



# Kentucky Department of Education

## 21<sup>st</sup> Century Community Learning Centers Compliance Monitoring Tool 2016-2017

<b>GRANT CYCLE: 12</b> <input type="checkbox"/> New / <input checked="" type="checkbox"/> Continuation / <input type="checkbox"/> Expansion		
Program Name: <b>OZONE</b> (Opportunity Zone)	Fiscal Agency: <b>Livingston Co. BOE</b>	Address: <b>1370 US Hwy 60E, Burna, KY 42028</b>
School(s) Served: <b>Livingston Middle School</b>		
Program Director: <b>Mary Dunning</b>	Telephone: <b>270/988-4702</b>	Date of Site Visit/Monitoring: <b>10/20/2016</b>
Site Coordinator: <b>Malinda Jones</b>	Site Coordinator:	KDE Monitor/Staff: <b>Betty Elkins, ECU Monitor</b>
Co-applicant: <b>Livingston County UK Extension Office</b>		

LEAD PROGRAM STAFF INTERVIEWED	SCHOOL/DISTRICT/CBO/FBO INTERVIEWED
Name: <b>Malinda Jones, 21<sup>st</sup> CCLC Site Coordinator</b>	Name:
Name: <b>Mary Dunning, 21<sup>st</sup> CCLC Director</b>	Name: <b>Alescia Wilson, P.E. Teacher</b>
Name: <b>Chance Wright</b>	Name: <b>Heather Sanders, Family First FRC, Assistant</b>
Name: <b>Justin McGill, am Tutoring</b>	Name: <b>Robin Belt, Social Studies Teacher</b>

CO-APPLICANT/PARTNERS/COLLABORATING AGENCY STAFF INTERVIEWED	
Name/Co-applicant: <b>Detra Coley, UK Extension Agent</b>	Name/Partner:
Name/Partner:	Name/Partner:
Name/Partner:	Name/Partner:

PARENTS, STUDENTS, OTHERS INTERVIEWED	
Name:	Name:
Name:	Name:

**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.

## 21<sup>st</sup> 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 21<sup>st</sup> 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 21<sup>st</sup> CCLC grant requirements.

**In Development** – Grantee has not met the expectation for practice defined by the 21<sup>st</sup> 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 21<sup>st</sup> 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>	<p><input checked="" type="checkbox"/> Student Eligibility Criteria</p> <p><input type="checkbox"/> Written referral system</p> <p><input checked="" type="checkbox"/> Referral form</p> <p><input checked="" type="checkbox"/> Monitor interviews</p> <p><input checked="" type="checkbox"/> Other, please specify:</p> <ul style="list-style-type: none"> <li>• Email</li> <li>• Text</li> <li>• Brochure</li> </ul>	<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"/> What is the eligibility criteria?</p> <ol style="list-style-type: none"> <li>1. All students</li> <li>2. Priority for students with academic needs</li> <li>3. Priority for socio-economic</li> </ol> <p><input checked="" type="checkbox"/> Student eligibility criteria is shared with school day staff and parents.</p> <p><input type="checkbox"/> Referral system is established and shared with teachers, parents and students.</p> <p><input checked="" type="checkbox"/> Students can be referred for a variety of reasons to improve:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attendance</li> <li><input type="checkbox"/> Behavior</li> <li><input checked="" type="checkbox"/> Academics</li> <li><input checked="" type="checkbox"/> Social development</li> <li><input checked="" type="checkbox"/> College/career readiness</li> <li><input checked="" type="checkbox"/> Other Activities Offered (Archery)</li> </ul> <p><input checked="" type="checkbox"/> The referral process and forms were reviewed by the monitor.</p> <p><input type="checkbox"/> Additional comments:</p>

<p>2. Novice and apprentice students are identified and targeted by staff to participate in the program.</p>	<p><input type="checkbox"/> Teacher referral form</p> <p><input type="checkbox"/> Teacher interviews</p> <p><input type="checkbox"/> Staff interviews</p> <p><input type="checkbox"/> Parent referrals</p> <p><input checked="" type="checkbox"/> Program data</p> <p><input checked="" type="checkbox"/> Other, please specify: Teacher referrals</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"/> 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"> <li>1. District list of Novice/Proficient students</li> <li>2. Student grades—Infinite Campus</li> <li>3. K-Prep tests</li> <li>4. Star Reading/Star Math</li> </ol> <p><input type="checkbox"/> Novice and apprentice students are not identified and/or targeted by staff to participate in the program.</p> <p><input type="checkbox"/> Additional comments:</p>
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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 checked="" type="checkbox"/> Teacher referrals</p> <p><input checked="" type="checkbox"/> Special ed. staff correspondence</p> <p><input type="checkbox"/> 21<sup>st</sup> 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 checked="" type="checkbox"/> Other, please specify:</p> <p style="padding-left: 40px;">Site coordinator attends ARC meetings on some of the Ozone participants.</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 type="checkbox"/> Program has had to deny services.</p> <p><input type="checkbox"/> Additional comments:</p>
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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</p> <p><input checked="" type="checkbox"/> Student surveys</p> <p><input type="checkbox"/> Parents on Advisory Council</p> <p><input checked="" type="checkbox"/> Students on Advisory Council</p> <p><input checked="" type="checkbox"/> Other, please specify:</p> <ul style="list-style-type: none"> <li>• Ozone has a student advisory council</li> <li>• Use Remind 101</li> </ul>	<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 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 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> <p>There is a Student Advisory Council.</p>
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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 checked="" 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. (afternoon only)</p> <p><input type="checkbox"/> Grantee does not have a Site Coordinator in place to lead daily programming.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>6. Program hours, activity schedules and location are available, accessible and meet the needs of the target population.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Student attendance records</li> <li><input checked="" type="checkbox"/> Daily program schedule</li> <li><input checked="" type="checkbox"/> Student surveys</li> <li><input checked="" type="checkbox"/> Program hours</li> <li><input checked="" type="checkbox"/> Posted information</li> <li><input type="checkbox"/> Needs assessment</li> <li><input type="checkbox"/> Grant application</li> <li><input type="checkbox"/> Parent surveys</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exemplary</li> <li><input checked="" type="checkbox"/> Meeting Requirements</li> <li><input type="checkbox"/> In Development</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Program is accessible.</li> <li><input checked="" type="checkbox"/> Program hours are shared with school day staff, parents and students.</li> <li><input checked="" type="checkbox"/> Program activities are based on academic data.</li> <li><input checked="" type="checkbox"/> Program activities are based on individual student data.</li> <li><input type="checkbox"/> School day staff provide programming impact.</li> <li><input checked="" type="checkbox"/> Program activity schedules are shared with school day staff, parents and students.</li> <li><input type="checkbox"/> Program activities were chosen by center staff.</li> <li><input checked="" type="checkbox"/> Program activities are based on the grant application.</li> <li><input checked="" type="checkbox"/> Adjustments are made to offerings if necessary.</li> <li><input type="checkbox"/> Additional comments:</li> </ul>
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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 type="checkbox"/> Program does not maintain a staff to student ratio of 1:15.</p> <p><input checked="" type="checkbox"/> List of activities observed and ratios:</p> <ol style="list-style-type: none"> <li>1. Snack &amp; Chat 3:56</li> <li>2. Homework Help 4:18</li> <li>3. Computer Time My On 3:23</li> <li>4. The Edge: Pathfinders 3:37</li> <li>5. Teen Fit</li> </ol> <p><input type="checkbox"/> Additional comments:</p>
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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 type="checkbox"/> Office posting</p> <p><input checked="" type="checkbox"/> Other, please specify: Brochure</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>Morning Program 6:50am – 7:50am</p> <p>After School Program 3:00pm – 6:00pm</p> <p><input checked="" type="checkbox"/> Program operates the following days per week:</p> <p><input checked="" type="checkbox"/> Monday am pm</p> <p><input checked="" type="checkbox"/> Tuesday am pm</p> <p><input checked="" type="checkbox"/> Wednesday am pm</p> <p><input checked="" type="checkbox"/> Thursday am pm</p> <p><input checked="" type="checkbox"/> Friday am</p> <p><input type="checkbox"/> How many hours does the program operate per week?</p> <p>17 hours</p> <p><input checked="" type="checkbox"/> Morning tutoring hours:</p> <p>6:50am – 7:50am</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</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 checked="" type="checkbox"/> Other, please specify:</p> <ul style="list-style-type: none"> <li>• Student Council notes</li> </ul>	<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 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: March 25, 2016</p> <p style="padding-left: 40px;">Next 10/28/2016</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 style="padding-left: 40px;">4x / year</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 checked="" type="checkbox"/> Budget records</p> <p><input type="checkbox"/> Monitor observation</p> <p><input 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 program utilizes the USDA snack program.</p> <p><input type="checkbox"/> The program does not utilize the USDA snack program.</p> <p><input 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"> <li>• whole grain Cheez-its and juice</li> </ul>
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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 &amp; 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><input checked="" type="checkbox"/> Number of regular attendees for the 2015-2016 academic school year? 64</p> <p><input checked="" type="checkbox"/> Current number of regular attendees? 40 attending 15 days or more and projected to go over 50</p> <p><input checked="" type="checkbox"/> Current average daily attendance? 47</p> <p><input checked="" type="checkbox"/> Number of students served during the 2015-2016 academic school year? 147</p> <p><input checked="" type="checkbox"/> Students being served are the same as identified in the grant application.</p> <p><input 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 3<sup>rd</sup>-5<sup>th</sup> grade, the grant is serving 3<sup>rd</sup>-5<sup>th</sup> grade, not K-2<sup>nd</sup>)</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. 177 students
- 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 checked="" 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 checked="" type="checkbox"/> Additional comments:</p> <p>There are 22 students that have been participating in the program for 2-3 years.</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 type="checkbox"/> Attendance policy</p> <p><input checked="" type="checkbox"/> Student 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"/> Academic policies promote student participation on a regular basis (Check all that apply):</p> <p><input type="checkbox"/> Make up exams must be taken during the afterschool program</p> <p><input checked="" type="checkbox"/> Students failing a core subject must attend homework help afterschool until grade improves</p> <p><input checked="" type="checkbox"/> Other</p> <p><input checked="" type="checkbox"/> Program offers attendance incentives. (Please describe) Last year a Dip N Dots day for 30+ day attendees. (Dip N Dots were donated)</p> <p><input checked="" type="checkbox"/> Student interest surveys are administered.</p> <p><input 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 checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> <li>• Student Council</li> </ul>
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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 <sup>st</sup> 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 <sup>st</sup> CCLC program. <input type="checkbox"/> Grantee does not have a separate MUNIS report for the 21 <sup>st</sup> 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 21<sup>st</sup> 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 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 21<sup>st</sup> 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.</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 21<sup>st</sup> CCLC funds.</p>	<p><input checked="" type="checkbox"/> PO's/Invoices</p> <p><input checked="" 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, "21<sup>st</sup> CCLC."</p> <p><input checked="" type="checkbox"/> Grantee maintains list onsite and at the board office for insurance purposes.</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.</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 21<sup>st</sup> Century funds are used for the intended purposes.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Invoices of purchases</li> <li><input checked="" type="checkbox"/> Grant program plan of activities</li> <li><input checked="" type="checkbox"/> Lesson plans</li> <li><input checked="" type="checkbox"/> Program activities</li> <li><input checked="" type="checkbox"/> Daily program schedule</li> <li><input type="checkbox"/> Monitor observation</li> <li><input type="checkbox"/> Other, please specify:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exemplary</li> <li><input checked="" type="checkbox"/> Meeting Requirements</li> <li><input type="checkbox"/> In Development</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Supplies, materials and technology purchased with 21<sup>st</sup> CCLC funds are used in the program as requested.</li> <li><input type="checkbox"/> Supplies, materials and technology purchased with 21<sup>st</sup> CCLC funds are not used in the program as requested.</li> <li><input type="checkbox"/> 21<sup>st</sup> CCLC equipment/technology is being used during the school day.</li> <li><input type="checkbox"/> Additional comments:</li> </ul>
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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 checked="" 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 21<sup>st</sup> CCLC employees.</p> <p><input type="checkbox"/> Grantee does not keep copies of time and effort schedules for 21<sup>st</sup> 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 21<sup>st</sup> CCLC grant.</p> <p><input type="checkbox"/> MUNIS report does not include employees being paid through the 21<sup>st</sup> CCLC grant.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>23. Documentation exists that the district uses 21<sup>st</sup> CCLC funds to supplement rather than supplant.</p>	<p><input checked="" type="checkbox"/> QRR's</p> <p><input checked="" type="checkbox"/> 21<sup>st</sup> 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"> <li><input type="checkbox"/> Title I</li> <li><input type="checkbox"/> ESS</li> <li><input type="checkbox"/> FRYSC</li> <li><input type="checkbox"/> Migrant</li> <li><input type="checkbox"/> Other</li> </ul> <p><input type="checkbox"/> Program is supplanting funds. (Explain)</p> <p><input type="checkbox"/> Additional comments:</p>
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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 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 checked="" 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 checked="" type="checkbox"/> Contractual agreements</p> <p><input checked="" type="checkbox"/> Policies/procedures</p> <p><input type="checkbox"/> Correspondence</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"/> 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"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> <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 checked="" type="checkbox"/> Additional comments: Partner Agreements</p>
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<p>26. Documentation exists that the Program Director follows purchasing procedures including <b>prior</b> 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 checked="" 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 checked="" 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"> <li><input type="checkbox"/> During teacher planning periods</li> <li><input checked="" type="checkbox"/> Informally</li> <li><input type="checkbox"/> During Advisory Council meetings</li> <li><input type="checkbox"/> During school meetings</li> <li><input checked="" type="checkbox"/> Other lunch</li> </ul> <input checked="" type="checkbox"/> Additional comments: <ul style="list-style-type: none"> <li>• Outlook task</li> <li>• Progress reports</li> </ul>

<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 checked="" type="checkbox"/> Teacher surveys</p> <p><input type="checkbox"/> Staff interviews</p> <p><input type="checkbox"/> Teacher interviews</p> <p><input type="checkbox"/> Discipline referral 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"/> There is regular communication between school day and afterschool staff regarding grades, attendance, behavior and participation. How often?</p> <p><input type="checkbox"/> Daily</p> <p><input checked="" type="checkbox"/> Weekly</p> <p><input type="checkbox"/> Monthly</p> <p><input checked="" type="checkbox"/> Communication with school day staff occurs. (Check all that apply)</p> <p><input checked="" type="checkbox"/> Face-to-face</p> <p><input checked="" type="checkbox"/> E-mail</p> <p><input checked="" type="checkbox"/> Phone</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Additional comments:</p>
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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 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 checked="" type="checkbox"/> Other, please specify: Time sheets</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"> <li><input checked="" type="checkbox"/> Homework help</li> <li><input checked="" type="checkbox"/> Tutoring</li> <li><input checked="" type="checkbox"/> Reading remediation/acceleration</li> <li><input checked="" type="checkbox"/> Math remediation/acceleration</li> <li><input checked="" type="checkbox"/> Clubs</li> <li><input type="checkbox"/> Reading intervention</li> <li><input checked="" type="checkbox"/> Other Site coordinator is a certified teacher</li> </ul> <p><input checked="" type="checkbox"/> How many certified teachers work in the program?</p> <p style="padding-left: 40px;">7</p> <p><input checked="" type="checkbox"/> How many classified staff work in the program?</p> <p style="padding-left: 40px;">4</p> <p><input checked="" type="checkbox"/> Additional comments: The site coordinator is a certified teacher.</p>
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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 type="checkbox"/> Teacher interviews</p> <p><input checked="" type="checkbox"/> Referral form</p> <p><input checked="" type="checkbox"/> Referral process</p> <p><input checked="" 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 21<sup>st</sup> 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 21<sup>st</sup> 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"> <li><input checked="" type="checkbox"/> During school staff meetings</li> <li><input checked="" type="checkbox"/> E-mail</li> <li><input checked="" type="checkbox"/> Individual meetings with each teacher</li> <li><input type="checkbox"/> Math remediation/acceleration</li> </ul> <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>	<input checked="" type="checkbox"/> Advisory Council meeting minutes <input checked="" type="checkbox"/> Advisory Council meeting agenda <input type="checkbox"/> Lesson plans <input checked="" type="checkbox"/> Staff correspondence <input type="checkbox"/> Staff surveys <input type="checkbox"/> Advisory Council roster <input type="checkbox"/> CSIP <input checked="" type="checkbox"/> Description of program activities <input checked="" type="checkbox"/> Curriculum – Reading <input type="checkbox"/> Curriculum – Math <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"/> The afterschool program links to the school day <input checked="" type="checkbox"/> The afterschool program occasionally links to the school day. <input type="checkbox"/> School day staff and 21 <sup>st</sup> CCLC staff plan activities together. <input checked="" type="checkbox"/> School day staff and 21 <sup>st</sup> CCLC staff occasionally plan activities together. <input type="checkbox"/> School day staff and 21 <sup>st</sup> CCLC staff, have never planned activities together. <input type="checkbox"/> Afterschool staff attend school PD and staff meetings. <input checked="" type="checkbox"/> Additional comments: <ul style="list-style-type: none"> <li>• The Site coordinator uses curriculum mapping.</li> </ul>
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## V. PROGRAM ACTIVITIES

Area of Compliance	Supporting Documentation	Compliance Status	Comments
32. Documentation exists that academic activities currently being implemented are designed to increase student achievement and reduce novice.	<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 checked="" type="checkbox"/> Advisory Council agendas <input checked="" type="checkbox"/> Advisory Council meeting minutes <input checked="" 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 checked="" 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 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 checked="" type="checkbox"/> Other, please specify: Brochure</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 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. 17 hours per 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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Lesson plans</li> <li><input checked="" type="checkbox"/> Correspondence with school day teachers</li> <li><input checked="" type="checkbox"/> Program activities</li> <li><input checked="" type="checkbox"/> Daily program schedule</li> <li><input checked="" type="checkbox"/> Program Center Profile</li> <li><input type="checkbox"/> Survey results</li> <li><input type="checkbox"/> Evaluation results</li> <li><input type="checkbox"/> Other, please specify:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exemplary</li> <li><input checked="" type="checkbox"/> Meeting Requirements</li> <li><input type="checkbox"/> In Development</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Curriculum is aligned with school day activities.</li> <li><input type="checkbox"/> School day curriculum is used by the program.</li> <li><input checked="" type="checkbox"/> Curriculum is aligned with student identified needs based on data.</li> <li><input checked="" type="checkbox"/> Lesson plans are used.</li> <li><input type="checkbox"/> Lesson plans are not used.</li> <li><input type="checkbox"/> Additional comments:</li> </ul>
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<p>35. 50% of programming provides remediation and/or acceleration 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"/> 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 type="checkbox"/> Academics include more than worksheets, textbooks, and workbooks.</p> <p><input checked="" type="checkbox"/> Remedial activities are provided.</p> <p><input checked="" type="checkbox"/> Acceleration activities are provided.</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"> <li><input checked="" type="checkbox"/> Daily</li> <li><input type="checkbox"/> Weekly</li> <li><input type="checkbox"/> Monthly</li> </ul> <p><input type="checkbox"/> Additional comments:</p>
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<p>37. Documentation exists that a <b>variety</b> of high quality activities are offered to youth.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Students surveys</li> <li><input checked="" type="checkbox"/> Activities are research-based</li> <li><input checked="" type="checkbox"/> Activities based on student need</li> <li><input checked="" type="checkbox"/> Access to technology</li> <li><input checked="" type="checkbox"/> Lesson plans</li> <li><input checked="" type="checkbox"/> Program activities</li> <li><input type="checkbox"/> Field trip information</li> <li><input checked="" type="checkbox"/> Daily program schedule</li> <li><input type="checkbox"/> Monitor interviews</li> <li><input type="checkbox"/> Other, please specify:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exemplary</li> <li><input checked="" type="checkbox"/> Meeting Requirements</li> <li><input type="checkbox"/> In Development</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Program uses certified teachers for academic services addressing core subjects.</li> <li><input checked="" type="checkbox"/> Activities are aligned with the school day.</li> <li><input checked="" type="checkbox"/> Staff make maximum use of instructional time.</li> <li><input checked="" type="checkbox"/> Students are on task and engaged.</li> <li><input checked="" type="checkbox"/> There are no activity disruptions.</li> <li><input type="checkbox"/> Activity disruptions are limited.</li> <li><input type="checkbox"/> There are constant disruptions throughout programming.</li> <li><input checked="" type="checkbox"/> Academic activities are researched based and focus on student's needs.</li> <li><input checked="" type="checkbox"/> Program provides a variety of activities beyond homework help (check all that apply): <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> STEM education</li> <li><input checked="" type="checkbox"/> Arts and music education</li> <li><input checked="" type="checkbox"/> Entrepreneurial education programs</li> <li><input checked="" type="checkbox"/> CCR</li> <li><input checked="" type="checkbox"/> Tutoring services and mentoring programs</li> <li><input type="checkbox"/> Activities for limited English proficient students that emphasize language skills and academic achievement</li> <li><input checked="" type="checkbox"/> Recreational activities</li> <li><input checked="" type="checkbox"/> Telecommunications and technology education</li> <li><input checked="" type="checkbox"/> Expanded library service hours</li> <li><input checked="" type="checkbox"/> Programs that promote parental involvement and family literacy</li> <li><input type="checkbox"/> Assistance for truant, suspended, or expelled students</li> <li><input checked="" type="checkbox"/> Drug and violence prevention, counseling and/or character education programs</li> </ul> </li> <li><input checked="" type="checkbox"/> Additional comments: Family literacy coordinated with Family First FRYSC.</li> </ul>
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<p>38. Documentation exists that <b>STEM</b> (Science, Technology and Engineering &amp; Math) activities are being provided.</p>	<p><input checked="" type="checkbox"/> Program activities</p> <p><input checked="" type="checkbox"/> Lesson plans</p> <p><input checked="" type="checkbox"/> Daily program schedule</p> <p><input checked="" type="checkbox"/> Student interest 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>Grantee is offering activities for:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Science</li> <li><input checked="" type="checkbox"/> Technology</li> <li><input checked="" type="checkbox"/> Engineering</li> <li><input checked="" type="checkbox"/> Mathematics</li> </ul> <p>What STEM activities are provided? (List examples)</p> <ol style="list-style-type: none"> <li>1. Makey Makey Go</li> <li>2. What the Tech?</li> <li>3. Lego Robotics</li> <li>4. Knex</li> </ol> <p><input checked="" type="checkbox"/> STEM activities are provided. How often?</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Daily</li> <li><input type="checkbox"/> Weekly</li> <li><input type="checkbox"/> Monthly</li> <li><input type="checkbox"/> Stem activities are limited</li> </ul> <p><input type="checkbox"/> Grantee does not implement STEM activities.</p> <p><input type="checkbox"/> Additional comments:</p>
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<p>39. <b>K-3 Reading Proficiency</b> 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 checked="" type="checkbox"/> Lesson plans</p> <p><input checked="" type="checkbox"/> Daily program schedule</p> <p><input type="checkbox"/> Student registration 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"/> Activities are provided that address social, emotional and physical well-being. (List examples)</p> <ol style="list-style-type: none"> <li>1. Character EDU</li> <li>2. Teens in Action, Active Parenting</li> <li>3. Teen Fit</li> <li>4. T.L.C. Teamwork, Leadership</li> <li>5. Pathfinder</li> <li>6.</li> </ol> <p><input type="checkbox"/> Some program activities are designed to enhance social, emotional and physical well-being.</p> <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 checked="" type="checkbox"/> Career speakers</p> <p><input type="checkbox"/> ACT prep</p> <p><input type="checkbox"/> Credit recovery</p> <p><input checked="" 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"> <li>1. Pathfinders</li> <li>2. The Game of Life</li> <li>3. Active with ILP</li> <li>4. Checks and Balances (money management)</li> <li>5. Teens in Action</li> </ol> <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 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 checked="" 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"> <li>1. Showcases in the school</li> <li>2. Facebook</li> <li>3. Weebly site OZONE</li> <li>4. WPSD News Summer Learning Loss</li> <li>5. Livingston Ledger Importance of summer learning</li> <li>6. District Web site</li> </ol> <p><input 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 <sup>st</sup> CCLC program requirements and program/site policies and procedures.	<input checked="" type="checkbox"/> Meeting agenda for trainings <input checked="" type="checkbox"/> Meeting minutes <input checked="" 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 checked="" 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 <sup>st</sup> CCLC staff receive a program orientation. <input checked="" type="checkbox"/> Staff demonstrate understanding of 21 <sup>st</sup> 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 checked="" 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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Training records</li> <li><input checked="" type="checkbox"/> Staff PD list</li> <li><input checked="" type="checkbox"/> Staff attendance records</li> <li><input checked="" type="checkbox"/> Certifications</li> <li><input checked="" type="checkbox"/> USDA snack list</li> <li><input checked="" type="checkbox"/> Emergency drill log</li> <li><input type="checkbox"/> Other, please specify:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exemplary</li> <li><input checked="" type="checkbox"/> Meeting Requirements</li> <li><input type="checkbox"/> In Development</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Staff have First Aid training.</li> <li><input checked="" type="checkbox"/> Staff have CPR training.</li> <li><input checked="" type="checkbox"/> There is a First Aid Kit on site.</li> <li><input checked="" type="checkbox"/> Program staff are trained how to handle a medical emergency.</li> <li><input checked="" type="checkbox"/> Emergency drills have been performed during the afterschool program.</li> <li><input type="checkbox"/> Additional comments:</li> </ul>
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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 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? 7</p> <p><input checked="" type="checkbox"/> Staff are recruited through community partners.</p> <p><input 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"> <li>• Family First FRC provides a list of approved volunteers.</li> </ul>
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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 checked="" type="checkbox"/> Evaluation results</p> <p><input checked="" type="checkbox"/> Job descriptions</p> <p><input checked="" type="checkbox"/> Staff attendance records</p> <p><input type="checkbox"/> Volunteer attendance records</p> <p><input checked="" 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"> <li><input checked="" type="checkbox"/> Program Director</li> <li><input checked="" type="checkbox"/> Site Coordinator</li> <li><input type="checkbox"/> School principal</li> </ul> <p><input checked="" type="checkbox"/> Regular feedback is provided to staff by:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Program Director</li> <li><input checked="" type="checkbox"/> Site Coordinator</li> <li><input type="checkbox"/> School principal</li> </ul> <p><input checked="" type="checkbox"/> How often are staff evaluated?</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annually</li> <li><input type="checkbox"/> Semi-annually</li> <li><input type="checkbox"/> Quarterly</li> <li><input type="checkbox"/> Other interval:</li> </ul> <p><input checked="" type="checkbox"/> Staff are provided opportunities for professional development.</p> <p><input type="checkbox"/> Additional comments:</p>
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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</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 checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> <li>• Copies are kept at District Office</li> </ul>
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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 type="checkbox"/> Students may sign themselves out.</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 type="checkbox"/> Additional comments:</p>
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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 checked="" 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 type="checkbox"/> Additional comments:</p>
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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 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 21<sup>st</sup> 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"/> 21<sup>st</sup> CCLC state trainings</p> <p><input checked="" 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 21<sup>st</sup> CCLC trainings: Malinda Jones Gina Gilley Alescia Wilson</p> <p><input checked="" type="checkbox"/> List trainings 21<sup>st</sup> CCLC staff have attended:</p> <ol style="list-style-type: none"> <li>1. Level I 2x      Level II</li> <li>2. Multistate Conf. 3x</li> <li>3. Cayen A+ 3x</li> <li>4. Summer Training 2x</li> </ol> <p><input checked="" type="checkbox"/> Other trainings program staff have attended that support the 21<sup>st</sup> CCLC program. (List examples)</p> <ol style="list-style-type: none"> <li>1. YPQA</li> <li>2. YPQA w/Data</li> <li>3. Restraint, Seclusion</li> <li>4. Suicide Prevention</li> <li>5. Blood Born Pathogens</li> </ol> <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 <sup>st</sup> CCLC program goals, objectives and a copy of their partner agreement letter.	<input checked="" type="checkbox"/> Program handbook <input checked="" type="checkbox"/> Program brochure <input checked="" type="checkbox"/> Agreements/contracts <input checked="" type="checkbox"/> Advisory Council minutes <input checked="" type="checkbox"/> Advisory Council meeting agenda <input checked="" 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 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 checked="" 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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Program schedule</li> <li><input checked="" type="checkbox"/> Program correspondence</li> <li><input checked="" type="checkbox"/> Advisory Council meeting agenda</li> <li><input checked="" type="checkbox"/> Advisory Council meeting minutes</li> <li><input checked="" type="checkbox"/> Co-applicant agreement</li> <li><input checked="" type="checkbox"/> Grant partner agreements</li> <li><input type="checkbox"/> Other, please specify:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exemplary</li> <li><input checked="" type="checkbox"/> Meeting Requirements</li> <li><input type="checkbox"/> In Development</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Program regularly communicates with partners.</li> <li><input checked="" type="checkbox"/> Program is seeking ways to expand current partnerships.</li> <li><input checked="" type="checkbox"/> Program is seeking additional partners.</li> <li><input checked="" type="checkbox"/> New members are invited to Advisory Council meetings.</li> <li><input type="checkbox"/> Additional comments</li> </ul>
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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 checked="" type="checkbox"/> Program correspondence</p> <p><input checked="" type="checkbox"/> Advisory Council meeting agenda</p> <p><input checked="" type="checkbox"/> Advisory Council meeting minutes</p> <p><input checked="" 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"> <li>1. Cooking class</li> <li>2. Crafts/Pinterest class</li> <li>3. Tech Wizards</li> </ol> <p><input checked="" type="checkbox"/> The Co-applicant provides volunteers to support the program. How often?</p> <p><input type="checkbox"/> Daily</p> <p><input checked="" type="checkbox"/> Weekly</p> <p><input 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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Program correspondence</li> <li><input checked="" type="checkbox"/> Volunteer attendance records</li> <li><input checked="" type="checkbox"/> Meeting agenda</li> <li><input checked="" type="checkbox"/> Meeting minutes</li> <li><input checked="" type="checkbox"/> Meeting notices</li> <li><input checked="" type="checkbox"/> Co-applicant agreement</li> <li><input checked="" type="checkbox"/> Partner agreements</li> <li><input checked="" type="checkbox"/> Grant application</li> <li><input type="checkbox"/> Other, please specify:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exemplary</li> <li><input checked="" type="checkbox"/> Meeting Requirements</li> <li><input type="checkbox"/> In Development</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Program staff meets with partners to discuss program needs. How often? <ul style="list-style-type: none"> <li><input type="checkbox"/> Daily</li> <li><input type="checkbox"/> Weekly</li> <li><input type="checkbox"/> Monthly</li> <li><input type="checkbox"/> Bi-monthly</li> <li><input checked="" type="checkbox"/> Quarterly (Interagency Meeting)</li> <li><input type="checkbox"/> Other interval:</li> </ul> </li> <li><input checked="" type="checkbox"/> Grant partners provide volunteers to support the program. How often? <ul style="list-style-type: none"> <li><input type="checkbox"/> Daily</li> <li><input checked="" type="checkbox"/> Weekly Family First</li> <li><input type="checkbox"/> Monthly</li> <li><input type="checkbox"/> Quarterly</li> <li><input type="checkbox"/> Semi-annually</li> <li><input type="checkbox"/> Annually</li> <li><input type="checkbox"/> Other interval:</li> </ul> </li> <li><input type="checkbox"/> Services provided by partners include a lesson plan.</li> <li><input checked="" type="checkbox"/> Additional comments: <ul style="list-style-type: none"> <li>• Game of Life</li> </ul> </li> </ul>
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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"> <li>• List of approved volunteers</li> </ul>	<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 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 type="checkbox"/> How do volunteers contribute to the program? (List examples)</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> <p><input 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"> <li>• Family First recruit/train</li> <li>• List of approved volunteers</li> </ul>
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<p>57. Documentation exists that center activities are building program visibility. What is the most recent?</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Newspaper articles</li> <li><input type="checkbox"/> Newsletters</li> <li><input checked="" type="checkbox"/> School website</li> <li><input checked="" type="checkbox"/> Special events/programs</li> <li><input checked="" type="checkbox"/> Bulletin boards</li> <li><input type="checkbox"/> Public service announcements</li> <li><input checked="" type="checkbox"/> Lights On event</li> <li><input type="checkbox"/> Community presentations</li> <li><input type="checkbox"/> Other, please specify:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exemplary</li> <li><input checked="" type="checkbox"/> Meeting Requirements</li> <li><input type="checkbox"/> In Development</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Grantee has built program visibility through multiple avenues. (Check all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> School newsletter</li> <li><input checked="" type="checkbox"/> School events</li> <li><input checked="" type="checkbox"/> School website</li> <li><input checked="" type="checkbox"/> Teacher meetings</li> <li><input checked="" type="checkbox"/> Parent materials</li> <li><input checked="" type="checkbox"/> Community partners</li> <li><input checked="" type="checkbox"/> Community events</li> <li><input type="checkbox"/> Other</li> </ul> </li> <li><input type="checkbox"/> Grantee has built program visibility through a few avenues.</li> <li><input type="checkbox"/> Grantee has not built any program visibility to date.</li> <li><input type="checkbox"/> Additional comments:</li> </ul>
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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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Parent event attendance records</li> <li><input type="checkbox"/> Advisory Council membership</li> <li><input type="checkbox"/> Correspondence with or promotional materials for parents and families</li> <li><input type="checkbox"/> Monitor interviews</li> <li><input type="checkbox"/> Parent surveys</li> <li><input checked="" type="checkbox"/> Parent meetings</li> <li><input checked="" type="checkbox"/> Calendar of parent involvement activities</li> <li><input checked="" type="checkbox"/> Workshop fliers</li> <li><input type="checkbox"/> Other, please specify:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exemplary</li> <li><input checked="" type="checkbox"/> Meeting Requirements</li> <li><input type="checkbox"/> In Development</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Parental participation is encouraged in a variety of ways.</li> <li><input checked="" type="checkbox"/> Grantee has used multiple strategies to reflect different levels of engaging parent and families.</li> <li><input type="checkbox"/> Families have been surveyed regarding the types of activities they would like to see offered for themselves.</li> <li><input checked="" type="checkbox"/> Parent/family activities offered are appropriate to the population being served.</li> <li><input checked="" type="checkbox"/> Workshops and trainings have been provided for parents and families of the students served in the program.</li> <li><input type="checkbox"/> Family literacy events have occurred.</li> <li><input type="checkbox"/> Grantee has used a few strategies to reflect different levels of engagement.</li> <li><input checked="" type="checkbox"/> Participation in parental involvement opportunities is strong. 5 planned for this year.</li> <li><input type="checkbox"/> Parent involvement/family engagement events have not occurred.</li> <li><input type="checkbox"/> Grantee should consult parents/families about scheduling parental involvement activities and the types of activities they need or want.</li> <li><input type="checkbox"/> There is a lack of attendance to parental activities.</li> <li><input checked="" type="checkbox"/> Parent 101 – Keys to having successful student.</li> </ul>

<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 checked="" 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 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 21<sup>st</sup> CCLC. (List how many) 5 planned for the year</p> <p><input checked="" type="checkbox"/> Parent skill building activities have been offered through the 21<sup>st</sup> CCLC. (List how many) 2</p> <p><input checked="" type="checkbox"/> Skill building activities for parents:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Accessing and using Infinite Campus</li> <li><input type="checkbox"/> Literacy classes</li> <li><input type="checkbox"/> Developing a resume</li> <li><input type="checkbox"/> How to use technology</li> <li><input type="checkbox"/> Financial planning</li> <li><input type="checkbox"/> Communication skills</li> <li><input checked="" type="checkbox"/> Homework strategies</li> <li><input type="checkbox"/> Other</li> </ul> <p><input checked="" type="checkbox"/> Families attend parent and family events. Average attendance: 15</p> <p><input type="checkbox"/> Grantee has provided a family event for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reading</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> STEM</li> <li><input type="checkbox"/> Family literacy</li> </ul> <p><input type="checkbox"/> Grantee has not offered any educational opportunities to parents and families.</p> <p><input type="checkbox"/> Additional comments:</p>
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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 checked="" type="checkbox"/> Other, please specify:</p> <ul style="list-style-type: none"> <li>• Remind 101</li> </ul>	<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 parents and family information on: (Check all that apply)</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Academic progress</li> <li><input type="checkbox"/> Attendance</li> <li><input checked="" type="checkbox"/> Behavior</li> <li><input checked="" type="checkbox"/> Activities</li> <li><input type="checkbox"/> Resources</li> <li><input type="checkbox"/> Other</li> </ul> <p><input checked="" type="checkbox"/> Program communicates with parents and families to provide information. How often</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Daily</li> <li><input type="checkbox"/> Weekly</li> <li><input checked="" type="checkbox"/> Monthly</li> <li><input type="checkbox"/> Bi-monthly</li> <li><input type="checkbox"/> Quarterly</li> <li><input type="checkbox"/> Other interval:</li> </ul> <p>In what ways has the grantee communicated with families? (List examples)</p> <ol style="list-style-type: none"> <li>1. Remind 101</li> <li>2. Facebook</li> <li>3. Ozone website</li> </ol> <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 checked="" type="checkbox"/> Transportation logs <input type="checkbox"/> Parent surveys <input checked="" type="checkbox"/> Program data <input 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 M—Th <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? 2 <input type="checkbox"/> Additional comments:

<p>62. Vehicles used for transportation are inspected for safety on a regular basis.</p>	<p><input checked="" type="checkbox"/> Vehicle/inspection logs</p> <p><input checked="" type="checkbox"/> School approved transportation provider</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"/> 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 checked="" 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 checked="" 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 type="checkbox"/> Additional comments:</p>
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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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Written process</li> <li><input type="checkbox"/> Monitor interviews</li> <li><input checked="" type="checkbox"/> Teacher surveys</li> <li><input type="checkbox"/> Parent surveys</li> <li><input checked="" type="checkbox"/> Student surveys</li> <li><input checked="" type="checkbox"/> Copy of grant goals and objectives</li> <li><input type="checkbox"/> CSIP</li> <li><input type="checkbox"/> Other, please specify:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exemplary</li> <li><input checked="" type="checkbox"/> Meeting Requirements</li> <li><input type="checkbox"/> In Development</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Grantee has a formal process in place to assess program goals and objectives.</li> <li><input checked="" type="checkbox"/> Program staff review progress toward goals and objectives. How often?                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Daily</li> <li><input checked="" type="checkbox"/> Weekly</li> <li><input type="checkbox"/> Monthly</li> <li><input type="checkbox"/> Bi-monthly</li> <li><input type="checkbox"/> Quarterly</li> <li><input type="checkbox"/> Other interval:</li> </ul> </li> <li><input checked="" type="checkbox"/> The following are involved in assessing program goals and objectives. (Check all that apply)                             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Program Director</li> <li><input checked="" type="checkbox"/> Site Coordinator</li> <li><input checked="" type="checkbox"/> Other staff</li> <li><input checked="" type="checkbox"/> Teachers</li> <li><input checked="" type="checkbox"/> Principal</li> <li><input type="checkbox"/> Co-applicant</li> <li><input type="checkbox"/> Grant partners</li> <li><input type="checkbox"/> Advisory Council</li> </ul> </li> <li><input type="checkbox"/> Grantee does not have a formal process in place to assess program goals and objectives.</li> <li><input type="checkbox"/> Additional comments:</li> </ul>

<p>65. Program uses a variety of data to assess goals and program objectives</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> APR</li> <li><input checked="" type="checkbox"/> Student records</li> <li><input checked="" type="checkbox"/> Data collection system</li> <li><input checked="" type="checkbox"/> Surveys</li> <li><input checked="" type="checkbox"/> CEEP Center Profile</li> <li><input type="checkbox"/> Teacher surveys</li> <li><input type="checkbox"/> Other, please specify:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Exemplary</li> <li><input checked="" type="checkbox"/> Meeting Requirements</li> <li><input type="checkbox"/> In Development</li> <li><input type="checkbox"/> Non-compliant</li> <li><input type="checkbox"/> Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Program uses a variety of data to assess goals and program objectives. (Check all that apply) <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> School report card</li> <li><input checked="" type="checkbox"/> APR data</li> <li><input checked="" type="checkbox"/> Grades</li> <li><input checked="" type="checkbox"/> Test scores</li> <li><input checked="" type="checkbox"/> Center Profile</li> <li><input type="checkbox"/> ACT scores</li> <li><input checked="" type="checkbox"/> K-Prep scores</li> <li><input checked="" type="checkbox"/> Disciplinary infractions</li> <li><input checked="" type="checkbox"/> Attendance</li> <li><input type="checkbox"/> Other</li> </ul> </li> <li><input type="checkbox"/> Additional comments:</li> </ul>
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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 checked="" 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 (3<sup>rd</sup> – 8<sup>th</sup> grade) deadlines.</p> <p><input checked="" 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
67. Documentation exists of contributions (in-kind or resources) partnering agencies have made within the last six to nine months.	<input checked="" type="checkbox"/> In-kind contribution list <input type="checkbox"/> Partner agreements <input checked="" 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 type="checkbox"/> Additional comments:

<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 checked="" type="checkbox"/> Advisory Council meeting minutes</p> <p><input checked="" type="checkbox"/> Advisory Council meeting agenda</p> <p><input checked="" 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 checked="" type="checkbox"/> Additional comments:</p> <ul style="list-style-type: none"> <li>• Best Buy Grant (just received)</li> <li>• Lexmark donation</li> <li>• Swift and Staley (USEC)</li> <li>• Royal Oaks Chevrolet</li> <li>• Fuel Up to Play</li> </ul>
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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 checked="" type="checkbox"/> Advisory Council meeting minutes</p> <p><input checked="" type="checkbox"/> Advisory Council meeting agenda</p> <p><input checked="" type="checkbox"/> Advisory Council meeting notices</p> <p><input 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"/> 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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