



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

**Georgia Department of Education
21st Century Community Learning Centers
Compliance and Performance Assessment Monitoring Form
2018-2019**



Georgia Department of Education monitor must not be the same person assigned to provide technical assistance to the subgrantee, nor should reviewer provide the subgrantee with results or determination during the review process.

Fiscal Agent:		Cohort ____
Program Name(s):		Superintendent/CEO:
Program Identification Number(s):		
Program Director/Manager:		
Participating Program Staff:		
Monitoring ERES:		
Monitoring FA:		
Home ERES:		
Home FA:		
Site(s) Visited:		Date(s) of Monitoring Visit:

See attached document for list of participants and signatures.

1. In the column labeled “**Evidence**” each lettered item is a **required** item unless otherwise indicated.

2. Indicators marked with an asterisk (*) must include documentation from each site. If there is no asterisk next to the indicator number, then the documentation can cover all sites for the subgrant.

PROGRAMMATIC RESPONSIBILITIES

I: PROGRAM IMPLEMENTATION				
Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
P1*	<p>The subgrantee has developed and disseminated required written procedures, protocols and policies to effectively manage the program and has made these available to all stakeholders in a timely manner (<i>within first 30 days of program operations</i>).</p> <p>Required written procedures and policies must be included in appropriate staff and/or student/parent handbooks as verified by Pre-Monitoring review. See list of Pre-Monitoring requirements.</p>	<p>a. Provide evidence to show how and when required policies, procedures and/or protocols were distributed to (1) internal (e.g., 21st CCLC employees) and (2) external stakeholders (e.g., parents and students). Acceptable documentation must be provided for each meeting and include at least two of the following for both internal and external stakeholders:</p> <ul style="list-style-type: none"> • Dated meeting agendas with corresponding sign-in sheets • Meeting minutes • Signed and dated acknowledgement page from parent/student and staff handbooks 	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>	

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
P2	<p>The subgrantee implements a recruitment plan that targets the student population(s) and their families as identified in the approved grant application.</p> <p>Recruitment plan is included in the Staff Handbook and the Parent/Student Handbook</p>	<p>a. Provide artifacts that support the full implementation of the approved recruitment plan. Provide evidence to show how and when this information was communicated to (1) internal (e.g., 21st CCLC employees) and (2) external stakeholders (e.g., parents and students). Acceptable documentation must be provided for each meeting and include at least two of the following for both internal and external stakeholders:</p> <ul style="list-style-type: none"> • Recruitment flyers • Letters • Meeting Notes • Meeting presentations • Dated meeting agendas specifying recruitment with corresponding sign-in sheets • Signed and dated acknowledgement page from parent/student and staff handbooks 	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>	
P3*	<p>The subgrantee provides the number of hours of programming per week to targeted students as described in the approved grant application.</p>	<p>a. Provide copy of most recent weekly programming schedule for each individual site</p> <p>b. Provide copy(ies) of the 2018-2019 site update form for each individual site</p> <p>c. If change in hours of operation occurs during school year, must submit copy of corresponding approved program amendment</p> <p>d. Weekly programming schedule for each site must correspond with site update form</p>	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>	

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
P4*	The subgrantee utilizes academic activities that complement the regular school academic component in order to assist students in meeting the State standards as well as achieve the approved goals and objectives of the program	a. Provide a complete list <i>with</i> descriptions of the implemented activities and/or lessons used to support Georgia Standards of Excellence. b. Provide one or more of the following that correspond with evidence (a): <ul style="list-style-type: none"> • Lesson plans • Presentations • Curriculum guides • Sample handouts/worksheets c. Provide program goals and objectives, including most recently approved amendment for revised program goals and objectives	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	
P5*	The subgrantee provides a broad array of enrichment activities that complement the regular academic program of the targeted population identified in the approved grant application and aligned with the approved goals and objectives	a. Provide complete list <i>with</i> descriptions of the implemented student enrichment activities and/or lessons b. Provide one or more of the following that correspond with evidence (a): <ul style="list-style-type: none"> • Lesson Plans • Presentations • Sample handouts/worksheets • Workbooks c. Provide program goals and objectives, including most recently approved amendment for revised goals and objectives	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	
P6*	The subgrantee provides activities for participant families to be actively and meaningfully engaged in the child's education, including opportunities for literacy and related education services, as described in the approved grant application.	a. Provide a current calendar and/or schedule of events for families for each site b. Provide corresponding sign-in sheets and agendas for parent/family activity (other than orientation) <i>at least one per semester</i> c. Provide <u>one or more</u> of the following artifacts. Must correspond with sign-in sheets and include an educational component:	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
		<ul style="list-style-type: none"> • Newspaper/public service announcements • Parent letters or invitations • Flyers <p>Note: If activity is co-sponsored by another program, then the 21st CCLC <u>and</u> the other program name must be listed on the artifacts.</p>		
P7*	The subgrantee provides services and appropriate accommodations to children with special needs and is encouraging their active and equal participation in the program as described in their approved grant application and Funding Request Worksheet.	<p>a. Provide the number of students with IEPs served by the program. Numbers should be listed by site and correspond with approved grant application and Cayen report listed below. (Student IEPs should not be provided.) Note: The number of registered students with IEPs being served by the site must be equal to or greater than 70% of the approved number listed on the Funding Request Worksheet</p> <p>b. Provide list of accommodations and/or modifications provided by site during program hours with special needs students</p> <p>c. Provide copy of Funding Request Worksheet from approved grant application or most recent approved grant amendment</p> <p>d. See recruitment compliance area in P2 to ensure students with special needs are included</p> <p>Pre-Monitoring Activity Conducted by Monitoring ERES View Cayen AfterSchool 21 Report (Sub-grant/site/district admin 1/Search Tab/Find Records/View Report/Print Demographics Report. Note number of Special Education students).</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	<p>Pre-Monitoring Activity (Monitoring ERES)</p>
P8	The subgrantee provides equitable opportunities for	a. Provide list of private schools located within the geographic area served by	<input type="checkbox"/> Meets	

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
	<p>the participation of both public and private school students in the geographic area served by the grant. Opportunities for consultation with private school officials are provided.</p>	<p>the grant according to updated private school list - https://app3.doe.k12.ga.us/ows-bin/owa/psc_pack_mainmenu.pvsch_list_public?p_sort=1</p> <p>b. Provide evidence that private school officials were given the opportunity to participate in timely and meaningful consultation prior to start of programming. Provide evidence for one of the following options:</p> <ul style="list-style-type: none"> • Certified mail: copies of the US Postal certified mail receipt (dated at least two weeks prior to consultation meeting), returned green post cards, returned letters • Regular mail: Copy of mailing labels sent to private schools, postage meter receipt, returned letters • Email: Copy of the sent email with email addresses (including clear identification of private school officials' names and titles); request a "read receipt" or "delivery receipt" on the email, returned emails <p>c. Provide copy(ies) of consultation letter sent to each private school official</p> <p>d. Copies of dated sign-in sheets and agenda from consultation meeting</p> <p>e. Evidence documenting response from private school officials indicating interest in participating in consultation opportunity</p>	<p><input type="checkbox"/> Does Not Meet</p> <p><input type="checkbox"/> Not Applicable (no private schools within geographic area of the targeted attendance zone)</p>	

II: STAFFING

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
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Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
<p>P9</p>	<p>The subgrantee ensures that all staff, volunteers, and contractors who come in regular contact (more than once) with program participants have current national criminal background checks that have cleared the subgrantee’s hiring process. A copy of the subgrantee’s hiring policy/protocol is included in the staff handbook, which includes a statement outlining the action taken when a background check has questionable results.</p>	<p>a. The Human Resources department, must provide a signed letter stating access to copies of current national criminal background checks is not permitted and verifying that all 21st CCLC paid staff have cleared the National Criminal Background Check for the current year</p> <p>b. Provide roster of 21st CCLC staff and/or contractors that documents:</p> <ul style="list-style-type: none"> ● each staff member and their position ● date of their last national criminal background check ● date of clearance or no clearance ● current employment status including summer/school year employment ● Provided documentation must correspond with information contained in Cayen report listed below <p>Pre-Monitoring Activity Conducted by Monitoring ERES</p> <p>View Cayen AS21 report (Sub-grant/all sites/district admin1/Reports/Staff/Staff Background Checks/All Sites/View Report).</p> <p>During monitoring, ERES will compare report to evidence presented.</p>	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>	

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
P10*	<p>The subgrantee provides professional learning opportunities for staff directly related to the success of the program at least once each semester with one opportunity focused on promoting a supportive student climate.</p> <p>Program Director provides a written professional learning plan that is included in the staff handbook</p>	<p>a. Provide dated training agenda and corresponding sign-in sheets (cannot include trainings and meetings conducted by GaDOE)</p> <p>b. Provide one or more of the following artifacts:</p> <ul style="list-style-type: none"> • Needs assessments results • Evidence of conducted online professional learning training • Training materials from professional learning sessions (cannot include trainings and meetings conducted by GaDOE) <p>Professional learning opportunities must be unique to 21st CCLC staff and specifically applicable to the 21st CCLC program and out-of-school time, such as project based learning, family engagement, and student enrichment.</p>	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>	
P11*	<p>Program director develops a written plan for conducting and documenting regularly occurring classroom observations, formal mid-year, and formal end-of-year evaluations of all instructional staff and ensures these observations/evaluations are done. Feedback is given to staff on a regular basis (minimum of two instances) for continuous performance improvement. The evaluation plan is included in the staff handbook.</p>	<p>a. Provide samples (3-5 <i>per site</i>) of <u>completed</u> informal classroom observation forms</p> <p>b. Provide samples (3-5 <i>per site</i>) of <u>completed formal</u> mid-year evaluations with feedback that supports continuous improvement</p> <p>c. Provide sample of the formal end-of-year evaluation instrument to be used for staff evaluations</p>	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>	

III: COMMUNICATION

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
P12*	A. The subgrantee uses a formal process for regular and effective communication between <u>school day instructional staff and 21st CCLC instructional staff</u> to coordinate the academic instructional component of the approved program.	<p>a. Include evidence of standard reoccurring communication between <u>school day instructional staff and 21st CCLC instructional staff</u> by providing one or more of the following:</p> <ul style="list-style-type: none"> • Samples (<i>3-5 per site</i>) of routine emails or letters that clearly support the academic instructional component of the program • Dated meeting agendas with corresponding sign-in sheets • Dated meeting minutes • Student progress reports shared between regular school and 21st CCLC program <p>Note: Each artifact should be labeled 12A - Day teacher and 21st CCLC teacher with specific site name.</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	
	B. The subgrantee <u>program director and site coordinator(s)</u> communicate regularly and effectively with <u>school principal(s) and administration</u> to coordinate resources, use of school facilities or implementation of the	<p>a. Include evidence of standard reoccurring communication between the program director/site coordinator and school principal/administrators by providing one or more of the following:</p> <ul style="list-style-type: none"> • Samples (<i>3-5 per site</i>) of routine emails, letters or progress reports • Dated meeting agendas with corresponding sign-in sheet • Dated meeting minutes 		

	goals and objectives of the program.	Note: Each artifact should be labeled 12B – Principal and Program Director with specific site name.		
	C. The <u>subgrantee</u> regularly and effectively communicates with <u>parents/guardians</u> of participating students about student progress, accomplishments or challenges.	<p>a. Include evidence of standard reoccurring communication between the 21st CCLC program and families by providing one or more of the following:</p> <ul style="list-style-type: none"> • Samples (<i>3-5 per site</i>) of routine emails, letters or progress reports • Dated newsletters for parents • Dated meeting agendas with corresponding sign-in sheet • Dated meeting minutes <p>Note: Each artifact should be labeled 12C and specific site name.</p>		
	D. The <u>subgrantee</u> provides regular and effective communication to <u>parents/guardians with limited English proficiency</u> in modes that are appropriate and easily understood (if applicable).	<p>a. Include evidence of standard reoccurring communication with parents/guardians with limited English proficiency by providing one or more of the following:</p> <ul style="list-style-type: none"> • Samples (<i>3-5 per site</i>) of routine emails, letters or progress reports • Dated meeting agendas with corresponding sign-in sheet • Dated meeting minutes <p>If no EL student/families currently participating, the program must provide a document stating no EL students are currently participating in program.</p> <p>Note: Each artifact should be labeled 12D and specific site name.</p>		

IV: COLLABORATION AND SUSTAINABILITY

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
<p>P13</p>	<p>The subgrantee ensures the integration of existing collaborating groups/partners – parents, community members, Advisory Council members, volunteers, and social services agencies/organizations – in the planning and evaluation of the 21st CCLC program, as described in the approved application.</p> <p>Must hold at least two Advisory Council meetings per year, with at least one occurring during the first semester.</p>	<p>Provide all of the following evidence that corresponds with at least one Advisory Council meeting for each semester:</p> <ul style="list-style-type: none"> a. List of Advisory Council members with titles or roles b. Meeting announcements at least two weeks prior to meeting c. Dated meeting agendas with corresponding sign-in sheets d. Meeting minutes 	<ul style="list-style-type: none"> <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet 	

V: HEALTH/SAFETY/NUTRITION

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
<p>P14</p>	<p>The subgrantee provides plans for safely transporting or escorting students to or from program sites and/or activities, and includes those plans in the Parent/Student handbook and Staff handbook</p>	<p>a. If non-traditional school buses are being used to transport students provide:</p> <ul style="list-style-type: none"> • A list of current drivers • National criminal background check clearance date for drivers • Evidence of necessary qualifications (i.e. valid driver's license) for current drivers • Evidence that drivers have received necessary training to safely operate vehicle and transport students, including date(s) of training • Current vehicle maintenance records 	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>	
		<p>Pre-Monitoring Activity Conducted by Monitoring ERES</p> <p>If traditional school buses are used, annual GaDOE self-assessment completion by Superintendent must be completed</p>		

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
P15*	The subgrantee follows written procedures for ensuring authorized student pick-up and drop-off as described in parent/student and staff handbooks.	a. Provide copies of completed sign-in and/or sign-out forms per site	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	
P16*	The subgrantee maintains updated emergency student and staff contact information in an easily accessible central location and at each program site.	a. Provide brief narrative or statement referencing where student and staff emergency contact information is kept at each site for easy accessibility b. Provide sample completed student emergency contact information forms for each site c. Provide sample completed staff emergency contact information forms for each site. (This is contact information whereby staff's family members may be contacted in case of emergency.)	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	
P17*	The subgrantee conducts regularly (at least 3 drills each semester) scheduled safety drills during program hours to include fire, tornado/inclement weather, and lockdown drills. It is recommended that one fire drill, one tornado drill, and one lockdown drill be conducted each semester.	a. Provide completed copies of safety drill logs from each site with the type of drill conducted and dates and times that are specific to program operation hours	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	
P18*	The subgrantee provides nutritious snacks to participating students.	a. Provide copy of snack menus or snack calendars per site. Must be specific to the 21 st CCLC program and reflect hours of operation.	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	

VI: PROGRAM EVALUATION

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
P19	The subgrantee utilizes information collected through program evaluation in decision making purposes to continuously improve the program.	a. Evidence of <u>program revisions</u> based upon the result of the annual Summative Evaluation. Must include the recommendation page from the FY18 Summative Evaluation and one or more of the following: <ul style="list-style-type: none"> • Dated meeting agenda detailing recommendations and/or revisions to program and corresponding sign-in sheets • Dated meeting notes detailing recommendations and/or revisions to program • Written correspondence/notes regarding program revisions 	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	
P20	The subgrantee utilizes data and results to assess the program's progress toward achieving the goal of providing high-quality opportunities for academic enrichment and overall student success.	a. Evidence of continuous <u>academic revisions</u> based upon results of report cards, test scores, student progress reports, and periodic assessment results of student performance. Documentation must include one or more of the following: <ul style="list-style-type: none"> • Dated meeting agenda detailing revisions based on academic results and corresponding sign-in sheets • Dated meeting notes detailing recommendations and/or revisions based on academic results • Dated written correspondence/notes detailing revisions based upon academic results 	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	

<p>P21</p>	<p>Evaluation results (formative, summative, and/or other periodic evaluations such as report cards and surveys) and corresponding actions to achieve desired results are regularly and effectively communicated to staff, partners, parents, students, and other stakeholders.</p>	<p>a. Provide evidence that <u>most recent</u> evaluation results (formative/summative evaluations, report card results, surveys) were made readily available to staff, partners, students, stakeholders <u>through one or more of the following methods:</u></p> <ul style="list-style-type: none"> • Newsletter articles containing <u>most recent</u> evaluation results • Letters communicating <u>most recent</u> evaluation results • <u>Website screenshot sharing most recent</u> evaluation results • Dated meeting agendas and corresponding sign-in sheets to communicate <u>most recent</u> evaluation results to stakeholders 	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>	
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FISCAL RESPONSIBILITIES

VII: MANAGEMENT & ACCOUNTABILITY

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
F1	<p><u>Board acceptance</u> The subgrantee assumes responsibility and support for the 21st CCLC program and documents official acceptance of grant award on a <u>yearly basis</u>.</p>	<p>Provide:</p> <p>a. Meeting minutes documenting official acceptance of <u>current year</u> award – the subgrant name(s) and dollar amount(s) for the year for each of the 21st CCLC subgrant must be listed specifically - by Board of Education (LEAs) or Board of Directors (Non-LEAs). Meeting must occur after State Board of Education approval on July 19, 2018, but no later than November 30, 2018.</p>	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>	
F2	<p><u>Internal Controls</u> The subgrantee establishes clear written policies and procedures to ensure sufficient internal controls to comply with federal grants management compliance. Provide copies of official written policy/procedures.</p> <p>Subgrantee maintains adequate segregation of fiscal duties in relation to purchase and payment processes (to the extent possible based on the number of staff).</p>	<p>Provide:</p> <p>a. Flowcharts that demonstrate segregation of duties and show which positions are responsible for performing these tasks. GaDOE staff to determine that at least two employees are required to complete tasks listed in the payment and purchase process</p> <p>b. Written cash management procedures</p> <p>c. Written allowability procedures. Written allowability procedures cannot be a simple restatement of 2 CFR Part 200, Subpart E.</p> <p>d. Written conflict of interest policy</p> <p>e. Written travel policy</p> <p>f. Written nepotism policy</p>	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>	

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
<p>F3</p>	<p><u>Reporting of fraud, waste, abuse, and non-compliance</u> The subgrantee has developed, implemented, and clearly communicated a policy that clearly defines the process stakeholders must use to report fraud, waste, abuse, or noncompliance of goods and services purchased with 21st CCLC program funds.</p>	<p>Provide:</p> <p>a. Published policy or procedures for reporting fraud, waste, abuse, or noncompliance in (1) student/parent and (2) staff handbooks</p> <p>b. Evidence showing how and when this information was communicated to (1) internal (e.g., 21st CCLC employees) and (2) external stakeholders (e.g., parents, partners). Acceptable documentation must include at least one of the following:</p> <ul style="list-style-type: none"> • Dated meeting agendas with corresponding sign-in sheets • Meeting minutes • Signed and dated acknowledgement page from parent/student and staff handbooks • Website screenshot and one of the above forms of evidence 	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>	
<p>F4</p>	<p><u>Program income</u> This indicator applies only to subgrantees implementing a fee-based system.</p> <p>The subgrantee has written policies and procedures to identify and record program income correctly.</p> <p>Program income is the gross income earned that is directly generated by the supported activity or eared as a result of the Federal award during the period of performance (2 CFR §200.80)</p>	<p>Provide:</p> <p>a. Prior written approval from GaDOE for the current year allowing program to charge fees/tuition/generate income of any kind</p> <p>b. Policy and procedures for the collection of program income, and how the income will be recorded and used. With prior approval, program income must be used for the purposes and conditions under the conditions of the Federal award and during</p>	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p> <p><input type="checkbox"/> Not applicable (Subgrantee has not generated any program income)</p>	

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
		<p>the grant's period of performance.</p> <p>c. General ledger report or other documentation summarizing the amount of program income that has been collected and how it has been utilized since the beginning of the fiscal year to the most recent month closed.</p> <p>Program income generated without written prior approval must be deducted from the funds awarded under the Federal grant.</p>		
F5	<u>Reporting</u> Subgrantee's most recent 21 st CCLC completion report reconciles to their financial records.	Provide: <ul style="list-style-type: none"> a. Most recent completion report submitted to GaDOE b. General ledger report (for the same time period as the most recent completion report submitted to GaDOE), which shows all 21st CCLC expenditures c. If the amounts in item (a) and item (b) are different, provide documentation reconciling item (a) amount with item (b) 	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	
VIII: LEVEL OF EFFORT – SUPPLEMENT NOT SUPPLANT				
Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
F6	<u>Level of effort – supplement not supplant</u> The subgrantee uses 21 st CCLC funds to supplement other Federal, state and local	Note: Examples of instances where it is presumed that supplanting has occurred: <ul style="list-style-type: none"> a. Subgrantee used Federal funds to provide services that the subgrantee 	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
	funding sources. If other funding sources provided similar services in previous year(s), current level of services must have increased in proportion to the level of 21 st CCLC program's share.	<p>was required to make available under other Federal, state, or local laws</p> <p>b. Subgrantee used Federal funds to provide services that the subgrantee provided with non-Federal funds in the prior year</p> <p>If any of the above situations occur, subgrantee must provide:</p> <p>i.. Current year general ledger report showing all expenditures from all fund sources</p> <p>ii.. Prior year general ledger showing all expenditures from all fund sources</p> <p>iii.. Other documentation as needed</p>	<input type="checkbox"/> Not applicable (no indications that supplanting has occurred)	

IX: PROCUREMENT AND SUSPENSION AND DEBARMENT

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
F7	<p><u>Procurement</u></p> <p>The subgrantee shall use procurement procedures that conform to all applicable laws, regulations, and standards. Provide copies of official written policies and procedures.</p>	<p>Provide:</p> <p>a. Written procurement procedures</p> <p>b. Written method for conducting technical evaluations of proposals and selecting recipients for procurement</p> <p>c. Documentation which shows that the procurement procedures for competitive processes, if applicable, are followed for 21st CCLC purchases</p> <p>d. For payments made to contractors provide a copy of the contract used to pay the contractors. Determine if the services are adequately documented and necessary for the program. Determine if the</p>	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	

		rates paid to the contractors are reasonable		
F8	<u>Suspension and debarment</u> The subgrantee is prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.	Provide: a. Evidence, such as a printout or screenshot, which shows that the subgrantee checked the System for Award Management (www.sam.gov) website before doing business with a vendor or contractor b. Evidence which shows that the subgrantee checked the State of Georgia suspended and debarred suppliers list (http://doas.ga.gov/state-purchasing/law-administrative-rules-and-policies/state-suspended-and-debarred-suppliers)	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	

X: PERSONNEL

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
F9	<u>Support of Salaries, Wages, and Benefits</u> Subgrantee adheres to all applicable laws, policies and procedures for personnel hired to work on 21 st CCLC program funds.	Provide a. Written Compensation Policies b. Necessary time and effort documentation, as appropriate: i. Timesheets ii. Semi-annual certifications iii. Personnel activity reports (PARs) or equivalent Please note all documentation must be signed, dated, and completed	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet	

		<p>after-the-fact and represent the actual activity of each employee.</p> <p>Please refer to the “Salaries, Wages, and Benefits” section of the 21st CCLC Subgrantee Operations Manual for more information.</p>		
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XI: EQUIPMENT MANAGEMENT

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
F10	<p><u>Equipment Management – Assets not Capitalized (inventory)</u> The subgrantee’s policies and procedures cover the management and disposition of inventory, property and equipment, including highly pilferable equipment, acquired with 21st CCLC program funds of items with a useful life of more than a year and under \$5,000 per unit but tracked on their asset inventory.</p>	<p>Provide:</p> <p>a. Written equipment management procedures</p> <p>b. Documentation that the subgrantee has recorded the following information on the equipment:</p> <ul style="list-style-type: none"> • A description of the property • A serial number or other identification number • The source of funding (including the FAIN) • Title holder • The acquisition date • The cost of the property • The percent allocated to the source • The location • The condition of the property • Final disposition data including the date of disposal and sale price of property <p>c. During the on-site examination (if applicable) physically inspect a random sample of equipment to ensure that the subgrantee is following their policies and procedures and that the</p>	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p> <p><input type="checkbox"/> Not applicable (subgrantee has not purchased any equipment)</p>	

		equipment is being used in the 21 st CCLC program.		
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XII: GaDOE PRE-MONITORING REVIEW- For GaDOE use only

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
<p align="center">F11</p>	<p><u>Allowable Cost/Unallowable Costs</u> Subgrantee has spent 21st CCLC funds only on activities allowed under the grant. Grant awards may be used to carry out a broad array of out-of-school activities that advances student academic achievement. Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under federal awards:</p> <ul style="list-style-type: none"> • Be necessary, reasonable, and allocable • Conform with federal law and grant terms • Be consistent with state and local policies • Be accorded consistent treatment • Be in accordance with GAAP • Not included as match • Be adequately documented 	<p>Review:</p> <p>a. For expenditures that have incurred and have been submitted for reimbursement and review documentation to determine if the cost is consistent with policies and procedures that apply uniformly to both federally financed and other activities of the subgrantee.</p> <p>b. Grant awards may be used to carry out a broad array of before and after school activities that advance student academic achievement including:</p> <ul style="list-style-type: none"> • Remedial education activities, mentoring programs, tutoring services and academic enrichment learning programs • Well-rounded education activities • Literacy education programs • Healthy and active lifestyle programs • Services for students with disabilities • Cultural programs • Arts and music education activities 	<p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>	

Indicator #	Compliance Area	Evidence	Compliance Status	Verification Received/Comments/Recommendations
	<ul style="list-style-type: none"> Be net of applicable credits 	<ul style="list-style-type: none"> Entrepreneurial education programs Programs that provide after school activities for limited English proficient students STEM programs Career and college readiness programs Telecommunications and technology education programs Expanded library service hours Programs that promote parental involvement and family literacy Programs that provide assistance to students who have been truant, suspended, or expelled to allow students to improve their academic achievement Drug and violence prevention programs, counseling programs, and character education programs. 		
F12	<p><u>Non-LEAs Only:</u> The subgrantee submitted required documentation in accordance with terms and conditions of the grant, award letter, and program specific assurances.</p>	<p>Review:</p> <ol style="list-style-type: none"> Fidelity Bond Liability Insurance 	<input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not applicable (LEA)	

REFERENCES & RESOURCES

21st CCLC FY19 Subgrantee Operational Manual

<http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/21st-Century-Community-Learning-Centers.aspx>

21ST CCLC Non-Regulatory Guidance:

<http://www2.ed.gov/programs/21stcclc/guidance2003.pdf>

Uniform Grant Guidance

<https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>

2 C.F.R. Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

<http://www.ecfr.gov/>

Every Student Succeeds Act (ESSA)

<https://www.ed.gov/essa>

Financial Management for Georgia LUAs Manual

<http://www.gadoe.org/Finance-and-Business-Operations/Financial-Review/Pages/LUAS-Manual.aspx>

Regulations:

<http://www2.ed.gov/policy/elsec/leg/esea02/pg55.html>

State Board of Education Rules:

<http://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/Pages/PEABoardRules.aspx>

The Office of Business and Management

<https://www.whitehouse.gov/omb>