High Quality School Readiness-Expansion
PROGRAM MONITORING CHECKLIST

INSTRUCTIONS: Review the required documentation and complete the checklist at least annually. Notify the grantee of the results and recommendations. Failure to comply with recommendations may result in termination of the award.

Organization name:

Program name:

Funding amount: $ Year 1: Year 2: Year 3:

Grant start date: July 1, 2016

Grant end date: June 30, 2019

Monitoring date: Year 1: Year 2: Year 3:

Monitored by: Year 1: Year 2: Year 3:

Monitoring Attendees: Year 1: Year 2: Year 3:

Determination:

Year 1: ☐ **Meets grant requirements** ☐ **Action Required to Become Compliant**
Year 2: ☐ **Meets grant requirements** ☐ **Action Required to Become Compliant**
Year 3: ☐ **Meets grant requirements** ☐ **Action Required to Become Compliant**

Requirements		Year 1		Year 2		Year 3	
		Yes / No / NA	Comments	Yes / No / NA	Comments	Yes / No / NA	Comments
Program Summary							
1.	Does the program provide the funded services for the number of students they were able to recruit?						
2. HQ	Does the program offer sufficient evidence of implementation of high quality preschool components as evidenced by annual USBE observation?						

3. HQ	Did the program achieve at least an overall score of 3.0 on the ECERS-3 for a program 3 hours or less or an overall score of 4.0 for a program more than 3 hours?						
4.	Starting in year 2 and based on a common assessment across preschool programs, did the program demonstrate statistically significant differences in student readiness for kindergarten?						
5. HQ	Does the program maintain adequate documentation related to student performance by a minimum of beginning and middle of year updates?						
6.	Does the program adhere to reporting deadlines and requirements? • Financial Expenditures Summary due 6/5/17 • Attendance Summary due 1/31/17						
7.	Does the program adhere to established schedules for the delivery of designated services?						
8. HQ	If the program is selected to participate in the independent evaluation, does the program coordinate and cooperate with the independent evaluator? • Provide parent contact info. • Provide space to evaluate • Obtain parental permission						
9.	Does the program provide inclusive classrooms?						
Staffing							
10. HQ	Does the program have the required certifications or degrees for teachers?						

11.	Do the employee files contain the signed DWS Code of Conduct agreement?							
12.	Do the employee files contain the signed DWS Non-disclosure agreement?							
13.	Are employee files kept in a secure location?							

Eligibility Requirements

14.	Do the program participants meet the income eligibility requirements?							
15.	Do the program participant case files contain the required eligibility documentation?							
16.	Are participant's confidential files kept in a secure location?							

Grant Administration

17.	Does the program submit reimbursement requests at a maximum of monthly and a minimum of quarterly?							
18.	Are current/past invoices submitted timely, expenditures documented, and the program follows the budget?							

Required Action Items

The following item(s) are needed in order to successfully meet the grant requirements:

Year 1:	Year 2:	Year 3:

ORGANIZATION **must submit a response with a corrective action plan by** DUE DATE**. Failure to meet grant requirements may result in termination of the award.**	Yr 1:	Yr 2:	Yr 3:

Notes Year 1:	Notes Year 2:	Notes Year 3:

Program Response (Optional):		
Year 1:	Year 2:	Year 3: