21st CCLC On-Site Monitoring Report 2021-2022

**Purpose**: As the recipient of federal funds for 21st Century Community Learning Centers, the Virginia Department of Education (VDOE) is required to monitor grantees’ implementation of activities and compliance with program requirements. This monitoring document will assist in determining compliance with federal statutory requirements and identify areas in which technical assistance may be helpful to ensure the objectives described in the grant proposal are being met.  The visit will also be used to identify promising practices to be shared with other grantees.

**Directions**: Prior to the arrival of the monitor, the site coordinator should **complete sections A - E**. Your responses are automatically being saved. If you are unable to complete sections A-E in one sitting you can return to your saved report by clicking the link provided to you in a previous email. You must use the same computer and internet browser to access your saved answers. Once the site coordinator's responses are submitted, an email will be sent to the monitor giving them access to your responses and asking them to complete their portion of the report (**section F**).

Select your role:

* Site Coordinator
* Monitor
* VDOE

**SECTION A:  Grantee and Monitoring Information**

School Division: [name will be inserted here]  
   
 Schools Served: [name will be inserted here]

1. Was grantee provided a VDOE mentor?

* Yes
* No

1.a. Who is the mentor?

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1.b. Describe the type of support you received. Include dates and specific activities.

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2. Did the grantee participate in a Jump Start technical assistance visit prior to monitoring? If yes, enter date (mm/dd/yyyy):

* Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No

**SECTION B:  School Year Operational Information**

1. First day of the regular school year for students (mm/dd/yyyy):

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2. First full day of 21st CCLC services (mm/dd/yyyy):

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2.a. Is this date within the 30-calendar day requirement?

* Yes
* No

If you answered no, please explain.

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3. In a typical week, indicate the days of operation and enter the start to end time for that day (3:00-5:00 PM).

* Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tuesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Wednesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Thursday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Saturday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sunday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION C:  Summer Operational Information**  
 *(Applies Only to 2nd and 3rd Year Grantees)*

1. Was a Summer Program operated?

* Yes
* No
* Not Applicable (1st year grantees)

1.a. First day of Summer Program (mm/dd/yyyy):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1.b. Last day of Summer Program (mm/dd/yyyy):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2.  Enter the **actual** number of Student Program hours for each of the following 2021 **Summer** Program months.

May : \_\_\_\_\_\_\_

June : \_\_\_\_\_\_\_

July : \_\_\_\_\_\_\_

August : \_\_\_\_\_\_\_

Total : \_\_\_\_\_\_\_\_

3. During a typical Summer Program week, indicate the days of operation and enter the start to end time for that day (3:00-5:00 PM).

* Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tuesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Wednesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Thursday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Saturday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sunday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION D:  Extended School Year Grant – State Grant**

1. Does your school have an Extended School Year grant?

* Yes
* No

1.a. First day of the Extended School Year program (mm/dd/yyyy):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.b. Last day of the Extended School Year program (mm/dd/yyyy):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. In a typical Extended School Year week, indicate the days of operation and enter the start to end time for that day (3:00-5:00 PM).

* Monday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tuesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Wednesday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Thursday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Friday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Saturday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sunday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION E:   Program Hours**

Complete the following section using the numbers approved in the original grant application, continuation application, or approved amendment.

1. In the boxes below enter the Student and Family Program hours for the regular school year (2021-2022) and summer (2022) as approved in the grant application or approved amendment.

|  |  |  |
| --- | --- | --- |
|  | School Year 2021-2022 | Summer 2022 |
| Student Program hours |  |  |
| Family Program hours |  |  |

**Student Program**

2. Based on the data entered in the last question for the **Student Program Regular School Year** hours, enter the **actual** and **anticipated** numberof hours for each of the following months.  
   
 *Note: "Anticipated hours" are yet to be fulfilled. There should only be one month (the monitoring month)* in which numbers might be entered in both columns.

|  |  |  |
| --- | --- | --- |
| Month | Actual hours (include made-up hours in your calculation) | Anticipated hours |
| August |  |  |
| September |  |  |
| October |  |  |
| November |  |  |
| January |  |  |
| February |  |  |
| March |  |  |
| April |  |  |
| May |  |  |
| June |  |  |

2.a. The total **Student Program** hours for 2021-2022 regular school year (actual hours + anticipated hours + hours made up) =   
   
 **Enter this number in the box below so it will be included in your individualized report.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.  Enter the **anticipated** number of the **Student Program Summer** hours for each of the following **2022** months.

May : \_\_\_\_\_\_\_

June : \_\_\_\_\_\_\_

July : \_\_\_\_\_\_\_

August : \_\_\_\_\_\_\_

Total : \_\_\_\_\_\_\_\_

3.a. Grand total **Student Program** hours for 2021-2022 academic school year (actual hours + anticipated hours + hours made up + anticipated summer hours) =  
   
 **Enter this number in the box below so it will be included in your individualized report.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.  Were **Student Program** hours missed?

* Yes
* No

4a.  List the reason (i.e., Weather, Emergency, Other) **Student Program** hours were missed. Provide the date missed, number of hours missed, the date made up, and number of hours

made up. Make sure to only list one date per row. If multiple days were missed consecutively for the same reason, list the date range per row (i.e., 08/30/2021-09/05/2021).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Provide the date missed  (mm/dd/yyyy) | Number of hours missed | Provide the date made up (mm/dd/yyyy) | Number of hours made up |
| Reason? |  |  |  |  |
| Reason? |  |  |  |  |
| Reason? |  |  |  |  |
| Reason? |  |  |  |  |
| Reason? |  |  |  |  |
| Reason? |  |  |  |  |
| Reason? |  |  |  |  |
| Reason? |  |  |  |  |
| Reason? |  |  |  |  |
| Reason? |  |  |  |  |

**Family Engagement Program**

5. Based on the data entered in question #1 for the **Family Engagement Program Regular School Year** hours, enter the **actual** and **anticipated** numberof hours for each of the following months.  
   
 *Note: "Anticipated hours" are yet to be fulfilled. There should only be one month (the monitoring month)* in which numbers might be entered in both columns.

|  |  |  |
| --- | --- | --- |
| Month | Actual hours (include made-up hours in your calculation) | Anticipated hours |
| August |  |  |
| September |  |  |
| October |  |  |
| November |  |  |
| January |  |  |
| February |  |  |
| March |  |  |
| April |  |  |
| May |  |  |
| June |  |  |

5.a. Total **Family Engagement** **Program** hours for the 2021-2022 regular school year (actual hours + anticipated hours + hours made-up) =   
 **Enter this number in the box below so it will be included in your individualized report.**

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6. Enter the **anticipated** number of the **Family Engagement Program Summer** hours for each of the following **2022** months.

May : \_\_\_\_\_\_\_

June : \_\_\_\_\_\_\_

July : \_\_\_\_\_\_\_

Total : \_\_\_\_\_\_\_\_

6.a. Grand Total **Family Engagement** **Program** hours for 2021-2022 program year (actual hours + anticipated hours + hours made-up + anticipated summer hours) =

**Enter this number in the box below so it will be included in your individualized report.**

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7. Were **Family Engagement Program** hours missed?

* Yes
* No

7.a.  List the reason (i.e., Weather, Emergency, Other) **Family Engagement Program** hours were missed. Provide the date missed, number of hours missed, the date made up, and number of hours made up. Make sure to only list one date per row. If multiple days were missed

consecutively for the same reason, list the date range per row (i.e., 08/30/2021-09/05/2021).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Provide the date missed  (mm/dd/yyyy) | Number of hours missed | Provide the date made up (mm/dd/yyyy) | Number of hours made up |
| Reason? |  |  |  |  |
| Reason? |  |  |  |  |
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| Reason? |  |  |  |  |
| Reason? |  |  |  |  |
| Reason? |  |  |  |  |

8.  **Site Coordinator**, have you fully completed sections **A-E**?

* Yes
* No

If you answer No to Q8…

If you have not completed the OSMR do not push the "Submit" button. You can access your incomplete survey at a later time by clicking the link sent in the original email using the same device/computer and internet browser. The survey will resume on the last page information was entered. Accessing the survey from a different web browser or computer will start a new survey.

If you answer Yes to Q8…

This is the end of the Coordinator portion of the On-Site Monitoring Report.  By clicking the "Submit" button you will be directed out of the survey, your responses will be recorded, and the Monitor will be notified that you have completed your portion of the report. If you need to make changes to this report once it's been submitted, email your site's Monitor with details of what was incorrectly entered and the change that needs to be made.

**SECTION F:  Grantee Compliance**

There are six headings with a total of 44 requirements. Read the requirement and required documentation. Then, indicate if that requirement was met. All indicators marked "No" must have a comment with an explanation of why it was not met.

1. Monitoring Consultant Completing Review:

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2. Date of Review (mm/dd/yyyy):

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3. Site(s) Visited:

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4. Person(s) in Attendance:

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***Effective Programming***

**Requirement 1:**

The grantee is conducting recruitment of **eligible participants** as described in the original grant application or approved amendments.   
    
**Required Documentation:**

* Documentation of recruitment activities (e.g., letters of invitation, registration forms, press releases, program fliers, informational notices to school staff).

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 1:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Requirement 2:**

The grantee has identified and/is serving eligible students as stated in the original grant application or approved amendments.   
    
**Required Documentation:**

* Participation eligibility criteria as listed in the grant application or approved amendments
* Data spreadsheet highlighting enrolled 21st CCLC students’ and their need for services

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 2:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Requirement 3:**

The grantee is providing services to the number of students, based on the Average Weekly Attendance, as stated in the original grant application or approved amendments.   
    
**Required Documentation:**

* VA Afterschool 21 Self-Check Report
* Written narrative of strategies used to increase AWA

**Is the Requirement met?**

* Yes
* No

Number of students enrolled in program (i.e., have attended at least one day of programming):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the box enter the Proposed AWA (total # of unduplicated students each week divided by the number of weeks) from the original grant application (or approved amendment).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the box enter the Current AWA (total # of unduplicated students each week divided by the number of weeks).

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Number of students present on day of on-site monitoring:

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Monitor comments for Requirement 3:

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**Requirement 4:**

The grantee is providing the number of hours of student programming as stated in the original grant application or approved amendments.   
    
**Required Documentation:**

* Program calendars/schedules showing student program dates/hours (actual and projected)
* VA Afterschool 21 Self-Check Report

**Is the requirement met?**

* Yes
* No

Number of regular school year student program hours approved in the original grant application or approved amendments.

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Based on what the coordinator entered in Section E #2, the total number of **actual** student hours is [number will automatically appear here]  
   
 Please enter this number in the box below so it will be recorded in your individualized report.

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Based on what the coordinator entered in Section E #2, the total number of **projected** student hours is [number will automatically appear here]

Please enter this number in the box below so it will be recorded in your individualized report.

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Based on what the coordinator entered in Section E #3, the **total** Student Program hours (actual + projected + hours made-up) for the 2020-2021 regular school year is [number will automatically appear here]  
   
 Please enter this number in the box below so it will be recorded in your individualized report.

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Monitor comments for Requirement 4:

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**Requirement 5:**

The grantee is implementing the academic activities described in the original or continuation grant application or approved amendments.   
    
**Required Documentation:**

* VA Afterschool 21 **Activity Report**
* VA Afterschool 21 **Session Start and End Times** report
* Activity sign-in sheets

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 5:

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**Requirement 6:**

The grantee is implementing the enrichment activities described in the original grant application or approved amendments.   
    
**Required Documentation:**

* VA Afterschool 21 **Activity Report**
* VA Afterschool 21 **Session Start and End Times** report
* Activity sign-in sheets

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 6:

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**Requirement 7:**

The grantee is implementing the parent/family programming or activities described in the original grant application or approved amendments.   
    
**Required Documentation:**

* VA Afterschool 21 **Activity Report**
* Activity sign-in sheets

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 7:

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**Requirement 8:**

The grantee is providing the number of hours of parent/family programming stated in the original grant application, continuation application, or approved amendments.   
    
**Required Documentation:**

* Program calendars/schedule with the dates, location, times, and title/topic/ brief description of the event
* VA Afterschool 21 **Session Start and End Times** report

**Is the requirement met?**

* Yes
* No

Number of regular school year family program hours in original grant application or approved amendment:

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Based on what the coordinator entered in Section E #5, the total number of **actual** Family Engagement Program hours is [number will automatically appear here]  
   
 Please enter the number in the box below so it be included in your individualized report.

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Based on what the coordinator entered in Section E #5, the total number of **projected** Family Engagement Program hours is [number will automatically appear here]  
   
 Please enter the number in the box below so it be included in your individualized report.

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Based on what the coordinator entered in Section E #6, the **total** Family Engagement Program hours (actual + projected + made-up) for the 2020-2021 regular school year is [number will automatically appear here]  
   
 Please enter the number in the box below so it be included in your individualized report.

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Monitor comments for Requirement 8:

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**Requirement 9:**

The grantee is providing services to the number of parents as stated in the original grant application or approved amendments.  

**Required Documentation:**

* VA Afterschool 21 **Unduplicated Attendance Report**
* VA Afterschool 21 **Family/Household Participation Hours** **Report**
* Activity sign-in sheets
* Written narrative of strategies used to increase attendance at family engagement activities

**Is the requirement met?**

* Yes
* No

Number of unduplicated parents approved in the original grant application or approved amendments:

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Actual number of unduplicated parents participating in family engagement programing:

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Monitor comments for Requirement 9:

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**Requirement 10:**

The grantee has made significant changes to the program design from those detailed in the original grant application or approved amendments and has submitted a request/amendment for approval of the revision(s) by VDOE.

**Required Documentation:**

* Approved amendments(s)

**Is the requirement met?**

* Yes
* No
* N/A

Monitor comments for Requirement 10:

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**Requirement 11:**

The program provides a Student/Parent Handbook that communicates school procedures and policies that include but are not limited to:

* Arrival and dismissal procedures
* Security Safety (e.g., emergency procedures, student use of science labs; machinery, and other potentially dangerous equipment)
* Internet use
* Written attendance policy

**Required Documentation:**

* 21st CCLC Student and Parent Handbook

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 11:

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**Requirement 12:**

Each marking period the program provides communication with and outreach to participants’ families, including information regarding students’ experiences, behavior, and achievements in the program. Information is translated to families of English Learners in modes that are appropriate and easily understood, if applicable.   
    
**Required Documentation:**

* Written correspondence (email, phone log, newsletters, website, notes, etc.)
* Samples of 21st CCLC progress reports
* Translation/assistive materials, if applicable

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 12:

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**Requirement 13:**

The grantee is making progress toward meeting the goals and objectives as stated in the original grant application or approved amendments.   
    
 **Required Documentation:**

* Data spreadsheets (previous SOL scores, current year’s quarterly benchmark assessments, quizzes, grades, surveys, etc.) to measure progress of objectives outlined in the grant
* Written narrative that supports the progress toward meeting the program goals and objectives

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 13:

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**Requirement 14:**   
Each marking period 21st CCLC staff will communicate with school day staff to supplement

regular school educational activities and to inform and receive information from in-school teachers on students’ academic and behavioral progress.

**Required Documentation:**

* Written correspondence between 21st CCLC staff and school day staff (email, notes, homework logs, progress reports, etc.);
* And/Or agenda/minutes with title/topic, date, time of the event and sign-in sheets with the staff members name, and position

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 14:

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**Requirement 15:**

Program staff members use positive techniques to guide the behavior of students.

**Required Documentation:**

* Staff handbook with procedures/protocol for behavior management

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 15:

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**Requirement 16:**   
Field trips educational in nature and support objectives outlined in the original grant application or approved amendments and have been pre-approved by VDOE staff.   
    
**Required Documentation:**

* Approved field trip forms
* Student work samples of before, during, and after field trip activities

**Is the requirement met?**

* Yes
* No
* Not Applicable

Monitor comments for Requirement 16:

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***Organizational and Fiscal Management***

**Requirement 17:**   
The grantee expends 21st CCLC funds as stated in the original grant application or approved amendments.    
    
**Required Documentation:**

* Budget amendments, if applicable
* Purchase orders/invoices

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 17:

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**Requirement 18:**   
Reimbursements have been submitted in OMEGA each quarter in which program expenses occurred.   
    
**Required Documentation:**

* Completed Grant Balance Tracking Workbook
* OMEGA Spend Down report
* Program reimbursement requests

**Is the requirement met?**

* Yes
* No

**Previous Grant Funds** (if applicable)

Date of last reimbursement (mm/dd/yyyy) in OMEGA:

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**Current Grant Funds**

Enter award amount and balance showing in OMEGA funds.  
Only enter whole dollars with no symbols or decimals (i.e. 68000)

|  |  |
| --- | --- |
|  | Enter amount |
| Grant Award Amount |  |
| Balance of funds in Tracking Workbook |  |

In the box below, please enter the percentage of grant funds remaining %

**Enter the above percentage in the box below so it will be included in your individualized report.**

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Date of first reimbursement (mm/dd/yyyy):

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Date of most recent reimbursement request submitted in OMEGA (mm/dd/yyyy):

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Monitor comments for Requirement 18:

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**Requirement 19:**   
The grantee maintains documentation in the form of an inventory for materials and equipment

purchased with 21st CCLC funds and labels all materials. Materials are stored in a secure location, accessible to only 21st CCLC staff.

**Required Documentation:**

* Purchase orders/invoices
* Inventory list of non-consumable material with inventory/serial number, P.O. number, location, date received, unit cost/value, description of disposition
* Visual verification of the labeling and storage/location of materials

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 19:

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**Requirement 20:**   
The program has the administrative capacity and infrastructure to effectively develop budgets, track expenses, and collect and maintain program data.

**Required Documentation:**

* Written narrative describing the process for making purchases, approving payroll, collecting data
* Organizational chart/qualifications of the fiscal officer
* Financial tracking sheet that is accessible or provided on at least a monthly basis to the site coordinator

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 20:

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**Requirement 21:**   
The grantee has generated program income from the following: Fundraiser; Performance(s); Car wash; Other (provide written explanation)   
    
**Required Documentation:**

* Approved VDOE Program Income Request form
* Program Income Year-End Report (see 21st CCLC Administrative Handbook)

**Is the requirement met?**

* Yes
* No
* N/A

If an "Other" source of program income was generated, please describe here.

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Monitor comments for Requirement 21:

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**Requirement 22:**   
Observation and review of records indicate the grant recipient is using grant funds to supplement and not supplant existing school division services.   
    
**Required Documentation:**

* Evidence of co-sponsored events, if applicable
* Regular teacher school day work schedule showing arrival and dismissal times
* 21st CCLC staff daily sign-in and sign-out log
* 21st CCLC time and effort worksheets
* Written documentation of how Extended Learning Time Grant funds are used in conjunction with 21st CCLC funds, if applicable (bus schedules, snacks, materials, personnel)

**Is the requirement met?**

* Yes
* No

Starting time for **regular school day teachers**:

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Ending time for **regular school day teachers**:

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Starting time for **21st CCLC staff**:

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Ending time for **21st CCLC staff**:

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Monitor comments for Requirement 22:

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**Requirement 23:**   
The grantee is adhering to the plan in the original grant application and/or approved amendments, describing how the community learning center will continue after funding from the grant has ended.   
    
**Required Documentation:**

* Written sustainability plan specific to individual grant that includes a description of resources that will be used to sustain the program (e.g., grants, leveraged funds, and documented in-kind donations)
* Agenda/minutes with date, time of the event and sign-in sheets with staff members' and partners' names, and positions indicating discussion of sustaining the program

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 23:

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**Requirement 24:**   
Written statement to ensure that all yearly program documentation is saved, maintained, and accessible for current and potentially new 21st CCLC leadership in order to ensure a smooth transition between current and new leadership. Copies of this statement should be kept at the central office/organization and at the program site.   
    
**Required Documentation:**

* Written statement that includes the location of documentation (copy of the grant, financial records, USED APR, CREP survey reports, etc.)

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 24:

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***Program Staffing and Professional Development***

**Requirement 25:**   
The program director or site coordinator has credentials to manage the program effectively.   
    
**Required Documentation:**

* Job description
* Résumé of person responsible for daily operation of the program

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 25:

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**Requirement 26:**   
Appropriate documentation for employees of the 21st CCLC grant program. Staff providing academic and enrichment services hold appropriate credentials or can prove appropriate work experience (e.g., state teaching license, endorsement, certification, etc.). Staff participate in an orientation that familiarizes them with the goals of the grant and employee expectations.   
    
**Required Documentation:**

* Job descriptions
* List of employees and positions
* Licenses/credentials or a list of licensed 21st CCLC staff and their licenses certified by the HR director
* Résumé for non-licensed staff
* Letter from Human Resources verifying background checks
* Staff emergency health forms
* Staff Handbook
* Staff orientation meeting agenda/minutes that include the topic/description, date, time of the event, and sign-in sheets with each staff member's name, and position

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 26:

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**Requirement 27:**   
Program volunteers, including parents, are recruited, receive a background check, and are trained to provide proper social, academic and/or enrichment services as stated in the original grant application or approved amendment.   
    
**Required Documentation:**

* Volunteer job descriptions
* Training materials
* List of volunteers with letter from Human Resources verifying background checks

**Is the requirement met?**

* Yes
* No
* Not Applicable

Monitor comments for Requirement 27:

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**Requirement 28:**

21st CCLC staff members such as the program coordinator and site director (or an appropriate substitute) have attended the required VDOE 21st CCLC meetings (i.e., the 21st CCLC Fall Coordinators' Academy and the 21st CCLC Professional Development Spring Institute).   
    
**Required Documentation:**

* 21st CCLC Fall Coordinators' Academy participation certificate or program
* 21st CCLC Professional Development Spring Institute participation certificate or program

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 28:

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**Requirement 29:**   
Professional development/training opportunities specific to 21st CCLC are provided to **all academic and enrichment staff** and are aligned with the needs and objectives outlined in the original grant application or approved amendments.   
    
**Required Documentation:**

* Written professional development plan/schedule
* Material from professional development opportunities
* Staff development sign-in sheets that includes the topic/description, date, time of the event, each staff member's name, and position

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 29:

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**Requirement 30:**   
At least once a quarter the site coordinator conducts meetings with the 21st CCLC academic and enrichment staff that are more than administrative in nature, and that engage staff in collaboration and sharing promising practices.   
    
**Required Documentation:**

* Staff meeting schedule and minutes
* Staff meeting sign-in sheets that includes the topic/description, date, time of the meeting, each staff member's name, and position

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 30:

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***Partnerships***

**Requirement 31:**   
The program works in genuine collaboration with co-applicant and partner(s) to implement program services in accordance with the original grant application or approved amendments, to participate in partnership meetings (at least quarterly) that are more than administrative in nature, and to work together to ensure long-term commitments of resources and sustainability.   
    
**Required Documentation:**

* Letter of agreements/MOUs/contracts
* Written documentation of services/activities provided
* Correspondence (email, notes, telephone logs with topics of discussion, etc.)
* Partnership meeting agenda, minutes, and sign-in sheets

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 31:

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***Health, Safety, and Nutrition***

**Requirement 32:**   
Snacks are provided each regular program day and are donated or provided through the USDA program.   
    
**Required Documentation:**

* USDA forms or documentation provided by donating organization of receipt of donations or Memorandum of Understanding with partnering organization

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 32:

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**Requirement 33:**   
Emergency contact and health information for 21st CCLC students are maintained in an easily accessible, but secure central location.   
    
**Required Documentation:**

* 21st CCLC students' emergency response plan/emergency cards

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 33:

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**Requirement 34:**

The program is located in a safe and accessible facility with a student/staff ratio (not to exceed 24:1) that is appropriate and safe for the specific activity conducted and meets student needs.   
    
**Required Documentation:**

* Written safety policies and procedures (e.g., building security, emergency exits, student use of science labs, machinery and other potentially dangerous equipment) that are communicated with program staff, facility managers, students, and volunteers
* Agenda of safety meeting(s)
* Cafeteria and fire marshal inspections for all sites
* Student attendance rosters for snack and dismissal with the names and position of all 21st CCLC staff serving students during the activity

**Is the requirement met?**

* Yes
* No

Date (mm/dd/yyyy) safety policies were communicated with staff, facility managers, students, and volunteers:

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Average Student/Staff Ratio on day of on-site monitoring for snack time:

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Average Student/Staff Ratio on day of on-site monitoring during activities:

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Date of Cafeteria inspection:

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Date of facility inspection by the Fire Marshal:

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Monitor comments for Requirement 34:

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**Requirement 35:**   
The program accommodates students with special needs as required by local, state, and federal statutory requirements.   
    
**Required Documentation:**

* Documentation of academic accommodations provided (e.g., IEP at a glance, list of IEP accommodations, or 504 Plan)
* Visual verification of accessible access to the facility
* Facility map with handicap accessible areas identified

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 35:

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**Requirement 36:**   
The program addressed the transportation needs of all 21st CCLC students, follows established procedures for authorized student pick-ups and has provided notice of these procedures to staff and families. Bus safety/evacuation drills have been conducted to ensure students know proper procedures during an emergency.   
    
**Required Documentation:**

* List documenting transportation needs of students
* Documentation of bus drills held during 21st CCLC program hours

**Is the requirement met?**

* Yes
* No
* Not Applicable

Bus Drill date(s) for First Semester (mm/dd/yyyy):

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Actual Bus Drill date(s) for Second Semester (mm/dd/yyyy):

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Planned Bus Drill date(s) for Second Semester (mm/dd/yyyy):

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Monitor comments for Requirement 36:

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**Requirement 37:**   
If not provided by the Local Education Agency (LEA), vehicles used for transportation are safely maintained and inspected on a regular basis.   
    
**Required Documentation:**

* Vehicle inspection records

**Is the requirement met?**

* Yes
* No
* Not Applicable

Monitor comments for Requirement 37:

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**Requirement 38:**   
Each program site, including partner sites, conducts a fire drill once per semester.    
    
**Required Documentation:**

* Record of fire drills conducted during 21st CCLC program hours

**Is the requirement met?**

* Yes
* No

Fire Drill date(s) for First Semester (mm/dd/yyyy):

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Actual Fire Drill date(s) for Second Semester (mm/dd/yyyy):

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Planned Fire Drill date(s) for Second Semester (mm/dd/yyyy):

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Monitor comments for Requirement 38:

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**Requirement 39:**

The program has adequate security in place.   

**Required Documentation:**

* Visual verification of adequate security

**Is the requirement met?**

* Yes
* No

Monitor comments for Requirement 39:

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**Requirement 40:**   
If the program uses the Internet for academic or enrichment activities, the program avoids transmitting any material in violation of any U.S. or state regulation via the Internet.  This includes, but is not limited to, copyrighted materials and threatening or obscene materials.  

**Required Documentation:**

* Internet Security Agreement

**Is the requirement met?**

* Yes
* No
* Not Applicable

Monitor comments for Requirement 40:

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***Program Evaluation***

**Requirement 41:**   
All Staff (including staff contracted to provide services) and volunteers are observed **at least once a semester** and given clear feedback for continuous improvement. Observations of licensed staff must be conducted by someone who is qualified to conduct a classroom observation (i.e., administrator, instructional coach, site coordinator with administration endorsement, and/or contractor), following observation guidelines of the school division. CBO staff/instructor observations must be conducted by someone that is qualified to conduct a classroom observation.  

**Required Documentation:**

* Samples of completed staff observations/walk-through forms (Personally identifying information may be blacked out or redacted)

**Is the requirement met?**

* Yes
* No

Frequency of staff/volunteer observations:

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Monitor comments for Requirement 41:

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**Requirement 42:**

The grantee completes the Certified 21st CCLC Annual Performance Report (APR) and participates in the state monitoring and evaluation process as required and according to established deadlines.

**Required Documentation:**

* Copies of completed Certified APR reports and state evaluation surveys

**Is the requirement met?**

* Yes
* No
* Not Applicable

Check if the following surveys were administered and enter the date submitted in the corresponding text box:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| Certified Summer APR |  |  |  |
| Certified Fall APR |  |  |  |
| Certified Spring APR |  |  |  |
| CAYEN Teacher Surveys |  |  |  |
| CREP ALERT |  |  |  |
| CREP Student Surveys |  |  |  |
| CREP PQSA |  |  |  |

Monitor comments for Requirement 42:

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**Requirement 43:**   
The Virginia 21st CCLC Program Quality Self-Assessment Tool (VA 21st CCLC PQSA Tool) was completed by the required staff (site coordinator, co-applicant, central office/organization contact, school administrator, and 21st CCLC staff) and reviewed with the 21st CCLC staff within 30 days of receiving the PQSA report.  

**Required Documentation:**

* Copy of PQSA Report
* Written analysis of results
* PQSA meeting agenda, minutes, and sign-in sheets

**Is the requirement met?**

* Yes
* No

Number of PQSA surveys completed:

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Date the PQSA Report was received from CREP:

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Monitor comments for Requirement 43:

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**Requirement 44:**   
The program is implementing the evaluation process as described in the original grant application or approved amendments. Grantee developed surveys should be administered at least one time per semester.   
    
**Required Documentation:**

* Evaluation meeting agendas, minutes, and sign-in sheets
* Parent, 21st CCLC staff, and student surveys developed by the grantee and the administration dates

**Is the requirement met?**

* Yes
* No

Survey administration dates for Parents (mm/dd/yyyy):

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Survey administration dates for 21st CCLC staff (mm/dd/yyyy):

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Survey administration dates for Student (mm/dd/yyyy):

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Monitor comments for Requirement 44:

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Monitor, have you fully completed the On-Site Monitoring Report?

* Yes
* No

If Monitor selected No…

If you have not completed the OSMR do not push the "Submit" button. You can access your incomplete survey at a later time by clicking the link sent in the original email using the same device/computer and internet browser. The survey will resume on the last page information was entered. Accessing the survey from a different web browser or computer will start a new survey.

If Monitor selected Yes…

Monitor, this is the end of the On-Site Monitoring Report.  By clicking "Submit" your responses will be recorded and the VDOE will be notified that you have completed the report. You will no longer have access to your report.