



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

## FY20 Monitoring Document 21<sup>st</sup> Century Community Learning Centers



	Requirement	Evidence of Implementation
<b>PROGRAM INDICATORS</b>		
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</p> <p><i>PROGRAM ASSURANCES - The 21<sup>st</sup> CCLC program will be administered in accordance with all applicable statutes, regulations, program plans, and applications. [21<sup>st</sup> CCLC 2019 - 2020 Program Assurances for Subgrantees]</i></p>	<p>Evidence shall include:</p> <ul style="list-style-type: none"> <li>a. 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). Documentation shall be provided for each meeting and include at least two of the following for both internal and external stakeholders:               <ul style="list-style-type: none"> <li>i. Dated meeting agendas with corresponding sign-in sheets</li> <li>ii. Meeting minutes</li> <li>iii. Signed and dated acknowledgement page from parent/student and staff handbooks.</li> </ul> </li> </ul> <p>Must include documentation from each site.</p>
P2	<p>The subgrantee implements a recruitment plan that targets the student population(s) and their families as identified in the approved grant application. Recruitment plan is included in the Staff Handbook and the Parent/Student Handbook</p> <p><i>FIDELITY TO GRANT APPLICATION - Programs must operate for the total number of hours and days as described in the approved grant application as well as serve the targeted students and number of students on a daily basis to ensure fidelity to the approved grant application. [FY20 21<sup>st</sup> CCLC Subgrantee Operations Manual]</i></p>	<p>Evidence shall include:</p> <ul style="list-style-type: none"> <li>a. 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., 21<sup>st</sup> CCLC employees) <b>and</b> (2) external stakeholders (e.g., parents and students). Acceptable documentation shall be provided for each meeting and include at least two of the following for both internal and external stakeholders:               <ul style="list-style-type: none"> <li>i. Recruitment flyers</li> <li>ii. Letters</li> <li>iii. Dated Meeting Notes</li> <li>iv. Meeting presentations</li> <li>v. Dated meeting agendas specifying recruitment with corresponding sign-in sheets</li> <li>vi. Signed and dated acknowledgement page from parent/student and staff handbooks</li> </ul> </li> </ul>
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><i>FIDELITY TO GRANT APPLICATION - Programs must operate for the total number of hours and days as described in the approved grant application as well as serve the targeted students and number of students on a daily basis to ensure fidelity to the approved grant application. [FY20 21<sup>st</sup> CCLC Subgrantee Operations Manual]</i></p>	<p>Evidence shall include:</p> <ul style="list-style-type: none"> <li>a. Copy of most recent weekly programming schedule for each individual site</li> <li>b. Copies of the 2019-2020 site update form for each individual site</li> </ul>

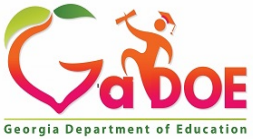


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		<ul style="list-style-type: none"> <li>c. If change in hours of operation occurs during school year, must submit copy of corresponding approved program amendment</li> <li>d. Weekly programming schedule for each site must correspond with site update form</li> </ul> <p>Must include documentation from each site.</p>
P4	<p>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</p> <p><i>PURPOSE – The purpose of this part is to provide opportunities for communities to establish or expand activities in community learning centers that provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards [Sec. 4201 (a)(1) ESEA]</i></p>	<p>Evidence shall include:</p> <ul style="list-style-type: none"> <li>a. Complete list with descriptions of the implemented activities and/or lessons used to support Georgia Standards of Excellence.</li> <li>b. One or more of the following that correspond with evidence (a):             <ul style="list-style-type: none"> <li>i. Lesson plans</li> <li>ii. Presentations</li> <li>iii. Curriculum guides</li> <li>iv. Sample handouts/worksheets</li> </ul> </li> <li>c. Provide program goals and objectives, including most recently approved amendment for revised program goals and objectives</li> </ul> <p>Must include documentation from each site.</p>
P5	<p>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</p> <p><i>PURPOSE – The purpose of this part is to provide opportunities for communities to establish or expand activities in community learning centers that offer students a broad array of additional services, programs, and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, and recreation programs, technology education programs, and character education programs, that are designed to reinforce and complement the regular academic program of participating students; [Sec. 4201 (a)(2) ESEA]</i></p>	<p>Evidence shall include:</p> <ul style="list-style-type: none"> <li>a. Complete list with descriptions of the implemented student enrichment activities and/or lessons</li> <li>b. Provide one or more of the following that correspond with evidence (a):             <ul style="list-style-type: none"> <li>i. Lesson Plans</li> <li>ii. Presentations</li> <li>iii. Sample handouts/worksheets</li> <li>iv. Workbooks</li> </ul> </li> <li>c. Provide program goals and objectives, including most recently approved amendment for revised goals and objectives</li> </ul> <p>Must include documentation from each site.</p>
P6	<p>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.</p>	<p>Evidence shall include:</p> <ul style="list-style-type: none"> <li>a. Current calendar and/or schedule of events for families for each site</li> </ul>



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	<p><i>PURPOSE – The purpose of this part is to provide opportunities for communities to establish or expand activities in community learning centers that offer families of students served by community learning centers opportunities for literacy and related educational development. [Sec. 4201 (a)(2) ESEA]</i></p>	<ul style="list-style-type: none"> <li>b. Corresponding sign-in sheets and agendas for parent/family activity (other than orientation) <b>at least one per semester</b></li> <li>c. <u>One or more</u> of the following artifacts. Must correspond with sign-in sheets and include an educational component:             <ul style="list-style-type: none"> <li>i. Newspaper/public service announcements</li> <li>ii. Parent letters or invitations</li> <li>iii. Flyers</li> </ul> </li> </ul> <p>Note: If activity is co-sponsored by another program, then the 21<sup>st</sup> CCLC <u>and</u> the other program name must be listed on the artifacts.</p> <p>Must include documentation from each site.</p>
<p>P7</p>	<p>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> <p><i>FIDELITY TO GRANT APPLICATION - Programs must operate for the total number of hours and days as described in the approved grant application as well as serve the targeted students and number of students on a daily basis to ensure fidelity to the approved grant application. [FY20 21<sup>st</sup> CCLC Subgrantee Operations Manual]</i></p>	<p>Evidence shall include:</p> <ul style="list-style-type: none"> <li>a. 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.)</li> <li>b. List of accommodations and/or modifications provided by site during program hours with special needs students</li> <li>c. Copy of Funding Request Worksheet from approved grant application or most recent approved grant amendment</li> <li>d. Recruitment compliance area in P2 to ensure students with special needs are included</li> </ul> <p>Must include documentation from each site.</p>
<p>P8</p>	<p>The subgrantee provides equitable opportunities for 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><i>PRIVATE SCHOOL PARTICIPATION- (1) IN GENERAL- Except as otherwise provided in this Act, to the extent consistent with the number of eligible children in areas served by a State educational agency, local educational agency, educational service agency, consortium of those agencies, or another entity receiving financial assistance under a program specified in subsection (b), who are enrolled in private elementary schools and secondary schools in areas served by such agency, consortium, or entity, the agency, consortium, or entity shall, after timely and meaningful consultation with appropriate private school officials provide to those children and their teachers or other educational personnel, on an equitable basis, special educational services or other benefits that address their needs under the program. [Sec. 9501 (E)(1) ESEA]</i></p>	<p>Evidence shall include:</p> <ul style="list-style-type: none"> <li>a. List of private schools located within the geographic area served by the grant.</li> <li>b. 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:             <ul style="list-style-type: none"> <li>i. 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</li> <li>ii. Regular mail: Copy of mailing labels sent to private schools, postage meter receipt, returned letters</li> </ul> </li> </ul>



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		<ul style="list-style-type: none"> <li>iii. 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</li> <li>c. Copy(ies) of consultation letter sent to each private school official</li> <li>d. Copies of dated sign-in sheets and agenda from consultation meeting</li> <li>e. Evidence documenting response from private school officials indicating interest in participating in consultation opportunity</li> </ul>
P9	<p>The subgrantee provides professional learning opportunities for staff directly related to the success of the program.</p> <p><i>RFP – Staffing and Professional Development</i> The narrative must also describe how the program will provide ongoing and regular opportunities for professional development and staff planning during the course of the grant award period. A quality program supports the professional growth of staff and volunteers by providing ongoing professional development that bolsters the knowledge and skill necessary for implementing best practice programming. Meaningful professional development should allow staff to meet regularly, develop plans that align the afterschool program with the regular school day curriculum, conduct continuous improvement evaluation practices as well as help to maintain and recruit high quality staff.</p>	<p>Evidence shall include:</p> <ul style="list-style-type: none"> <li>a. Dated training agenda and corresponding sign-in sheets (cannot include trainings and meetings conducted by GaDOE)</li> <li>b. One or more of the following artifacts: <ul style="list-style-type: none"> <li>i. Needs assessments results</li> <li>ii. Evidence of conducted online professional learning training</li> <li>iii. Training materials from professional learning sessions</li> </ul> </li> </ul> <p>Must include documentation from each site.</p>
P10	<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><i>RFP – Staffing and Professional Development</i> The narrative must also describe how the program will provide ongoing and regular opportunities for professional development and staff planning during the course of the grant award period. A quality program supports the professional growth of staff and volunteers by providing ongoing professional development that bolsters the knowledge and skill necessary for implementing best practice programming. Meaningful professional development should allow staff to meet regularly, develop plans that align the afterschool program with the regular school day curriculum, conduct continuous improvement evaluation practices as well as help to maintain and recruit high quality staff.</p>	<p>Evidence shall include:</p> <ul style="list-style-type: none"> <li>a. samples (3-5 per site) of completed informal classroom observation forms</li> <li>b. samples (3-5 per site) of completed formal mid-year evaluations with feedback that supports continuous improvement</li> <li>c. sample of the formal end-of-year evaluation instrument to be used for staff evaluations</li> </ul> <p>Must include documentation from each site.</p>
P11	<p>Communication Procedures</p> <p>A. The subgrantee uses a formal process for regular and effective communication between <u>school day instructional staff and 21<sup>st</sup> CCLC instructional staff</u> to coordinate the academic instructional component of the approved program</p>	<p>Evidence shall include:</p> <ul style="list-style-type: none"> <li>a. Evidence of standard reoccurring communication between school day instructional staff and 21<sup>st</sup> CCLC instructional staff by providing one or more of the following:</li> </ul>



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<p>B. The subgrantee program director and site coordinator(s) communicate regularly and effectively with school principal(s) and administration to coordinate resources and use of school facilities and the implementation of the goals and objectives of the program.</p> <p>C. The subgrantee regularly and effectively communicates with parents/guardians of participating students about their behavior, experiences, successes, and challenges.</p> <p>D. The subgrantee provides regular and effective communication to parents/guardians with limited English proficiency in modes that are appropriate and easily understood (if applicable).</p> <p><i>LOCAL COMPETITIVE GRANT PROGRAM (1) IN GENERAL- To be eligible to receive an award under this part, an eligible entity shall submit an application to the State educational agency at such time, in such manner, and including such information as the State educational agency may reasonably require. (2) CONTENTS- Each application submitted under paragraph (1) shall include - (D) an assurance that the proposed program was developed, and will be carried out, in active collaboration with the schools the students attend; (Sec. 4204 ESEA)</i></p>	<ul style="list-style-type: none"> <li>i. Samples (3-5 per site) of routine emails or letters that clearly support the academic instructional component of the program</li> <li>ii. Dated meeting agendas with corresponding sign-in sheets</li> <li>iii. Dated meeting minutes</li> <li>iv. Student progress reports shared between regular school and 21<sup>st</sup> CCLC program</li> </ul> <p>Must include documentation from each site.</p> <ul style="list-style-type: none"> <li>b. Evidence of standard reoccurring communication between the program director/site coordinator and school principal/administrators by providing one or more of the following:               <ul style="list-style-type: none"> <li>i. Samples (3-5 per site) of routine emails, letters or progress reports</li> <li>ii. Dated meeting agendas with corresponding sign-in sheet</li> <li>iii. Dated meeting minutes</li> </ul> </li> </ul> <p>Must include documentation from each site.</p> <ul style="list-style-type: none"> <li>c. Include evidence of standard reoccurring communication between the 21<sup>st</sup> CCLC program and families by providing one or more of the following:               <ul style="list-style-type: none"> <li>i. Samples (3-5 per site) of routine emails, letters or progress reports</li> <li>ii. Dated newsletters for parents</li> <li>iii. Dated meeting agendas with corresponding sign-in sheet</li> <li>iv. Dated meeting minutes</li> </ul> </li> </ul> <p>Must include documentation from each site.</p> <ul style="list-style-type: none"> <li>d. Include evidence of standard reoccurring communication with parents/guardians with limited English proficiency by providing one or more of the following:               <ul style="list-style-type: none"> <li>i. Samples (3-5 per site) of routine emails, letters or progress reports</li> <li>ii. Dated meeting agendas with corresponding sign-in sheet</li> <li>iii. Dated meeting minutes</li> </ul> </li> </ul>
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		<p>(If no EL student/families currently participating, the program must provide a document stating no EL students are currently participating in program.) Must include documentation from each site.</p>
P12	<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 21<sup>st</sup> CCLC program, as described in the approved application.</p> <p><i>LOCAL COMPETITIVE GRANT PROGRAM (1) IN GENERAL- To be eligible to receive an award under this part, an eligible entity shall submit an application to the State educational agency at such time, in such manner, and including such information as the State educational agency may reasonably require. (2) CONTENTS- Each application submitted under paragraph (1) shall include - (H) a description of the partnership between a local educational agency, a community-based organization, and another public entity or private entity, if appropriate; (I) an evaluation of the community needs and available resources for the community learning center and a description of how the program proposed to be carried out in the center will address those needs (including the needs of working families) (Sec. 4204 ESEA)</i></p>	<p>Evidence shall include:</p> <ol style="list-style-type: none"> <li>a. List of Advisory Council members with titles or roles</li> <li>b. Meeting announcements at least two weeks prior to meeting</li> <li>c. Dated meeting agendas with corresponding sign-in sheets</li> <li>d. Dated meeting minutes</li> </ol>
P13	<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><i>LOCAL COMPETITIVE GRANT PROGRAM (1) IN GENERAL- To be eligible to receive an award under this part, an eligible entity shall submit an application to the State educational agency at such time, in such manner, and including such information as the State educational agency may reasonably require. (2) CONTENTS- Each application submitted under paragraph (1) shall include - (A) a description of the before and after school or summer recess activities to be funded, including-- (i) an assurance that the program will take place in a safe and easily accessible facility; (ii) a description of how students participating in the program carried out by the community learning center will travel safely to and from the center and home; and (iii) a description of how the eligible entity will disseminate information about the community learning center (including its location) to the community in a manner that is understandable and accessible; (Sec. 4204 ESEA)</i></p>	<p>If non-traditional school buses are being used to transport students, evidence shall include:</p> <ol style="list-style-type: none"> <li>a. A list of current drivers</li> <li>b. National criminal background check clearance date for drivers</li> <li>c. Evidence of necessary qualifications (i.e. valid driver's license) for current drivers</li> <li>d. Evidence that drivers have received necessary training to safely operate vehicle and transport students, including date(s) of training</li> <li>e. Current vehicle maintenance records</li> </ol>
P14	<p>The subgrantee follows written procedures for ensuring authorized student pick-up and drop-off as described in parent/student and staff handbooks.</p> <p><i>LOCAL COMPETITIVE GRANT PROGRAM (1) IN GENERAL- To be eligible to receive an award under this part, an eligible entity shall submit an application to the State educational agency at such time, in such manner, and including such information as the State educational agency may reasonably require. (2) CONTENTS- Each application submitted under paragraph (1) shall include - (A) a description of the before and after school or summer recess activities to be funded, including-- (i) an assurance that the program will take place in a safe and easily accessible facility; (ii) a description of how students participating in the program carried out by the community learning center will travel safely to and from the center and home; (Sec. 4204 ESEA).</i></p>	<p>Evidence shall include:</p> <ol style="list-style-type: none"> <li>a. Completed sign-in and/or sign-out forms per site</li> </ol> <p>Must include documentation from each site.</p>





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P15	<p>The subgrantee maintains updated emergency student and staff contact information in an easily accessible central location and at each program site.</p> <p><i>LOCAL COMPETITIVE GRANT PROGRAM (1) IN GENERAL- To be eligible to receive an award under this part, an eligible entity shall submit an application to the State educational agency at such time, in such manner, and including such information as the State educational agency may reasonably require. (2) CONTENTS- Each application submitted under paragraph (1) shall include - (A) a description of the before and after school or summer recess activities to be funded, including-- (i) an assurance that the program will take place in a safe and easily accessible facility. (Sec. 4204 ESEA)</i></p>	<p>Evidence shall include:</p> <ol style="list-style-type: none"> <li>a. Brief narrative or statement referencing where student and staff emergency contact information is kept at each site for easy accessibility</li> <li>b. Sample completed student emergency contact information forms for each site</li> <li>c. 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.)</li> </ol> <p>Must include documentation from each site.</p>
P16	<p>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.</p> <p><i>LOCAL COMPETITIVE GRANT PROGRAM (1) IN GENERAL- To be eligible to receive an award under this part, an eligible entity shall submit an application to the State educational agency at such time, in such manner, and including such information as the State educational agency may reasonably require. (2) CONTENTS- Each application submitted under paragraph (1) shall include - (A) a description of the before and after school or summer recess activities to be funded, including-- (i) an assurance that the program will take place in a safe and easily accessible facility (Sec. 4204 ESEA). PRGORAM ASSURANCES. The 21<sup>st</sup> CCLC program will take place in a safe and easily accessible facility. It is the responsibility of the Subgrantee to ensure that it meets all requirements, including but not limited to, child-care licensing, occupancy, fire, water, and transportation of students. [21<sup>st</sup> CCLC 2019 - 2020 Program Assurances for Subgrantees]</i></p>	<p>Evidence shall include:</p> <ol style="list-style-type: none"> <li>a. 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</li> </ol> <p>Must include documentation from each site.</p>
P17	<p>The subgrantee provides nutritious snacks to participating students.</p> <p><i>LOCAL COMPETITIVE GRANT PROGRAM (1) IN GENERAL- To be eligible to receive an award under this part, an eligible entity shall submit an application to the State educational agency at such time, in such manner, and including such information as the State educational agency may reasonably require. (2) CONTENTS- Each application submitted under paragraph (1) shall include- (A) a description of the 21st CCLC programs nutritious snacks/meals that meet the requirements of the USDA guidelines for afterschool snacks and summer meal supplements (B) When developing partnerships, applicants must clearly consider and indicate how and from whom snacks, meals, or both will be acquired other than using 21st CCLC funds. This information should include how snacks, meals, or both will be distributed to sites for provision to participating students on a daily basis when the program is in operation.</i></p> <p><i>[Sec. 4204 (b)(2)(N) ESEA]</i></p>	<p>Evidence shall include:</p> <ol style="list-style-type: none"> <li>a. Copy of snack menus or snack calendars. Must be specific to the 21<sup>st</sup> CCLC program and reflect hours of operation.</li> </ol> <p>Must include documentation from each site.</p>
P18	<p>The subgrantee utilizes information collected through program evaluation in decision making purposes to continuously improve the program</p> <p><i>PRINCIPLES OF EFFECTIVENESS - (2) PERIODIC EVALUATION-</i></p>	<p>Evidence shall include:</p> <ol style="list-style-type: none"> <li>a. Evidence of program revisions based upon the result of the annual Summative Evaluation. Must include the</li> </ol>



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	<p>(A) <i>IN GENERAL- The program or activity shall undergo a periodic evaluation to assess its progress toward achieving its goal of providing high quality opportunities for academic enrichment.</i></p> <p>(B) <i>USE OF RESULTS- The results of evaluations under subparagraph (A) shall be —</i></p> <p>(i) <i>used to refine, improve, and strengthen the program or activity, and to refine the performance measures; and (ii) made available to the public upon request, with public notice of such availability provided. [Sec. 4205 (b)(2) ESEA]</i></p>	<p>recommendation page from the FY19 Summative Evaluation <b>and</b> one or more of the following:</p> <ol style="list-style-type: none"> <li>i. Dated meeting agenda detailing recommendations and/or revisions to program and corresponding sign-in sheets</li> <li>ii. Dated meeting notes detailing recommendations and/or revisions to program</li> <li>iii. Dated written correspondence/notes regarding program revisions</li> </ol> <p>Must include documentation from each site.</p>
P19	<p>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</p> <p><i>PRINCIPLES OF EFFECTIVENESS - (2) PERIODIC EVALUATION-</i></p> <p>(A) <i>IN GENERAL- The program or activity shall undergo a periodic evaluation to assess its progress toward achieving its goal of providing high quality opportunities for academic enrichment.</i></p> <p>(B) <i>USE OF RESULTS- The results of evaluations under subparagraph (A) shall be —</i></p> <p>(i) <i>used to refine, improve, and strengthen the program or activity, and to refine the performance measures; and (ii) made available to the public upon request, with public notice of such availability provided. [Sec. 4205 (b)(2) ESEA]</i></p>	<p>Evidence shall include:</p> <ol style="list-style-type: none"> <li>a. Continuous academic revisions 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:             <ol style="list-style-type: none"> <li>i. Dated meeting agenda detailing revisions based on academic results and corresponding sign-in sheets</li> <li>ii. Dated meeting notes detailing recommendations and/or revisions based on academic results</li> <li>iii. Dated written correspondence/notes detailing revisions based upon academic results</li> </ol> </li> </ol>
P20	<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><i>PRINCIPLES OF EFFECTIVENESS - (2) PERIODIC EVALUATION-</i></p> <p>(A) <i>IN GENERAL- The program or activity shall undergo a periodic evaluation to assess its progress toward achieving its goal of providing high quality opportunities for academic enrichment.</i></p> <p>(B) <i>USE OF RESULTS- The results of evaluations under subparagraph (A) shall be —</i></p> <p>(i) <i>used to refine, improve, and strengthen the program or activity, and to refine the performance measures; and (ii) made available to the public upon request, with public notice of such availability provided. [Sec. 4205 (b)(2) ESEA]</i></p>	<p>Evidence shall include:</p> <ol style="list-style-type: none"> <li>a. Most recent evaluation results (formative/summative evaluations, report card results, surveys) were made readily available to staff, partners, students, stakeholders through one or more of the following methods:             <ol style="list-style-type: none"> <li>i. Newsletter articles containing most recent evaluation results</li> <li>ii. Letters communicating most recent evaluation results</li> <li>iii. Website screenshot sharing most recent evaluation results</li> <li>iv. Dated meeting agendas and corresponding sign-in sheets to communicate most recent evaluation results to stakeholders</li> </ol> </li> </ol>





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FISCAL INDICATORS		
F1	<p>The subgrantee assumes responsibility and support for the 21<sup>st</sup> CCLC program and documents official acceptance of grant award on a yearly basis.</p> <p><i>PROGRAM ASSURANCES - The 21<sup>st</sup> CCLC grant has been accepted by the local Board of Education (LEAs) or local Board of Directors (non-LEAs). [21<sup>st</sup> CCLC 2019 - 2020 Program Assurances for Subgrantees]</i></p>	<p>Evidence shall include:</p> <ul style="list-style-type: none"> <li>a. Meeting minutes documenting official acceptance of current-year award – the subgrant name(s) and dollar amount(s) for the year for each of the 21<sup>st</sup> 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 18, 2019, but no later than November 30, 2019.</li> </ul>
F2	<p>The subgrantee establishes clear written policies and procedures to ensure sufficient internal controls to comply with federal grants management compliance.</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><i>2 CFR Sec. 200.61; 2 CFR Sec.200.62(a); 2 CFR Sec.200.62(b)(1-2); 2 CFR Sec.200.303; 2 CFR 200.318-320; 2 CFR 200.430; 2 CFR 200.47(b)</i></p>	<p>Evidence shall include internal controls required to be in writing by 2 CFR Part 200:</p> <ul style="list-style-type: none"> <li>a. Written Allowability Procedures - 2 CFR Sec. 200.302(b)(7)</li> <li>b. Segregation of Duties - GAO-14-704G</li> <li>c. Written Procurement Procedures - 2 CFR Sec. 200.319(c)</li> <li>d. Written Method for Conducting Technical Evaluations of Competitive Proposals and Selecting Recipients - 2 CFR Sec. 200.320(d)(3)</li> <li>e. Written Conflict of Interest Policy - 2 CFR Sec. 200.318(c)(1)</li> <li>f. Written Personal Compensation Policies (Time and Effort to include salaries, substitutes, and stipends)- 2 CFR Sec. 200.430</li> <li>g. Written Stipend Policy – GaDOE Rule 160-3-3.04</li> <li>h. Written Travel Policy - 2 CFR Sec. 200.474(b)</li> <li>i. Written Cash Management Procedures- 2 CFR Sec. 200.302 (b)(1)</li> <li>j. Written Nepotism Policy- 2 CFR Sec. 200.318(c)(1)</li> </ul> <p>Evidence may include other recommended procedures not required in writing:</p> <ul style="list-style-type: none"> <li>k. Procedures to support suspension and debarment is checked prior to making purchases above \$25,000 threshold from single vendor (34 CFR 85.110)</li> </ul>
F3	<p><u>Reporting of fraud, waste, abuse, and non-compliance</u></p> <p>The subgrantee has developed, implemented, and <u>clearly communicated</u> a policy that clearly defines the process stakeholders must use to report fraud, waste, abuse, or noncompliance of goods and services purchased with 21<sup>st</sup> CCLC program funds.</p>	<p>Evidence shall include:</p> <ul style="list-style-type: none"> <li>a. Published policy or procedures for reporting fraud, waste, abuse, or noncompliance in (1) student/parent <b>and</b> (2) staff handbooks</li> </ul>



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	<p>2 CFR Sec. 200.61; 2 CFR Sec. 200.113; 2 CFR Sec. 200.303</p>	<p>a. Evidence showing how and when this information was communicated to (1) internal (e.g., 21<sup>st</sup> CCLC employees) <b>and</b> (2) external stakeholders (e.g., parents, partners). Acceptable documentation must include at least one of the following:</p> <ul style="list-style-type: none"> <li>• Dated meeting agendas with corresponding sign-in sheets</li> <li>• Meeting minutes</li> <li>• Signed and dated acknowledgement page from parent/student and staff handbooks</li> <li>• Website screenshot and one of the above forms of evidence</li> </ul>
<p>F4</p>	<p><u>Program income</u> This indicator applies only to subgrantees implementing a fee-based system. The subgrantee has written policies and procedures to identify and record program income correctly.</p> <p>Program income includes, but is not limited to, income from fees for services performed, the use of personal property acquired with grant funds, and the sale of commodities or items fabricated under a grant agreement.</p> <p><i>2 CFR Sec. 200.307; 2 CFR Sec. 200.80; All programs <u>must</u> receive written approval every year (an additional letter separate from the grant award letter) from 21<sup>st</sup> CCLC Program Manager <u>prior</u> to implementing a fee-based system and comply with the conditions of the award and with applicable statutes, regulations, and policies of the 21<sup>st</sup> CCLC program. [FY20 21<sup>st</sup> CCLC Subgrantee Operations Manual]</i></p>	<p>Evidence shall include:</p> <ol style="list-style-type: none"> <li>a. Prior written approval from GaDOE for the current year allowing program to charge fees/tuition/generate income of any kind.</li> <li>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 the grant's period of performance.</li> <li>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.</li> </ol> <p>Program income generated without written prior approval must be deducted from the funds awarded under the Federal grant.</p>
<p>F5</p>	<p><u>Reporting</u> Subgrantee's most recent 21<sup>st</sup> CCLC completion report reconciles to their financial records.</p> <p>2 CFR Sec. 200.302; 2 CFR Sec. 200.303; 2 CFR Sec. 200.308</p>	<p>Evidence shall include:</p> <ol style="list-style-type: none"> <li>a. Most recent completion report submitted to GaDOE</li> <li>b. General ledger report (for the same time period as the most recent completion report submitted to GaDOE), which shows all 21<sup>st</sup> CCLC expenditures</li> <li>c. If the amounts in item (a) and item (b) are different, provide documentation reconciling item (a) amount with item (b).</li> </ol>
<p>F6</p>	<p><u>Level of Effort – Supplement, not Supplant</u> The subgrantee uses 21<sup>st</sup> CCLC funds to supplement other 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<sup>st</sup> CCLC program's share.</p>	<p>Evidence shall include: Note: Examples of instances where it is presumed that supplanting has occurred:</p>



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	<p>34 CFR Sec. 200.79; LOCAL COMPETITIVE GRANT PROGRAM (1) IN GENERAL- To be eligible to receive an award under this part, an eligible entity shall submit an application to the State educational agency at such time, in such manner, and including such information as the State educational agency may reasonably require. (2) CONTENTS- Each application submitted under paragraph (1) shall include - (G) an assurance that funds under this part will be used to increase the level of State, local, and other non-Federal funds that would, in the absence of funds under this part, be made available for programs and activities authorized under this part, and in no case supplant Federal, State, local, or non-Federal funds; [Sec. 4204 (b)(2)(G) ESEA]</p>	<p>a. Subgrantee used Federal funds to provide services that the subgrantee was required to make available under other Federal, state, or local laws b. Subgrantee used Federal funds to provide services that the subgrantee provided with non-Federal funds in the prior year If any of the above situations occur, subgrantee must provide: i.. Current year general ledger report showing all expenditures from all fund sources ii.. Prior year general ledger showing all expenditures from all fund sources iii.. Other documentation as needed</p>
F7	<p><b>Procurement</b> The subgrantee shall use procurement procedures that conform to all applicable laws, regulations, and standards. Provide copies of official written policies and procedures.  2 CFR Sec. 200.318; 2 CFR Sec. 200.319; 2 CFR Sec. 200.320; 2 CFR Sec. 200.321</p>	<p>Evidence shall include: a. Written procurement procedures b. Written method for conducting technical evaluations of proposals and selecting recipients for procurement c. Documentation which shows that the procurement procedures for competitive processes, if applicable, are followed for 21<sup>st</sup> CCLC purchases 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 rates paid to the contractors are reasonable.</p>
F8	<p><b>Suspension and debarment</b> 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.  2 CFR Sec. 200.212; 2 CFR Sec. 200.213, 2 CFR 200 Part 180; PROGRAM ASSURANCES - Subgrantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. [21<sup>st</sup> CCLC 2019 - 2020 Program Assurances for Subgrantees]</p>	<p>Evidence shall include: 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 (<a href="http://doas.ga.gov/state-purchasing/law-administrative-rules-and-policies/state-suspended-and-debarred-suppliers">http://doas.ga.gov/state-purchasing/law-administrative-rules-and-policies/state-suspended-and-debarred-suppliers</a>)</p>
F9	<p><b>Support of Salaries, Wages, and Benefits</b> Subgrantee adheres to all applicable laws, policies and procedures for personnel hired to work on 21st CCLC program funds.  2 CFR Sec. 200.302; 2 CFR Sec. 200.303; 2 CFR Sec. 200.430(i); 2 CFR Sec. 200.430(vii)</p>	<p>Evidence shall include: a. Written Compensation Policies b. Necessary time and effort documentation, as appropriate: i. Timesheets ii. Semi-annual certifications</p>



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		<p style="text-align: center;">iii. Personnel activity reports (PARs) or equivalent Please note all documentation must be signed, dated, and completed after-the-fact and represent the actual activity of each employee.</p>
<p>F10</p>	<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 21<sup>st</sup> 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><i>2 CFR Sec. 200.302; 2 CFR Sec. 200.313; 2 CFR Sec. 310-316; 34 CFR 80.32</i></p>	<p>Evidence shall include:</p> <ol style="list-style-type: none"> <li>a. Written equipment management procedures</li> <li>b. Documentation that the subgrantee has recorded the following information on the equipment: <ul style="list-style-type: none"> <li>• A description of the property</li> <li>• A serial number or other identification number</li> <li>• The source of funding (including the FAIN)</li> <li>• Title holder</li> <li>• The acquisition date</li> <li>• The cost of the property</li> <li>• The percent allocated to the source</li> <li>• The location</li> <li>• The condition of the property</li> <li>• Final disposition data including the date of disposal and sale price of property</li> </ul> </li> </ol> <p>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 equipment is being used in the 21<sup>st</sup> CCLC program.</p>
<p>F11</p>	<p><u>Allowable Cost/Unallowable Costs</u> Subgrantee has spent 21<sup>st</sup> 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"> <li>• Be necessary, reasonable, and allocable</li> <li>• Conform with federal law and grant terms</li> <li>• Be consistent with state and local policies</li> <li>• Be accorded consistent treatment</li> <li>• Be in accordance with GAAP</li> <li>• Not included as match</li> <li>• Be adequately documented</li> <li>• Be net of applicable credits</li> </ul>	<p>Evidence shall include:</p> <ol style="list-style-type: none"> <li>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.</li> <li>b. Grant awards may be used to carry out a broad array of before and after school activities that advance student academic achievement including: <ul style="list-style-type: none"> <li>• Remedial education activities, mentoring programs, tutoring services and academic enrichment learning programs</li> <li>• Well-rounded education activities</li> <li>• Literacy education programs</li> </ul> </li> </ol>



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	<p>2 CFR Sec. 200.403; 2 CFR Sec. 200.404; 2 CFR Sec. 200.405; 2 CFR Sec. 200.406</p>	<ul style="list-style-type: none"> <li>• Healthy and active lifestyle programs</li> <li>• Services for students with disabilities</li> <li>• Cultural programs</li> <li>• Arts and music education activities</li> <li>• Entrepreneurial education programs</li> <li>• Programs that provide after school activities for limited English proficient students</li> <li>• STEM programs</li> <li>• Career and college readiness programs</li> <li>• Telecommunications and technology education programs</li> <li>• Expanded library service hours</li> <li>• Programs that promote parental involvement and family literacy</li> <li>• Programs that provide assistance to students who have been truant, suspended, or expelled to allow students to improve their academic achievement</li> <li>• Drug and violence prevention programs, counseling programs, and character education programs.</li> </ul>
<p>F12</p>	<p><b>Non-LEAs Only:</b> The subgrantee submitted required documentation in accordance with terms and conditions of the grant, award letter, and program specific assurances</p> <p>PROGRAM ASSURANCES - The Subgrantee will submit proof of its Fidelity and Liability Insurance Policy and proof of minimum liability transportation insurance to the Georgia Department of Education within 60 days of the grant award. (Does not apply to school districts) [21<sup>st</sup> CCLC 2019-2020 Program Assurances for Subgrantees]</p>	<p>Evidence shall include:</p> <ol style="list-style-type: none"> <li>a. Fidelity Bond</li> <li>b. Liability Insurance</li> </ol>