



**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF STUDENT SUPPORT SERVICES**

21ST CENTURY COMMUNITY LEARNING CENTERS PROGRAM

**MONITORING TOOL
2009-2010**

Grant Agreement #: _____

Lead Agency Name: _____

Servicing School District: _____ County: _____

Lead Agency Administrator: _____
(CEO or CSA)

Business Administrator/Fiscal Manager: _____

Program Administrator: _____

Program Coordinator: _____

Date(s) of Visit: _____ Site Name/Location: _____

NJDOE Program Officer _____

STATE REVIEWERS

Lead: _____ Team Member: _____

Office of Educational Support Services
21st Century Community Learning Centers Program
2009 – 2010 Monitoring Tool
Grantee Name:

LEAD STAFF INTERVIEWED

Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____

PARTNER AGENCY STAFF INTERVIEWED

Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____

COLLABORATOR AGENCY STAFF INTERVIEWED

Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____

PROGRAM PARTICIPANTS INTERVIEWED

Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

I. PROGRAM MANAGEMENT

A. Program Implementation and Effectiveness

Program Elements	Types of Documentation	Status
1. Program is servicing the number of students and adults stated within the approved application.	<input type="checkbox"/> Registration forms <input type="checkbox"/> Attendance sheets <input type="checkbox"/> PARS21 data <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: (targeted number of participants vs. actual number of participants) Action Needed: Recommendations:		
2. Program has established a method for recruitment of students to ensure targeted enrollment goal, as stated within the approved application.	<input type="checkbox"/> Announcements/Brochures/Flyers <input type="checkbox"/> Written Plan <input type="checkbox"/> Policy/Procedures <input type="checkbox"/> Meeting agenda <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
3. Program has identified and is servicing eligible students and their families, consistent with the approved application.	<input type="checkbox"/> Participant list <input type="checkbox"/> Registration form <input type="checkbox"/> Low-income data <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
4. Program continues to provide services to eligible nonpublic school students, teachers and other personnel who were identified in the approved application or has documented that the identified non-public school has declined services.	<input type="checkbox"/> Participant list <input type="checkbox"/> Registration form <input type="checkbox"/> Nonpublic participation agreement <input type="checkbox"/> Letter to/from Nonpublic schools <input type="checkbox"/> Meeting minutes/agenda <input type="checkbox"/> Meeting sign-in sheets <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

Comments: Action Needed: Recommendations:		
5. Program has implemented a summer program as outlined in the approved application.	<input type="checkbox"/> Actual weekly schedule <input type="checkbox"/> Participant attendance sheets <input type="checkbox"/> Registration form <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant <input type="checkbox"/> Not Applicable
Comments: Action Needed: Recommendations:		
6. Program conducts activities in accordance with the hours of operation at each site, as outlined in the NGO.	<input type="checkbox"/> Actual weekly schedule <input type="checkbox"/> Participant attendance sheets <input type="checkbox"/> PARS21 data <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
7. Program has conducted off-site educational activities (field trips), as outlined in the approved application.	<input type="checkbox"/> List of field trips per site by month <input type="checkbox"/> Attendance sheets <input type="checkbox"/> Documentation of educational benefit for all field trips <input type="checkbox"/> Department approval for those field trips not in application <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
8. Program has established an attendance policy in an effort to ensure regular student participation and maintains accurate student attendance records.	<input type="checkbox"/> Written policies/Procedures <input type="checkbox"/> Attendance sheet by time <input type="checkbox"/> PARS21 data <input type="checkbox"/> Policy for absent students <input type="checkbox"/> Master list of students per site <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

9. The program has implemented at least one academic remediation and enrichment activity into the afterschool program at each site.	<input type="checkbox"/> Actual weekly activity calendar <input type="checkbox"/> Project Activity Plan <input type="checkbox"/> Curriculum per site <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
10. When providing activities in the core academic areas such as reading and math, the program has employed strategies based on scientifically-based research.	<input type="checkbox"/> Program materials, curriculum guides, lesson plans <input type="checkbox"/> Documented research <input type="checkbox"/> List of activities that are research based <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
11. The program has implemented at least one cultural and artistic activity into the afterschool program at each site.	<input type="checkbox"/> Actual weekly activity calendar <input type="checkbox"/> Project Activity Plan <input type="checkbox"/> Curriculum or Lesson Plan per site <input type="checkbox"/> Attendance sheets per site <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
12. The program has implemented at least one positive youth development activity into the afterschool program at each site.	<input type="checkbox"/> Actual Weekly activity calendar <input type="checkbox"/> Project Activity Plan <input type="checkbox"/> Curriculum or Lesson Plan per site <input type="checkbox"/> Attendance sheets per site <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
13. The program has implemented at least one physical activity into the afterschool program at each site.	<input type="checkbox"/> Actual weekly activity calendar <input type="checkbox"/> Project Activity Plan <input type="checkbox"/> Curriculum or Lesson Plan per site <input type="checkbox"/> Attendance sheets per site <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

14. Program encourages parental involvement through various methods of communication and offers at least one parental involvement activity at each site.	<input type="checkbox"/> Parent meeting minutes, agenda <input type="checkbox"/> Program correspondence to parents <input type="checkbox"/> Parent surveys <input type="checkbox"/> Activity calendar sent to parents <input type="checkbox"/> Parent attendance sheets <input type="checkbox"/> List of parental activities per site <input type="checkbox"/> Parent Newsletter <input type="checkbox"/> Parent Handbook <input type="checkbox"/> Program handouts/Advertisements <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
15. Program regularly communicates with students and their families and discusses students' experiences, expectations, behavior, attendance, and achievement in the program.	<input type="checkbox"/> Student handbook <input type="checkbox"/> Student Surveys <input type="checkbox"/> Program handouts/Advertisements <input type="checkbox"/> Program progress reports <input type="checkbox"/> Program correspondence to parents <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
16. Character education is infused into program activities at each site.	<input type="checkbox"/> List of Curricula/Lesson Plans <input type="checkbox"/> List of activities per site <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
17. Program provides activities in all areas that promote engaging, age-appropriate opportunities for the youth to learn and grow.	<input type="checkbox"/> Curricula materials <input type="checkbox"/> Student surveys <input type="checkbox"/> Weekly/Monthly program schedule <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
18. Program staff has established and maintains ongoing communication with students' regular school day teachers to ensure integration of the	<input type="checkbox"/> Staff meetings with regular school day staff <input type="checkbox"/> Meeting agendas, calendars <input type="checkbox"/> Description of all activities per site and	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

<p>school-day curricula into the afterschool activities and the educational activities offered support regular school-day learning.</p>	<p>corresponding NJCCCS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Curricula materials <input type="checkbox"/> Written communication with school administrator and teachers <input type="checkbox"/> Other 	
<p>Comments: Action Needed: Recommendations:</p>		
<p>19. Program has developed marketing materials to assist with recruitment and retention of student and adult participants.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Newsletters, brochures, etc. <input type="checkbox"/> Program website <input type="checkbox"/> Newspaper, radio, and TV ads <input type="checkbox"/> School postings, announcements <input type="checkbox"/> Documentation of outreach activities <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
<p>Comments: Action Needed: Recommendations:</p>		
<p>20. Program provides equitable services to students with disabilities.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Accommodations <input type="checkbox"/> Supplementary aides <input type="checkbox"/> Policy/procedure <input type="checkbox"/> Student/Parent Handbook <input type="checkbox"/> Staff training list <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
<p>Comments: Action Needed: Recommendations:</p>		
<p>21. Program equipment (e.g., computers) is in a secured location at each site.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Location of equipment <input type="checkbox"/> Storage space <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
<p>Comments: Action Needed: Recommendations:</p>		
<p>22. Program maintains a low student-staff ratio (15:1).</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Staff rosters <input type="checkbox"/> Student enrollment data <input type="checkbox"/> Staff/student attendance sheet <input type="checkbox"/> Daily staff sign-in/out log <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

Comments:
Action Needed:
Recommendations:

B. Program Staffing and Scheduling

Program Elements	Types of Documentation	Status
1. The program is in compliance with the staffing and certification requirements, as outlined in the NGO.	<input type="checkbox"/> Organizational chart (Specific to 21 st CCLC) <input type="checkbox"/> Master staff roster <input type="checkbox"/> Site specific staff roster <input type="checkbox"/> Proof of staff certifications <input type="checkbox"/> Master list of documented staff records <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Comments:
Action Needed:
Recommendations:

2. Program maintains required staffing, consistent staffing patterns and experiences minimal staff turnover. [For programs that service over 125 students, a full-time project administrator (director or coordinator) is required. For programs that service less than 125 students, a minimum of a part-time project administrator is required.]	<input type="checkbox"/> Description of recruiting process <input type="checkbox"/> Job postings/Advertisements <input type="checkbox"/> Interim personnel reports <input type="checkbox"/> Program staff time sheets <input type="checkbox"/> Staff sign-in/out logs <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
--	---	--

Comments:
Action Needed:
Recommendations:

3. Program is licensed to operate as a childcare center. If exempt, the agency has used the licensing manual as a guide for best practices.	<input type="checkbox"/> Childcare license (each site) <input type="checkbox"/> Meeting minutes	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
---	--	--

Comments:
Action Needed:
Recommendations:

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

4. Program maintains ongoing communication with program staff (teachers, volunteers, etc.) to ensure program activities are coordinated and delivered in accordance with the final approved application.	<input type="checkbox"/> Meeting agendas of staff meetings and emails <input type="checkbox"/> Minutes from staff meetings <input type="checkbox"/> Staff calendar or Master list of staff meetings to date <input type="checkbox"/> Staff attendance sheets <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
--	---	--

Comments:
Action Needed:
Recommendations:

5. Staff and volunteers are trained on established program policies and procedures.	<input type="checkbox"/> Meeting agendas, minutes <input type="checkbox"/> Staff handbook/Policies <input type="checkbox"/> Training materials <input type="checkbox"/> Staff orientation materials <input type="checkbox"/> Staff attendance sheets <input type="checkbox"/> Staff professional development list <input type="checkbox"/> Policy/Procedure for training new and current staff <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
---	--	--

Comments:
Action Needed:
Recommendations:

6. Program staff has met the professional development requirements, as outlined in the NGO. (1 national training, 1 regional training and 1 in-service, specific to afterschool issues; and attendance at all project director meetings)	<input type="checkbox"/> Travel notification approvals <input type="checkbox"/> Conference agendas or registration confirmations <input type="checkbox"/> Certificate of attendance <input type="checkbox"/> Training materials, resources <input type="checkbox"/> List of staff trainings to date <input type="checkbox"/> Staff attendance sheets <input type="checkbox"/> Policy/Procedure for training new and current staff <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
--	---	--

Comments:
Action Needed:
Recommendations:

C. Program Evaluation

Program Elements	Types of Documentation	Status
1. Grantee has hired an outside evaluator who is responsible for planning and conducting all local level evaluation activities.	<input type="checkbox"/> Vendor contract <input type="checkbox"/> Evaluation plan, instruments, data <input type="checkbox"/> Interim Evaluation Report <input type="checkbox"/> Evaluator attendance at NJDOE	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

	trainings <input type="checkbox"/> Other	
Comments: Action Needed: Recommendations:		
2. Project Director routinely reviews and uses data and input from site staff and recommendations from evaluator to evaluate its progress towards meeting program goals and objectives and identifying areas in need of improvement.	<input type="checkbox"/> Program indicator data and measurements <input type="checkbox"/> Interviews, surveys, focus groups <input type="checkbox"/> Evaluation reports <input type="checkbox"/> Meeting agenda/minutes <input type="checkbox"/> PARS21 data <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
3. Program disseminates data-analyses and evaluation results to staff, partners, collaborators, parents, etc.	<input type="checkbox"/> Meeting minutes, agendas <input type="checkbox"/> Correspondence	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
4. Program uses data, staff input, and evaluation reports to refine, improve, and strengthen the program, as evidenced by changes within the current year.	<input type="checkbox"/> Evaluation Plan <input type="checkbox"/> Advisory board meeting minutes <input type="checkbox"/> Program Improvement Plan <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
5. Program maintains ongoing communication with the evaluator to ensure that all contracted services are provided and evaluation reports are comprehensive and useful in determining program's strengths and weaknesses.	<input type="checkbox"/> Advisory board meeting minutes <input type="checkbox"/> Correspondence <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

Comments:
Action Needed:
Recommendations:

D. Health, Safety, and Nutrition

Program Elements	Types of Documentation	Status
1. Appropriate background checks have been conducted for all paid staff and volunteers who regularly interact with student participants.	<input type="checkbox"/> Criminal History Record Information (CHRI) forms <input type="checkbox"/> Child Abuse Record Information (CARI) forms <input type="checkbox"/> Finger printing documentation <input type="checkbox"/> Certification by school district <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Comments:
Action Needed:
Recommendations:

2. Program provides a daily nutritious snack, at each site that meets the requirements of the United States Department of Agriculture (USDA) National School Lunch Program.	<input type="checkbox"/> Snack waiver <input type="checkbox"/> Purchase order <input type="checkbox"/> Snack schedule <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
---	---	--

Comments:
Action Needed:
Recommendations:

3. Program has established procedures for authorized student pick-ups and provides for the safe transport of all participants, to and from the center and home.	<input type="checkbox"/> Parental consent forms <input type="checkbox"/> Bus contract <input type="checkbox"/> Transportation logs <input type="checkbox"/> Parent pick-up/sign-out signature log <input type="checkbox"/> Written procedure for verifying the identity of the person to whom the child is released, if other than the parent <input type="checkbox"/> List of persons, authorized by the parents, to whom the site can release the child <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
---	--	--

Comments:
Action Needed:
Recommendations:

4. The program maintains up-to-date	<input type="checkbox"/> Participant individual files	<input type="checkbox"/> Compliant
-------------------------------------	---	------------------------------------

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

<p>emergency contact and health information for all participants, which is readily-available to program staff, including at a minimum, two emergency contacts, other than the parent.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> List of emergency contact information <input type="checkbox"/> List of persons, authorized by the parents, to whom the site can release the child <input type="checkbox"/> Written Policy/Procedure for handling chronic health conditions for all participants <input type="checkbox"/> Parent Handbook <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
<p>Comments: Action Needed: Recommendations:</p>		
<p>5. The program maintains an emergency readiness plan on file, specific to the afterschool program, at each site, and trains staff on policies/procedures.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Emergency readiness plan <input type="checkbox"/> Inclement weather policy <input type="checkbox"/> Early dismissal policy <input type="checkbox"/> Student/Parent/Staff Handbook <input type="checkbox"/> Emergency evacuation practice log <input type="checkbox"/> Staff training list/Staff attendance sheets <input type="checkbox"/> Policies/Procedures specific to hours of operation at each site <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
<p>Comments: Action Needed: Recommendations:</p>		
<p>6. Afterschool program activities are conducted in a safe and easily accessible facility.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Building location <input type="checkbox"/> Wheelchair accessibility <input type="checkbox"/> Walkways and lighting are appropriately maintained <input type="checkbox"/> Secured facility (e.g., single point of entry/locked doors) <input type="checkbox"/> Sanitary environment <input type="checkbox"/> Visitor process <input type="checkbox"/> Other 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
<p>Comments: Action Needed: Recommendations:</p>		
<p>7. Participant files are stored and protected to ensure confidentiality of participant data.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Participant individual files <input type="checkbox"/> Master checklist certifying all information 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
<p>Comments: Action Needed: Recommendations:</p>		

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

E. Advisory Board, Partnerships, and Collaborations		
Program Elements	Types of Documentation	Status
1. Evidence of partnership or collaboration with diverse entities, as outlined in the approved application.	<input type="checkbox"/> Contracts <input type="checkbox"/> Grant agreements <input type="checkbox"/> Memoranda of Understanding <input type="checkbox"/> Subgrantee agreements <input type="checkbox"/> Documentation of services and activities <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
2. Agencies understand their role and have agreed to: a. provide services and resources; b. accomplish progress towards established program goals; c. maximize the use of resources for the benefit of the program; and d. identify barriers to program delivery.	<input type="checkbox"/> Collaborator or Partner contracts <input type="checkbox"/> Advisory board member contract <input type="checkbox"/> Correspondence <input type="checkbox"/> Meeting agenda, minutes <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
3. Program administrator meets quarterly with advisory board to obtain guidance for afterschool program implementation, evaluation, and sustainability.	<input type="checkbox"/> Meeting agenda, minutes <input type="checkbox"/> Written agreements <input type="checkbox"/> Sign-in Sheets <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
4. Advisory board is comprised of stakeholders including partners and collaborators, parent and student representatives, non-public school representative and other relevant parties, consistent with the final approved application.	<input type="checkbox"/> Meeting agenda and minutes <input type="checkbox"/> Correspondence <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

5. Program maintains ongoing communication with partners, collaborators and non-public school representatives to ensure: <ol style="list-style-type: none"> a. Agencies understand their roles; b. Agree on services and other resources provided; c. Review their progress toward program goals; and d. Discuss and resolve barriers to program implementation. 	<input type="checkbox"/> Meeting agenda, minutes <input type="checkbox"/> Written agreements <input type="checkbox"/> Correspondence <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
--	--	--

Comments:
Action Needed:
Recommendations:

6. Program seeks additional collaborators to address unmet needs and/or to expand/enhance services.	<input type="checkbox"/> Meeting agendas, minutes <input type="checkbox"/> Correspondence <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant <input type="checkbox"/> Not Applicable
---	--	---

Comments:
Action Needed:
Recommendations:

F. Organizational Commitment and Capacity

Program Elements	Types of Documentation	Status
1. Program has developed a written plan and periodically updates sustainability plan to ensure the program’s longevity after the grant period ends.	<input type="checkbox"/> Sustainability plan <input type="checkbox"/> Documented efforts of plan implementation <input type="checkbox"/> Accomplishments of the sustainability plan <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Comments:
Action Needed:
Recommendations:

2. Program solicits support from diverse sources of funding in accordance with written sustainability plan.	<input type="checkbox"/> Description of funding opportunities <input type="checkbox"/> Solicitation letters <input type="checkbox"/> Meeting minutes <input type="checkbox"/> List of grants written individually or collaboratively with other agencies <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
---	---	--

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

Comments: Action Needed: Recommendations:		
3. Program has established other linkages with other federal, state, and local agencies to coordinate programming to maximize use of available resources.	<input type="checkbox"/> Description of funding opportunities <input type="checkbox"/> Meeting minutes <input type="checkbox"/> Documentation of services and resources <input type="checkbox"/> Correspondence <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Comments: Action Needed: Recommendations:		
--	--	--

4. Program has identified additional sources of funding to sustain the program after grant period ends.	<input type="checkbox"/> Letter of intent <input type="checkbox"/> Promissory note <input type="checkbox"/> List of funding sources <input type="checkbox"/> Agenda, meeting minutes <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
---	---	--

Comments: Action Needed: Recommendations:		
--	--	--

G. Youth-Centered Policies and Procedures		
--	--	--

Program Elements	Types of Documentation	Status
1. Young people have structured opportunities to influence the format or content of program offerings based on their interests, preferences, and/or satisfaction.	<input type="checkbox"/> Youth surveys <input type="checkbox"/> Youth membership on advisory board <input type="checkbox"/> Minutes from activity planning meetings with youth <input type="checkbox"/> Lesson plan templates that include space to record how the lesson was informed by student interests and preferences <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Comments: Action Needed: Recommendations:		
2. Youth and staff share responsibilities on program governing bodies	<input type="checkbox"/> Youth membership on advisory board <input type="checkbox"/> Youth membership on activity planning committees or leadership councils <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Comments: Action Needed: Recommendations:		
--	--	--

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

3. Organization provides structured opportunities to acknowledge the achievements, contributions, and responsibilities of young people	<input type="checkbox"/> Exhibitions of student work <input type="checkbox"/> Award nights or banquets <input type="checkbox"/> Performances <input type="checkbox"/> Group presentations <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
--	--	--

Comments:
Action Needed:
Recommendations:

4. Examples of project-based learning undertaken in small groups and which take more than one day to complete have been adopted in at least one or more offering where student set goals and make plans for their project; make process choices on how to accomplish tasks; and have the opportunity to choose various roles to play in accomplishing the project.	<input type="checkbox"/> Examples of the products resulting from student projects <input type="checkbox"/> Lesson plans that outline project-based learning opportunities <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
--	--	--

Comments:
Action Needed:
Recommendations:

II. Fiscal Management

For all program requirements below (items A-C),
 the program has expended grant funds in accordance with its approved application.

A. Instruction

Program Elements	Types of Documentation	Status
1. Personnel Services – Salaries (100-100)	<input type="checkbox"/> Time and activity records are signed/initialed by 21 st CCLC supervisor <input type="checkbox"/> Date of hire is consistent with the approved application	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Comments:
Action Needed:
Recommendations:

2. Purchased Prof. & Tech Services (100-300)	<input type="checkbox"/> Contracts/invoices have specific dates and rates of product or services <input type="checkbox"/> Approved by 21 st CCLC project administrator	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
--	--	--

Comments:
Action Needed:

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

Recommendations:		
3. Other Purchased Services (100-500)	<input type="checkbox"/> Contracts/invoices have specific dates and rates of product or services <input type="checkbox"/> Approved by 21 st CCLC project administrator	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
4. Supplies & Materials (100-600)	<input type="checkbox"/> Purchase orders <input type="checkbox"/> Invoices with specific costs, tied to application timelines and activities	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
5. Other Objects (100-800)	<input type="checkbox"/> Linked to application timeline and activities	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
B. Support Services		
Program Elements	Types of Documentation	Status
1. Personnel Services – Salaries (200-100)	<input type="checkbox"/> Time and activity records are signed by 21 st CCLC supervisor <input type="checkbox"/> Date of hire is consistent with the approved application	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
2. Personnel Services – Employee Benefits (200-200)	<input type="checkbox"/> Fringe charges/printout <input type="checkbox"/> Charges and documentation verified	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

3. Purchased Professional & Technical Services (200-300)	<input type="checkbox"/> Invoice has specific dates, rates, salary of product/service <input type="checkbox"/> Date of hire is consistent with the approved application	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
4. Purchased Professional Education Services – Subgrant Cost Summary (200-320)	<input type="checkbox"/> Subgrant agreements are signed and complete <input type="checkbox"/> Documentation of payments and reports made/received by subgrantee	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
5. Purchased Property Services (200-400)	<input type="checkbox"/> Contracts/invoices and leases have specific costs and dates <input type="checkbox"/> Purchase is linked to approved application	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
6. Other Purchased Services (200-500)	<input type="checkbox"/> Contracts/invoices have specific costs and dates <input type="checkbox"/> Purchase is linked to approved application	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
7. Travel (200-580)	<input type="checkbox"/> Record of travel expenses, receipts, mileage and meals <input type="checkbox"/> Costs are linked to the approved application	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

Comments: Action Needed: Recommendations:		
8. Supplies and Materials (200-600)	<input type="checkbox"/> Invoices have specific costs, dates, and timelines <input type="checkbox"/> Purchase is linked to approved application	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
9. Other Objects (200-800)	<input type="checkbox"/> Invoices have specific costs, dates, and timelines <input type="checkbox"/> Purchase is linked to approved application	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
10. Indirect Costs (200-860)	<input type="checkbox"/> Approved IDC rate form <input type="checkbox"/> Record of charges to grant	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
C. Facilities Acquisition & Construction Services		
Program Elements	Types of Documentation	Status
1. Buildings (400-720)		<input type="checkbox"/> Ineligible costs
2. Instructional Equipment (400-731)	<input type="checkbox"/> Invoices, costs and dates are documented <input type="checkbox"/> Linked to activities in approved application <input type="checkbox"/> Identification tags are attached to equipment <input type="checkbox"/> Time of purchase is consistent with approved application <input type="checkbox"/> Equipment inventory exists	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

Comments: Action Needed: Recommendations:		
3. Non-instructional Equipment (400-732)	<input type="checkbox"/> Invoices, costs and dates are documented <input type="checkbox"/> Linked to activities in approved application <input type="checkbox"/> Identification tags are attached to equipment <input type="checkbox"/> Time of purchase is consistent with approved application <input type="checkbox"/> Equipment inventory exists	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
D. Program Income		
Program Elements	Types of Documentation	Status
1. If the program generates income as a result of the grant. (i.e. program fees, fundraising, other fees, etc.), the program has received approval to charge fees for program participation from their NJDOE program officer.	<input type="checkbox"/> Approved application <input type="checkbox"/> NJDOE approval	<input type="checkbox"/> Yes (Complete questions 2-6 below.) <input type="checkbox"/> No (Skip this section.)
Comments: Action Needed: Recommendations:		
2. Program offers a sliding scale fee for those participants who cannot afford the program.	<input type="checkbox"/> Student/Parent Handbook <input type="checkbox"/> Registration form	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

3. Program has maintained the funds collected as program income in a separate account.	<input type="checkbox"/> Business office account sheet	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
4. Program has a plan to use the program income for program related activities during the grant period. (Carryover of program income is unallowable.)	<input type="checkbox"/> Documentation of plan	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		
5. Program has submitted a program income report with the quarterly and final fiscal reports	<input type="checkbox"/> Program Income Report	<input type="checkbox"/> Compliant <input type="checkbox"/> In Progress <input type="checkbox"/> Non-compliant
Comments: Action Needed: Recommendations:		

Office of Educational Support Services
 21st Century Community Learning Centers Program
 2009 – 2010 Monitoring Tool
 Grantee Name:

III. INTERNAL DEPARTMENTAL REVIEW		
The program officer has evaluated the grantees' performance in the program compliance areas listed below.		
1. The program is implemented on-time and completed on schedule as per the approved application.	<input type="checkbox"/> Program and fiscal reports <input type="checkbox"/> Weekly activity schedule <input type="checkbox"/> Newsletters, brochures, etc.	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant
2. Program requests approval for educational field trips four weeks in advance, if applicable.	<input type="checkbox"/> Field trip correspondence	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant
3. Program funds are expended quarterly in accordance with the generally accepted accounting principles (GAAP).	<input type="checkbox"/> Fiscal reports <input type="checkbox"/> Budget modifications	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant
4. Program regularly communicates with the NJDOE, notifying the department of any significant programmatic and/or budgetary changes.	<input type="checkbox"/> Budget modifications	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant
5. Relevant program staff attends all mandatory NJDOE meetings.	<input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Registration list	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant
6. Grantee participates in federal and state level evaluation activities.	<input type="checkbox"/> Interim Evaluation Report <input type="checkbox"/> Final Evaluation Report	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant
7. Program complies with the terms and conditions of the Statement of Assurances, as outlined in the NGO.	<input type="checkbox"/> Quarterly reports	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant
8. Program staff regularly input data into the state data-collection (PARS 21), in accordance with stated deadlines.	<input type="checkbox"/> PARS21 data-collection system	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant
9. Program expends grants funds solely for authorized 21 st CCLC grant-related purposes.	<input type="checkbox"/> Quarterly reports <input type="checkbox"/> Field trip requests <input type="checkbox"/> Correspondence with program officers	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant

Office of Educational Support Services
21st Century Community Learning Centers Program
2009 – 2010 Monitoring Tool
Grantee Name:

The following signatures confirm that the report was reviewed and approved by the New Jersey Department of Education (NJDOE) staff responsible for the oversight of the 21st Century Community Learning Centers grant program.

Program Officer Signature

Date

Coordinator Signature

Date

As the representative of the above-mentioned program, I hereby confirm receipt of 2009 – 2010 monitoring report. Additionally, I understand that for those program requirements where non-compliance was indicated, a corrective action plan is required to be submitted to the NJDOE within 30 days of receipt of this report.

Project Director Signature

Date

