
Overview - 21st Century Monitoring

The Oklahoma State Department of Education (OSDE) is required to monitor Title IV, Part B Nita M. Lowey 21st Century Community Learning Center (21st CCLC) grants. Grants may be monitored through desk monitoring, auditing of claims for reimbursement, site visits, and/or on-site monitoring visits. Monitoring plans for each grant are developed based upon a completed risk analysis.

This monitoring tool is designed to incorporate both Federal and State regulations, as well as essential elements of program quality. This tool, located in the Grants Management System (GMS), is used throughout the monitoring process to evaluate program compliance and management.

Step 1: Notification of Selection of Monitoring

The OSDE will provide written notification to the authorized representative and the grant lead that the organization has been selected for monitoring. A virtual pre-monitoring meeting will be scheduled as a part of this notification process.

Step 2: Pre-monitoring Meeting

The purpose of the pre-monitoring meeting is for the OSDE to provide an overview of the expectations and next steps in the monitoring process. During this meeting the OSDE will review the elements of the monitoring tool and the functionality of the Grants Management System (GMS). The meeting agenda will also allow time for the OSDE to answer any grantee questions about the monitoring process and to schedule a date for an on-site monitoring visit, if indicated as necessary by the risk analysis.

Step 3: Grantee Evidence of Compliance through Supporting Documentation

Within the monitoring tool, the grantee will access the Grantee Entry tab and review each of the monitoring elements within the five sub-tabs labeled:

- Structure and Procedure
- Implementation and Effectiveness
- Data Evaluation
- Organization and Capacity
- Advisory Collaboration

Grantees are expected to provide samples that document compliance with each element. Examples of documentation are listed to the right of each monitoring element. The grantee will upload any documents that are available through the upload function at the bottom of each screen, then check the box that states, **The grantee uploaded supporting documentation related to this element.**

Supporting documentation should be uploaded within 30 days of the email notification of monitoring.

Step 4: Submitting the Monitoring Tool for Review

The grantee may provide additional information in the "**Comments**" tab to provide context concerning the uploaded documents and/or provide explanation for missing documentation. The grantee will then select the "**Submit**" tab to forward the monitoring tool to the OSDE for review.

Step 5: Compliance Plan

If, through documentation review or observation, the grantee is found to be out of compliance with any requirements of the grant, a compliance plan will be created jointly between the OSDE and the grantee. A timeline for plan completion will be established and, if necessary, a compliance check visit will be scheduled. As part of the compliance plan, the OSDE will work with the grantee to determine what training and technical assistance would be beneficial for the program and assist the grantee in accessing necessary resources.

Where applicable throughout the established compliance plan period, the grantee will be required to upload additional documentation to show gained compliance. This will be completed by submitting an amended monitoring tool in the GMS. Compliance plans will remain in effect, and will be monitored by the OSDE, until the grantee has gained compliance in all identified areas.

Step 6: Preparation for On-Site Monitoring Visit

Should the risk analysis and/or the document review process indicate the need for an on-site visit, the grantee should prepare by taking the following steps:

- Notify the site administrator of the monitoring visit.

- Prepare a schedule and map of the program space for the OSDE staff to be able to observe independently.

- Notify the staff and students that the OSDE staff will be coming to observe. Let them know to carry on as normal and that they are welcome to talk to the OSDE staff or answer questions, if asked

- Arrange for the programs primary partner(s) to be on-site during the monitoring visit to meet with the OSDE staff.

Step 7: On-site Monitoring Visit

During the on-site visit, the OSDE will view program and fiscal procedures and documents to determine if proper systems of internal control are employed. The OSDE will meet with the primary partner(s) to assess the strength of the partnership, speak with participants and staff regarding their experience within the program, and observe program site(s) during normal operations.

Step 8: Completion of the Monitoring Process

Once full compliance has been established the grantee will be notified of the closing of the monitoring process by the OSDE. Failure to complete the monitoring process or compliance plan requirements may result in probationary status, reduction of allocation and/or closure of the program. Grantees failing to resolve monitoring compliance issues with State and/or Federal policies or laws before the end of the grant cycle will not be considered for re-application.

If you have questions about monitoring process, please contact the program office at 405-522-6225.

Contact Information

Superintendent / Authorized Representative:

Last Name*	<input type="text"/>	First Name*	<input type="text"/>
Address 1*	<input type="text"/>		
Address 2	<input type="text"/>		
City*	<input type="text"/>	State*	<input type="text" value="OK"/>
Phone*	<input type="text"/>	Extension	<input type="text"/>
	<input type="text"/>	Fax*	<input type="text"/>
		Email*	<input type="text"/>
		Zip+4*	<input type="text"/>



Check here if there is an alternate contact at the district / LEA for the 21st Century Application

21st Century - Application Contact

Role*	<input type="text" value=""/>
Last Name*	<input type="text"/>
First Name*	<input type="text"/>
Middle Initial	<input type="text"/>
Phone*	<input type="text"/>
Extension	<input type="text"/>
Email*	<input type="text"/>



Check here if there is an alternate contact at the district / LEA for the 21st Century Monitoring

Application Approval / Disapproval Copy Email Addresses

Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. The Authorized

- ☐ Representative or Superintendent who submits the application does not need to be included in this list. Any other users who should receive notification should be listed.

*** Denotes required field**

Structure and Procedures

Grant Requirement		Suggested Documentation
A1 The grantee has designed a staffing plan that yields a student-to-staff ratio that is appropriate for each activity, employs qualified, experienced staff members, and produces minimal staff turnover.		*Attendance Sheets *Activity Schedule and descriptions
(Source: Federal Guidance E-1, F-6, Grant Application)		
<input type="checkbox"/> The grantee uploaded supporting documentation related to this element.		
A2 Program staff is in place and conducting activities as per approved application and job descriptions.		*Personnel applications *Job Descriptions *Timesheets
(Source: State Guidance)		
<input type="checkbox"/> The grantee uploaded supporting documentation related to this element.		
A3 All project staff members receive professional development in program purpose, goals, policies and procedures; active and experiential learning techniques; and minimum of 5 local, state and/or national afterschool-specific professional development opportunities.		*Staff Handbook *Staff meeting agendas/notes *Professional Development Certificates *Professional Development log
(Source: Federal Guidance E-1 State Guidance)		
<input type="checkbox"/> The grantee uploaded supporting documentation related to this element.		
A4 The program director/coordinator or designated representative participates in all required state meetings and trainings.		*Meeting sign-ins *Meeting agendas
(Source: Federal Guidance E-1, H-2, H-6 State Guidance)		

☐ The grantee uploaded supporting documentation related to this element.

A5 Staff and volunteers are aware of and follow the Federal guidelines prohibiting religious activities during federally-funded program activities. *Staff handbook
*Staff meeting
agendas/notes

(Source: Federal Guidance F-15)

☐ The grantee uploaded supporting documentation related to this element.

A6 All paid staff and volunteers who regularly interact with student participants have appropriate background checks. *Background Check
*District Policy

(Source: Federal Guidance B-1, State Guidance, Grant Assurance)

☐ The grantee uploaded supporting documentation related to this element.

A7 All snacks and meals that are provided meet USDA guidelines. Child Nutrition programs are used if possible. *Meal/snack menus
*Reimbursement
documentation
*Meal/snack count

(Source: Federal Guidance F-6, B-5 Grant Application)

☐ The grantee uploaded supporting documentation related to this element.

A8 Emergency contact and health information for students and staff is maintained and up-to-date in an easily accessible but secure central location. *Contact
Information
*Consent/Permission
forms
*Student/Staff
health information

(Source: Federal Guidance F-3, F-6 Grant Application)

☐ The grantee uploaded supporting documentation related to this element.

A9 The grantee has adopted an emergency readiness plan specific to the afterschool program that includes staff training and drills, and has provided notice of this plan to families.

*Emergency Plan
*Staff meeting notes
*Safety drill log
*Correspondence to families

(Source: Federal Guidance F-3, F-6 Grant Application)

☐ The grantee uploaded supporting documentation related to this element.

A10 The grantee follows established procedures for authorized student pick-ups and has provided notice of these procedures to staff and families.

*Parent release form

*Sign-in/Sign-out sheets

*Student release policy

(Source: Federal Guidance F-3 Grant Application)

☐ The grantee uploaded supporting documentation related to this element.

A11 Vehicles used for transportation are safely maintained and inspected on a regular basis.

*Inspection records
*District policy
*Outside carrier policy

(Source: Federal Guidance F-10 Grant Application)

☐ The grantee uploaded supporting documentation related to this element.

Please upload supporting information files. Please ensure files do not contain any Personally Identifiable Information for students and families.

Choose File No file chosen

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Implementation and Effectiveness

	Grant Requirement	Suggested Documentation
B1	The grantee has identified and actively recruited the targeted population to ensure that those PK-12 students most in need are being served. (Source: Federal Guidance D-1, F-4, Grant Application State Guidance) <input type="checkbox"/> The grantee uploaded supporting documentation related to this element.	*Recruitment plans and activities *Enrollment and attendance records *Timesheets
B2	The grantee demonstrates that all equitable access to and equitable participation in the programs activities is conducted in compliance with applicable federal civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975. (Source: Federal Guidance G-4) <input type="checkbox"/> The grantee uploaded supporting documentation related to this element.	*Enrollment policies *Hiring policies
B3	The grantee provides services that are equally accessible to all students targeted, regardless of location, access to transportation, or ability to pay. The program is as accessible as a public school, activities are held in a safe and accessible facility, safe transportation to and from services has been addressed, and a sliding scale is used if fees are charged for program. (Source: Federal Guidance F-10, G-14 State Guidance) <input type="checkbox"/> The grantee uploaded supporting documentation related to this element.	*Policies for serving all students *Parent Handbook *Sliding Scale document *Activity fee printout
B4	The grantee employs both an effective marketing strategy that results in the program and its achievements being well known and respected,	*Flyers, letters to parents

and celebrating of student achievement by showcasing student work within the school and to the wider community. All materials include recognition of 21st CCLC funds.

(Source: Federal Guidance F-3, State Guidance, Grant Application)

*Marketing plan

*Newspapers/newletters

☐ The grantee uploaded supporting documentation related to this element.

B5 The grantee communicates its goals and objectives to staff, participants, families of the students, and the community.

(Source: Federal Guidance F-3)

*Handbook *Meeting minutes/agendas

*Program handouts/flyers
*Newspaper articles

☐ The grantee uploaded supporting documentation related to this element.

B6 The grantee is providing the number of hours of programming as described in the original grant during non-school hours (a minimum of 10 hours per week)

(Source: Federal Guidance F-11, State Guidance, Grant Application)

*Calendar and Schedule of Activities
*Parent handbook and promotional materials

*Enrollment Information

☐ The grantee uploaded supporting documentation related to this element.

B7 The grantee implements an attendance policy that emphasizes the importance of regular attendance for students to reap the benefits of the extended learning time, staff to maintain accurate records, and should spell out the expectations for both the students and the parents.

(Source: Federal Guidance F-6, F-11)

*Written policies/handbooks

*Attendance records

*Contact log

☐ The grantee uploaded supporting documentation related to this element.

B8 The grantee has a formal process for regular and effective communication with school day staff regarding students academic and behavioral progress and how they can provide individualized assistance

*Communication plan

*Meeting schedules/notes

and supplement regular school educational activities.

(Source: Federal Guidance G-8, H-8 State Guidance)

*Correspondence

☐ The grantee uploaded supporting documentation related to this element.

B9 Program enrichment and activities reflect the goals outlined in the original grant application, and are aligned with the schools improvement strategies.

*Lesson/activity plan, with specific grant goals and objectives

*Descriptions of activities

(Source: Federal Guidance F-2, F-6, G-1, G-8)

☐ The grantee uploaded supporting documentation related to this element.

B 10 The grantee is implementing the evidencebased academic and enrichment activities described in the original grant application (or approved amendments) that meet the Principles of Effectiveness and support but are different from the regular school day activities.

*Activity schedules and descriptions

(Source: Federal Guidance B-2, F-6, G-1, G-8)

☐ The grantee uploaded supporting documentation related to this element.

B 11 The program offers a broad array of services, programs, and activities, based on scientific research (if appropriate) in the approved areas: Homework assistance, Tutoring, Reading/LA activities, STEM, Civic Education, Technology, Drug and Violence Prevention, Character Education, Physical Education and Wellness activities, Art and Music.

*Activity schedules and descriptions

*Parent communication

*Program Handbook

(Source: Federal Guidance F-10 Grant Application)

☐ The grantee uploaded supporting documentation related to this element.

B 12 The activities provided in the program are selected based on student needs and student interest surveys

*Student surveys

*Teacher reports

(Source: Federal Guidance F-3)

*Activity schedule

☐ The grantee uploaded supporting documentation related to this element.

B 13 The grantee provides literacy and related education services for the families of the enrolled students and family services to meet the needs for the community described in the original grant application.

*Activity Schedules and descriptions
*Advertising/Communication
*Sign-in sheets
*Family surveys

(Source: Federal Guidance G-2)

☐ The grantee uploaded supporting documentation related to this element.

B 14 The grantee provides regular communication with and outreach to participants families, including information regarding students experiences, behavior, and achievements in the program in modes that are appropriate and easily understood by all families including those with limited English proficiency.

*Communciations
*Communication plan

(Source: Federal Guidance F-3, Grant Application)

☐ The grantee uploaded supporting documentation related to this element.

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Data Evaluation

Grant Requirement	Suggested Documentation
<p>C1 The grantee uses data, staff input, and assessment reports in decision-making, program refinement, and for purposes of quality improvement.</p> <p>(Source: Federal Guidance H-2, H-6, Grant Application)</p> <p><input type="checkbox"/> The grantee uploaded supporting documentation related to this element.</p>	<p>*Staff meeting notes</p> <p>*Documentation of procedure changes</p>
<p>C2 The grantee participates in reporting procedures to meet the Federal and state monitoring and evaluation requirements in a timely and complete manner.</p> <p>(Source: Federal Guidance H-6 State Guidance)</p> <p><input type="checkbox"/> The grantee uploaded supporting documentation related to this element.</p>	<p>*YPQA reports</p> <p>*Federal data reports</p> <p>*Weikart data completion audits</p>
<p>C3 The grantee shows progress in improving areas identified in previous monitoring visits.</p> <p>(Source: Federal Guidance H-6)</p> <p><input type="checkbox"/> The grantee uploaded supporting documentation related to this element.</p>	<p>*Previous monitoring reports/compliance plans</p> <p>*Leading indicator report</p>
<p>C4 The grantee holds a consensus meeting with staff members after different self-assessments have occurred to score one self-assessment tool and submit on Scores Reporter.</p> <p>(Source: Federal Guidance H-6)</p> <p><input type="checkbox"/> The grantee uploaded supporting documentation related to this element.</p>	<p>*Notes from meeting(s)</p> <p>*Agenda</p> <p>*Sign-in sheet(s)</p>

C5 The grantee has updated progress related to program quality improvement goals within Scores Reporter system in a timely manner.

(Source: Federal Guidance H-6)

*YPQA reports
*Weikart data
completion audits

☐ The grantee uploaded supporting documentation related to this element.

Please upload supporting information files. Please ensure files do not contain any Personally Identifiable Information for students and families.

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Organization Capacity

Grant Requirement	Suggested Documentation
D1 Grantee has developed a written sustainability plan including strategies for securing other funding or in-kind resources to maintain program services as grant decreases/ends. Plan is reviewed regularly. (Source: Federal Guidance F-3) <input type="checkbox"/> The grantee uploaded supporting documentation related to this element.	*Written sustainability plan *Meeting notes/agenda *Contact log
D2 Grantee has identified other Federal, state, and local programs offering afterschool services they could collaborate with to meet mutual goals including Title I, USDA Food & Nutrition Services for Afterschool snacks and Summer Food Service, TANF, and Title VOJJDP programs. (Source: Federal Guidance B-5, F-13, G-7) <input type="checkbox"/> The grantee uploaded supporting documentation related to this element.	*Meeting notes/agenda *Email/written/phone correspondence
D3 The grantee uses 21st CCLC funds appropriately: supplementing and not replacing funds that would have been available to conduct activities had 21st CCLC funds not been available. (Source: Federal Guidance B-2, F-13) <input type="checkbox"/> The grantee uploaded supporting documentation related to this element.	*GMS Claim auditing *Purchase invoices
D4 Grantee communicates with OSDE on programmatic and/or budgetary changes, requesting approval for single item purchases over \$1,000 and combined purchases over \$2,500 prior to purchase. (Source: EDGAR I-1 State Guidance Use of Funds)	*Emails *GMS budget printout

☐ The grantee uploaded supporting documentation related to this element.

D5 Grantee maintains a list of all nonconsumable items purchased with 21st CCLC funds, has items marked as 21st CCLC, and items are used solely for the purposes of the afterschool program with the exception of those items purchased as shared costs.

*Inventory List
*Observation of items

(Source: EDGAR I-1 State Guidance Use of Funds)

☐ The grantee uploaded supporting documentation related to this element.

D6 Grantee has documentation that any revenue from program is expended for program.

*Activity fund reports

(Source: Federal Guidance G-14)

☐ The grantee uploaded supporting documentation related to this element.

D7 The grantee maintains appropriate documentation for administrators, staff, and volunteers of the grant program.

*Personnel files
*Job applications
*Timesheets
*Emergency contact forms

(Source: State Guidance)

☐ The grantee uploaded supporting documentation related to this element.

D8 The grantee files claims for reimbursement of 21st CCLC funds from OSDE on a monthly basis.

*GMS printout

(Source: State Guidance)

☐ The grantee uploaded supporting documentation related to this element.

D9 The grantee has a system to ensure all claimed travel expenses adhere to both district policy and grant guidelines.

*Travel expense documentation

(Source: State Guidance)

Federal Guidance I-1

☐ The grantee uploaded supporting documentation related to this element.

*District travel form
*District travel policy

Please upload supporting information files. Please ensure files do not contain any Personally Identifiable Information for students and families.

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Advisory and Collaborations

Grant Requirement

E1 The Advisory Committee:

- * **Represents community (students, parents, partners, staff, and administrators);**
- * **Meets quarterly;**
- * **Discusses program planning implementation, assessment, and sustainability; and**
- * **Is actively involved in the program**

(Source: Federal Guidance F-3, F-9, Grant Application)

☐ The grantee uploaded supporting documentation related to this element.

E2 The grantee and at least one significant partner (community organization/public school) are working collaboratively on implementing the program.

(Source: Federal Guidance F-9)

☐ The grantee uploaded supporting documentation related to this element.

E3 All individuals or entities providing goods and services are selected based on prior experience, qualifications, and where applicable, specialized training and/or certification.

(Source: Federal Guidance E-1, F-6, H-3, H-4 Grant Application)

Suggested Documentation

*Advisory Committee members and roles

*Meeting agendas/notes

*Calendar

*Meeting sign-in sheets

*Partnership Agreement

*Partner roles and responsibilities

*Staff/Advisory Committee sign-in/notes

*Mission of organization

*Description of organization activities

*Hiring process

☐ The grantee uploaded supporting documentation related to this element.

E4 Grantee has formal written agreements with partners and subcontractors that clearly specify roles, responsibilities, services and resources, and deadlines.

(Source: Federal Guidance F-3, F-9)

*Written Agreements
*Verification of services provided
*Activity schedule

☐ The grantee uploaded supporting documentation related to this element.

E5 Grantee holds regular staff and partnership meetings that review progress toward program goals, discuss and resolve barriers to program implementation, and that engage staff and partners in collaboration and sharing promising practices.

(Source: Federal Guidance F-3, F-9, Grant Application)

*Meeting sign-in sheets

*Meeting agendas/notes

*Meeting notification

*Emails / written communication

☐ The grantee uploaded supporting documentation related to this element.

E6 The grantee makes efforts to recruit new and retain established partners to address unmet needs and ensure long-term commitments of resources, including human capital.

(Source: Federal Guidance F-3, F-9, Grant Application)

*Needs Assessment
Self/External assessment
*Leading Indicator Report
*Partner communication
*Partner agreements

☐ The grantee uploaded supporting documentation related to this element.

E7 The grantee communicates with partners and subcontractors, and regularly keeps them informed of program activities

*Communication

(Source: Federal Guidance F-3, F-9)

☐ Has the grantee uploaded supporting documentation related to this element.

Please upload supporting information files. Please ensure files do not contain any Personally Identifiable Information for students and families.

No file chosen

Uploaded Files:

No files are currently uploaded for this page.

Supporting Documentation

Supporting documentation pertinent to this application will be uploaded here. The following guidelines apply:

Allowable files types are: Microsoft Word (.doc/.docx) and Adobe PDF.

Files must be less than 3MB in size, and the file name should not include special characters (i.e. #, \$, % etc).

Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Provide a brief description of the contents of each file. ([count] of 4000 maximum characters used)

Please upload supporting information files.

Choose File No file chosen

Uploaded Files:

No files are currently uploaded for this page.

Save Page

Comments

Please provide any additional information SDE may need in order to properly review the uploaded documentation.

Grantee Response to Audit (Optional) ([count] of 500 maximum characters used)

Submit

The Consistency Check must be successfully processed before you can submit your application.

LEA Data Entry
LEA Administrator
Program Review
Final Review