

**Utah State Board of Education (USBE)
21st Century Community Learning Center (CCLC) Grant
Monitoring Tool**

Date of Review: _____

Organization Name: _____

Sites Visited: _____

Contact Person and Information: _____

Participating Project Staff: _____

Participating USBE Staff: _____

Certification of Information

As the duly authorized representative of this 21st CCLC grant program, I hereby certify that the information provided in the monitoring tool is correct and accurate.

Authorized Signature and Date: _____

Name and Title of Authorized Signature: _____

USBE 21st CCLC Grant Monitoring Tool

DIRECTIONS: Prior to the on-site visit, review each item below to determine whether or not documentation exists to support it. Personnel should be prepared to provide supporting documentation during the visit.

Area of Compliance	Supporting Evidence	Compliance		Comments
		YES	NO	
Fiscal Information				
1. Documentation exists that verifies separate accounting of 21 st CCLC grant funds and other funding sources used to support program.				
2. Documentation exists that identifies and describes how Federal, State, and local program funds are combined or coordinated with 21 st CCLC program funds to make the most effective use of public resources.				
3. Documentation verifies that the district draws and expends 21 st Century funds appropriately and according to the approved plan.				
4. Records exist, such as inventories and invoices, of materials and equipment purchased with 21 st Century funds. Items purchased with 21 st CCLC funds are clearly labeled (Onsite visit only)				
5. Documentation exists, such as time and effort schedules, to demonstrate that employees who are employed in multiple programs receive salaries from those separate funding sources.				
6. Evidence demonstrates that the grantee has utilized 21 st Century funds to supplement and not supplant other Federal, State, or local funds.				
7. There is documentation that prior audit problems, exceptions, findings and/or site visit concerns have been resolved and corrected.				

Area of Compliance	Supporting Evidence	Compliance		Comments
		YES	NO	
Fiscal Information				
8. Documentation exists that the program and activities have been implemented according to the approved 21 st Century Community Learning Centers Grant Application regarding:				
a) Project has been designed in response to a comprehensive community needs assessment.				
b) Program primarily serves students, and the families of those students, attending schools eligible for schoolwide programs under Section 1114.				
c) Program has been developed, and is being carried out, in active collaboration with the schools the students attend.				
d) Activities and services have been implemented to support the approved Project Design, and there is evidence that the activities contribute to improving student academic achievement.				
e) Progress has been made towards establishing linkages with the appropriate agencies, organizations, and other programs included in the grant application.				
f) The program takes place in a safe and easily accessible facility. There is a plan in place to track student attendance and to meet the transportation needs of student participants.				
g) Information about the program is disseminated to the community in a manner that is understandable and accessible.				
9. The program offers families of students served by community learning centers opportunities for literacy and related educational development.				

Area of Compliance	Supporting Evidence	Compliance		Comments
		YES	NO	
Adequacy of Resources				
10. Resource support, including facilities, equipment and supplies, is adequate for the program to address the needs of the community.				
11. There is a plan in place to sustain the program after the 21st CCLC grant funding ends.				
Management Plan				
12. The management structure is adequate to provide for the achievement of the approved objectives within the approved timelines and budget.				
Principles of Effectiveness				
13. Program is based upon an assessment of objective data regarding the need for before and after school programs (including during summer recess periods) and activities in the schools and communities.				
14. Program is based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment opportunities. The program shall undergo a periodic evaluation to assess its progress towards achieving its goal of providing high quality opportunities for academic enrichment. The results of these evaluations shall be used to refine, improve, and strengthen the program or activity, to refine the performance measures; and be made available to the public upon request, with public notice of such availability provided.				
15. Program is based upon research that provides evidence that the program or activity help students meet the State and local student academic achievement standards.				

