks.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>48. All program staff (school, grant partners and volunteers) are trained on student pick-up procedures.</p>	<p><input checked="" type="checkbox"/> Student pick-up procedures</p> <p><input checked="" type="checkbox"/> Sign in/out sheet</p> <p><input checked="" type="checkbox"/> Staff training</p> <p><input checked="" type="checkbox"/> Parental release forms</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Parental release forms are signed each year.</p> <p><input checked="" type="checkbox"/> Program keeps on file a list of approved individuals who may pick up a student.</p> <p><input checked="" type="checkbox"/> All program staff are aware of approved individuals who may pick up a student.</p> <p><input checked="" type="checkbox"/> Program sign in/out sheets are used.</p> <p><input checked="" type="checkbox"/> Students may sign themselves out. (High School)</p> <p><input type="checkbox"/> Families are contacted if the student was in attendance at school but not in attendance in the afterschool program.</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • The pick-up procedures are outlined in the handbook. • Student sign out at the high school is addressed in the initial registration.
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<p>49. Documentation that the staff, students, and parents are informed of the program's emergency readiness plan, procedures and safety concerns outlined in the National Afterschool Association (NAA) standards.</p>	<p><input checked="" type="checkbox"/> Emergency readiness plan</p> <p><input checked="" type="checkbox"/> Snow closing plan</p> <p><input checked="" type="checkbox"/> Drill log for afterschool</p> <p><input checked="" type="checkbox"/> Program handbook</p> <p><input type="checkbox"/> Correspondence</p> <p><input checked="" type="checkbox"/> Emergency phone numbers on file</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Program shares emergency readiness plan with all staff, students and parents.</p> <p><input checked="" type="checkbox"/> Emergency readiness plan is applicable to the afterschool hours.</p> <p><input type="checkbox"/> Emergency readiness plan includes both relocation and lockdown procedures.</p> <p><input checked="" type="checkbox"/> Emergency drills are practiced during afterschool programming hours.</p> <p><input type="checkbox"/> Emergency Readiness Plan should be revised to include afterschool hours.</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • Emergency readiness plan is included in the program handbook.
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<p>50. Documentation that the program has emergency contact information for students and staff is maintained in a central location.</p>	<p><input checked="" type="checkbox"/> Staff emergency contact info.</p> <p><input checked="" type="checkbox"/> Student emergency contact info.</p> <p><input checked="" type="checkbox"/> Policies/procedures</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Emergency contact information for students is on file, accessible and transportable in the event of an emergency.</p> <p><input type="checkbox"/> Emergency contact information for students is not on file or transportable in the event of an emergency.</p> <p><input checked="" type="checkbox"/> Emergency contact information is available on field trips.</p> <p><input checked="" type="checkbox"/> Program requires parent/guardian signature for all students participating in a field trip.</p> <p><input checked="" type="checkbox"/> Emergency contact information is not available on field trips.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>51. All program staff attend required 21st CCLC trainings – Level I, Data, Multi-State, MS Director’s Meeting, Spring PD, Summer training, etc.). New staff attend as required.</p>	<p><input checked="" type="checkbox"/> 21st CCLC state trainings</p> <p><input type="checkbox"/> Travel requests</p> <p><input checked="" type="checkbox"/> Staff interviews</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Provide the names of the staff who have attended 21st CCLC trainings: Mary Dunning Pat Moore Steve Mattox (Attended Multi-state Conference)</p> <p><input checked="" type="checkbox"/> List trainings 21st CCLC staff have attended:</p> <ol style="list-style-type: none"> 1. Level I II III 2. Cayen A+ 3. Regional Meetings 4. Various Multi state conferences <p><input checked="" type="checkbox"/> Other trainings program staff have attended that support the 21st CCLC program. (List examples)</p> <ol style="list-style-type: none"> 1. ILP Training 2. EMT Training 3. PBIS (Positive Behavioral Interventions and Supports) 4. Restraint & Seclusion 5. Suicide Prevention <p><input type="checkbox"/> Additional comments:</p>
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VII. PARTNERS, COMMUNITY & VOLUNTEERS

Area of Compliance	Supporting Documentation	Compliance Status	Comments
52. Documentation verifies that partners have been provided the 21 st CCLC program goals, objectives and a copy of their partner agreement letter.	<input checked="" type="checkbox"/> Program handbook <input type="checkbox"/> Program brochure <input checked="" type="checkbox"/> Agreements/contracts <input type="checkbox"/> Advisory Council minutes <input checked="" type="checkbox"/> Advisory Council meeting agenda <input type="checkbox"/> Advisory Council meeting notices <input type="checkbox"/> Letters of Agreement, MOU's, or MOA's <input checked="" type="checkbox"/> Grant application <input type="checkbox"/> Contracts/ subcontracts <input checked="" type="checkbox"/> Documentation of services/activities <input type="checkbox"/> Other, please specify:	<input type="checkbox"/> Exemplary <input checked="" type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Non-compliant <input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> Formal, written agreement exists with the grant partners and they have a copy of the agreement. <input type="checkbox"/> Formal, written agreement exists with the grant partners but they do not have a copy of the agreement. <input type="checkbox"/> Informal agreement exists with grant partners but services are documented. <input type="checkbox"/> Services are provided by partners or volunteers but are not documented via contract/written agreement. <input checked="" type="checkbox"/> All stakeholders are provided a copy of the program goals and objectives. <input type="checkbox"/> Additional comments:

<p>53. Program has made efforts to establish and maintain partnerships and collaborations to ensure long-term commitments of fiscal and human capital.</p>	<p><input checked="" type="checkbox"/> Program schedule</p> <p><input type="checkbox"/> Program correspondence</p> <p><input type="checkbox"/> Advisory Council meeting agenda</p> <p><input type="checkbox"/> Advisory Council meeting minutes</p> <p><input type="checkbox"/> Co-applicant agreement</p> <p><input checked="" type="checkbox"/> Grant partner agreements</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Program regularly communicates with partners.</p> <p><input type="checkbox"/> Program is seeking ways to expand current partnerships.</p> <p><input type="checkbox"/> Program is seeking additional partners.</p> <p><input type="checkbox"/> New members are invited to Advisory Council meetings.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>54. Documentation exists that shows the Co-applicant is an active partner.</p>	<p><input checked="" type="checkbox"/> Program schedule</p> <p><input type="checkbox"/> Program correspondence</p> <p><input type="checkbox"/> Advisory Council meeting agenda</p> <p><input type="checkbox"/> Advisory Council meeting minutes</p> <p><input type="checkbox"/> Advisory Council meeting notices</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Co-applicant is an active partner.</p> <p><input checked="" type="checkbox"/> Co-applicant is on the Advisory Council.</p> <p><input checked="" type="checkbox"/> Co-applicant regularly attends Advisory Council meetings.</p> <p><input checked="" type="checkbox"/> Services are provided by the Co-applicant. (List examples)</p> <ol style="list-style-type: none"> 1. Robotics Instruction 2. WKCTC – serves as host for Lego Robotics Competition 3. CRC Advice <p><input type="checkbox"/> The Co-applicant provides volunteers to support the program. How often?</p> <p><input type="checkbox"/> Daily</p> <p><input type="checkbox"/> Weekly</p> <p><input checked="" type="checkbox"/> Monthly</p> <p><input type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> Semi-annually</p> <p><input type="checkbox"/> Annually</p> <p><input type="checkbox"/> Other interval:</p> <p><input type="checkbox"/> Co-applicant is on the Advisory Council but does not attend meetings.</p> <p><input type="checkbox"/> Co-applicant is not an active partner.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>55. The program collaborates with partners to implement program services.</p>	<p><input type="checkbox"/> Program correspondence</p> <p><input type="checkbox"/> Volunteer attendance records</p> <p><input type="checkbox"/> Meeting agenda</p> <p><input type="checkbox"/> Meeting minutes</p> <p><input type="checkbox"/> Meeting notices</p> <p><input type="checkbox"/> Co-applicant agreement</p> <p><input checked="" type="checkbox"/> Partner agreements</p> <p><input checked="" type="checkbox"/> Grant application</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Program staff meets with partners to discuss program needs. How often?</p> <p><input type="checkbox"/> Daily</p> <p><input type="checkbox"/> Weekly</p> <p><input type="checkbox"/> Monthly</p> <p><input type="checkbox"/> Bi-monthly</p> <p><input type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> Other interval:</p> <p><input checked="" type="checkbox"/> Grant partners provide volunteers to support the program. How often?</p> <p><input type="checkbox"/> Daily</p> <p><input type="checkbox"/> Weekly</p> <p><input type="checkbox"/> Monthly</p> <p><input checked="" type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> Semi-annually</p> <p><input type="checkbox"/> Annually</p> <p><input type="checkbox"/> Other interval:</p> <p><input checked="" type="checkbox"/> Services provided by partners include a lesson plan.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>56. Documentation exists that volunteers are recruited and trained to work in the program.</p>	<p><input type="checkbox"/> Volunteer sign in/timesheets</p> <p><input type="checkbox"/> Advertisement/PR</p> <p><input type="checkbox"/> Volunteer training agenda</p> <p><input type="checkbox"/> Volunteer handbook</p> <p><input checked="" type="checkbox"/> Other, please specify:</p> <ul style="list-style-type: none"> • Project PASS is provided a list of approved volunteers. 	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> Program recruits and trains volunteers to work in the program.</p> <p><input type="checkbox"/> Program sometimes recruits and trains volunteers to work in the program.</p> <p><input checked="" type="checkbox"/> How do volunteers contribute to the program? (List examples)</p> <ol style="list-style-type: none"> 1. Morning Tutoring 2. 3. <p><input checked="" type="checkbox"/> Program recruits but does not provide any training for volunteers to work in the program.</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • Training for all volunteers in the Livingston County school district is provided by the Family First FRYSC Director.
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<p>57. Documentation exists that center activities are building program visibility. What is the most recent?</p>	<p><input checked="" type="checkbox"/> Newspaper articles</p> <p><input type="checkbox"/> Newsletters</p> <p><input checked="" type="checkbox"/> School website</p> <p><input checked="" type="checkbox"/> Special events/programs</p> <p><input checked="" type="checkbox"/> Bulletin boards</p> <p><input type="checkbox"/> Public service announcements</p> <p><input type="checkbox"/> Lights On event</p> <p><input type="checkbox"/> Community presentations</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Grantee has built program visibility through multiple avenues. (Check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> School newsletter <input checked="" type="checkbox"/> School events <input checked="" type="checkbox"/> School website/ Facebook/ Twitter <input checked="" type="checkbox"/> Teacher meetings <input checked="" type="checkbox"/> Parent materials <input checked="" type="checkbox"/> Community partners –Interagency Council <input checked="" type="checkbox"/> Community events <input checked="" type="checkbox"/> Other: Parent Teacher Conferences <p><input type="checkbox"/> Grantee has built program visibility through a few avenues.</p> <p><input type="checkbox"/> Grantee has not built any program visibility to date.</p> <p><input type="checkbox"/> Additional comments:</p>
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VIII. PARENT & FAMILY ENGAGEMENT

Area of Compliance	Supporting Documentation	Compliance Status	Comments
<p>58. Program implements a plan to actively engage parents and families that reflects different levels of engagement (e.g. parents as teachers, learners, advocates for their children, leaders/decision makers).</p>	<p><input type="checkbox"/> Parent event attendance records</p> <p><input type="checkbox"/> Advisory Council membership</p> <p><input type="checkbox"/> Correspondence with or promotional materials for parents and families</p> <p><input checked="" type="checkbox"/> Monitor interviews</p> <p><input type="checkbox"/> Parent surveys</p> <p><input type="checkbox"/> Parent meetings</p> <p><input type="checkbox"/> Calendar of parent involvement activities</p> <p><input type="checkbox"/> Workshop fliers</p> <p><input checked="" type="checkbox"/> Other, please specify:</p> <ul style="list-style-type: none"> • Truth or Consequences activity 	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Parental participation is encouraged in a variety of ways.</p> <p><input checked="" type="checkbox"/> Grantee has used multiple strategies to reflect different levels of engaging parent and families.</p> <p><input checked="" type="checkbox"/> Families have been surveyed regarding the types of activities they would like to see offered for themselves.</p> <p><input checked="" type="checkbox"/> Parent/family activities offered are appropriate to the population being served.</p> <p><input checked="" type="checkbox"/> Workshops and trainings have been provided for parents and families of the students served in the program. In collaboration with Family First FRYSC</p> <p><input type="checkbox"/> Family literacy events have occurred.</p> <p><input type="checkbox"/> Grantee has used a few strategies to reflect different levels of engagement.</p> <p><input type="checkbox"/> Participation in parental involvement opportunities is strong.</p> <p><input type="checkbox"/> Parent involvement/family engagement events have not occurred.</p> <p><input type="checkbox"/> Grantee should consult parents/families about scheduling parental involvement activities and the types of activities they need or want.</p> <p><input type="checkbox"/> There is a lack of attendance to parental activities.</p>

<p>59. Documentation exists of educational opportunities provided for parental/sibling members that bring entire families into the program (family reading nights, extended library hours, student achievement recognition, parent/child enrichment activities).</p>	<p><input type="checkbox"/> Parent event attendance records</p> <p><input type="checkbox"/> Advisory Council membership</p> <p><input type="checkbox"/> Correspondence with or promotional materials for parents and families</p> <p><input checked="" type="checkbox"/> Monitor interviews (w FRYSC)</p> <p><input type="checkbox"/> Parent surveys</p> <p><input type="checkbox"/> Parent meetings</p> <p><input type="checkbox"/> Calendar of parent involvement activities</p> <p><input type="checkbox"/> Workshop fliers</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Family/parent activities have been offered through the 21st CCLC. (List how many) 4</p> <p><input checked="" type="checkbox"/> Parent skill building activities have been offered through the 21st CCLC. (List how many) 1 Pottery</p> <p><input checked="" type="checkbox"/> Skill building activities for parents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accessing and using Infinite Campus <input type="checkbox"/> Literacy classes <input type="checkbox"/> Developing a resume <input type="checkbox"/> How to use technology <input type="checkbox"/> Financial planning <input type="checkbox"/> Communication skills <input checked="" type="checkbox"/> Homework strategies <input type="checkbox"/> Other <p><input checked="" type="checkbox"/> Families attend parent and family events. Average attendance: 7</p> <p><input type="checkbox"/> Grantee has provided a family event for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reading <input type="checkbox"/> Math <input type="checkbox"/> STEM <input type="checkbox"/> Family literacy <p><input type="checkbox"/> Grantee has not offered any educational opportunities to parents and families.</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • Parental workshops are offered by Family First FRYSC. Project PASS collaborates with FRYSC.
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<p>60. Program regularly communicates with parents and families regarding program activities, behavior, academic progress and resources available to support their child's educational needs.</p>	<p><input type="checkbox"/> Correspondence with parents and families</p> <p><input type="checkbox"/> Parent resources</p> <p><input type="checkbox"/> Activity log/sign-in sheets</p> <p><input checked="" type="checkbox"/> School website</p> <p><input type="checkbox"/> School newsletter</p> <p><input type="checkbox"/> Local paper</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> Program provides parents and family information on: (Check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Academic progress <input type="checkbox"/> Attendance <input checked="" type="checkbox"/> Behavior <input type="checkbox"/> Activities <input type="checkbox"/> Resources <input type="checkbox"/> Other <p><input checked="" type="checkbox"/> Program communicates with parents and families to provide information. How often</p> <ul style="list-style-type: none"> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Bi-monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other interval: <p>In what ways has the grantee communicated with families? (List examples)</p> <ol style="list-style-type: none"> 1. Phone calls to parents 2. Face to Face contact in pick up line 3. <p><input type="checkbox"/> Grantee sometimes communicates with parents and families.</p> <p><input type="checkbox"/> Grantee has not communicated with parents and families.</p> <p><input checked="" type="checkbox"/> Grantee provides information at school events such as open house, family nights, back to school bash and school transitions.</p> <p><input type="checkbox"/> Grantee has not organized any opportunities to provide information for families regarding program activities, students' behavior or resources.</p> <p><input type="checkbox"/> Additional comments:</p>
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IX. TRANSPORTATION

Area of Compliance	Supporting Documentation	Compliance Status	Comments
61. Program provides transportation.	<input type="checkbox"/> Transportation logs <input type="checkbox"/> Parent surveys <input checked="" type="checkbox"/> Program data <input checked="" type="checkbox"/> Attendance records <input type="checkbox"/> Other, please specify:	<input type="checkbox"/> Exemplary <input checked="" type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Non-compliant <input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> Program provides transportation. How often? <input checked="" type="checkbox"/> Daily <input type="checkbox"/> 3 days per week <input type="checkbox"/> 2 days per week <input type="checkbox"/> 1 day per week <input type="checkbox"/> Students walk home. <input checked="" type="checkbox"/> Students are taken to drop off points. <input checked="" type="checkbox"/> Buses are used for field trips. <input type="checkbox"/> Transportation provided is inadequate or unsafe. <input type="checkbox"/> Transportation is not provided. <input type="checkbox"/> Program staff is proactive in identifying transportation needs. <input type="checkbox"/> Program staff is not proactive in identifying transportation needs. <input type="checkbox"/> Transportation is not a barrier for students to attend. <input type="checkbox"/> Program staff has found that there are barriers to student attendance due to transportation needs. <input checked="" type="checkbox"/> Students cannot attend the program due to transportation. How many? 20 <input type="checkbox"/> Additional comments:

<p>62. Vehicles used for transportation are inspected for safety on a regular basis.</p>	<p><input type="checkbox"/> Vehicle/inspection logs</p> <p><input checked="" type="checkbox"/> School approved transportation provider</p> <p><input type="checkbox"/> Policies/procedures</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Policies and procedures address transportation safety.</p> <p><input checked="" type="checkbox"/> Vehicles are inspected on a regular basis for safety.</p> <p><input checked="" type="checkbox"/> School district provides transportation.</p> <p><input type="checkbox"/> Transportation is provided by another entity (Vehicle inspection documentation attached.)</p> <p><input type="checkbox"/> School/community organization vans are used for transportation.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>63. Documentation that the program has established procedures for authorized student pick-ups. This process is closely monitored and communicated to all staff, students and parents.</p>	<p><input checked="" type="checkbox"/> Parental release forms</p> <p><input type="checkbox"/> Sign in/out sheets</p> <p><input checked="" type="checkbox"/> Student pick-up procedures</p> <p><input type="checkbox"/> Written policies</p> <p><input type="checkbox"/> Staff training agenda</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Program has established procedures for authorized student pick-ups.</p> <p><input checked="" type="checkbox"/> Program keeps on file a list of approved individuals who may pick up a student.</p> <p><input checked="" type="checkbox"/> Authorized pick-up list is shared with all staff, students and parents.</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • Bus drivers have a list of students they will be transporting.
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X. USE OF DATA

Area of Compliance	Supporting Documentation	Compliance Status	Comments
<p>64. A formal process is in place to assess program goals and objectives.</p>	<p><input type="checkbox"/> Written process</p> <p><input checked="" type="checkbox"/> Monitor interviews</p> <p><input type="checkbox"/> Teacher surveys</p> <p><input type="checkbox"/> Parent surveys</p> <p><input type="checkbox"/> Student surveys</p> <p><input checked="" type="checkbox"/> Copy of grant goals and objectives</p> <p><input checked="" type="checkbox"/> CSIP</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Grantee has a formal process in place to assess program goals and objectives.</p> <p><input checked="" type="checkbox"/> Program staff review progress toward goals and objectives. How often?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Other interval: <p><input checked="" type="checkbox"/> The following are involved in assessing program goals and objectives. (Check all that apply)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Program Director <input checked="" type="checkbox"/> Site Coordinator <input type="checkbox"/> Other staff <input type="checkbox"/> Teachers <input checked="" type="checkbox"/> Principal <input checked="" type="checkbox"/> Co-applicant <input type="checkbox"/> Grant partners <input checked="" type="checkbox"/> Advisory Council <p><input type="checkbox"/> Grantee does not have a formal process in place to assess program goals and objectives.</p> <p><input checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> • The program monitors grades thru Infinite Campus.

<p>65. Program uses a variety of data to assess goals and program objectives</p>	<p><input type="checkbox"/> APR</p> <p><input type="checkbox"/> Student records</p> <p><input checked="" type="checkbox"/> Data collection system</p> <p><input type="checkbox"/> Surveys</p> <p><input checked="" type="checkbox"/> CEEP Center Profile</p> <p><input type="checkbox"/> Teacher surveys</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Program uses a variety of data to assess goals and program objectives. (Check all that apply)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> School report card <input checked="" type="checkbox"/> APR data <input checked="" type="checkbox"/> Grades <input checked="" type="checkbox"/> Test scores <input checked="" type="checkbox"/> Center Profile <input checked="" type="checkbox"/> ACT scores <input type="checkbox"/> K-Prep scores <input checked="" type="checkbox"/> Disciplinary infractions <input checked="" type="checkbox"/> Attendance <input type="checkbox"/> Other <p><input type="checkbox"/> Additional comments:</p>
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<p>66. State and Federal data reporting requirements are entered in a timely and complete manner.</p>	<p><input checked="" type="checkbox"/> CEEP Center Profile</p> <p><input checked="" type="checkbox"/> Continuation Progress Report</p> <p><input checked="" type="checkbox"/> QRR's</p> <p><input type="checkbox"/> Full MUNIS report</p> <p><input checked="" type="checkbox"/> Cayen data training</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Grantee meets all state and federal data reporting requirements including summer data and K-Prep (3rd – 8th grade) deadlines.</p> <p><input type="checkbox"/> Grantee submits state and federal reporting requirements late.</p> <p><input checked="" type="checkbox"/> Grantee knows who to contact with any data issues.</p> <p><input checked="" type="checkbox"/> Grantee completes the Annual Performance Report (Center Profile).</p> <p><input checked="" type="checkbox"/> Grantee has been trained to use the Cayen data system.</p> <p><input type="checkbox"/> Additional comments:</p>
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XI. SUSTAINABILITY

Area of Compliance	Supporting Documentation	Compliance Status	Comments
<p>67. Documentation exists of contributions (in-kind or resources) partnering agencies have made within the last six to nine months.</p>	<input checked="" type="checkbox"/> In-kind contribution list <input checked="" type="checkbox"/> Partner agreements <input type="checkbox"/> Daily program schedule <input type="checkbox"/> Other, please specify:	<input type="checkbox"/> Exemplary <input checked="" type="checkbox"/> Meeting Requirements <input type="checkbox"/> In Development <input type="checkbox"/> Non-compliant <input type="checkbox"/> Not Applicable	<input checked="" type="checkbox"/> Grantee maintains a list of all in-kind/resource contributions. <input type="checkbox"/> Grantee has not maintained a list of all in-kind/resource contributions. <input checked="" type="checkbox"/> Additional comments: <ul style="list-style-type: none"> • Duck Unlimited • Vulcan Gravel • Wildlife Federation

<p>68. Documentation exists that supports a plan for sustaining the program after the funding ends. A written sustainability plan is in place.</p>	<p><input type="checkbox"/> Advisory Council meeting minutes</p> <p><input checked="" type="checkbox"/> Advisory Council meeting agenda</p> <p><input type="checkbox"/> Advisory Council meeting notices</p> <p><input checked="" type="checkbox"/> Sustainability plan (Attach copy)</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input checked="" type="checkbox"/> Program has a detailed, written sustainability plan in place.</p> <p><input checked="" type="checkbox"/> Program is actively seeking grants.</p> <p><input checked="" type="checkbox"/> School provides in-kind support.</p> <p><input checked="" type="checkbox"/> Community partners provide in-kind support.</p> <p><input type="checkbox"/> No sustainability plan exists beyond the last year of funding.</p> <p><input type="checkbox"/> Grantee is exploring sustainability strategies that do not involve applying for grant funding.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>69. Grantee involves stakeholders in the formation and development of the sustainability plan.</p>	<p><input checked="" type="checkbox"/> Sustainability plan</p> <p><input type="checkbox"/> Advisory Council meeting minutes</p> <p><input checked="" type="checkbox"/> Advisory Council meeting agenda</p> <p><input type="checkbox"/> Advisory Council meeting notices</p> <p><input checked="" type="checkbox"/> Monitor interviews</p> <p><input type="checkbox"/> Other, please specify:</p>	<p><input type="checkbox"/> Exemplary</p> <p><input checked="" type="checkbox"/> Meeting Requirements</p> <p><input type="checkbox"/> In Development</p> <p><input type="checkbox"/> Non-compliant</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> Program is actively involving stakeholders in sustainability planning.</p> <p><input type="checkbox"/> Program is actively involving families in sustainability planning.</p> <p><input checked="" type="checkbox"/> Grantee is actively involving program and school staff in sustainability planning.</p> <p><input type="checkbox"/> Additional comments:</p>
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