



Monitoring and Compliance Tool

21st Century Community Learning Centers

Subrecipient's Agency Name			
Date(s) of Monitoring			
21 st CCLC Monitoring Staff Name and Title			
Main Contact Name		Phone	
Mailing Address		Email	
Project Name	Cohort Number	Project Number (2017-2018)	Project Number (2018-2019)
Center(s) Visited			
Location(s)		Date Visited	

Florida Department of Education 21st Century Community Learning Centers

Contents

MANAGEMENT & ACCOUNTABILITY	3
PROGRAM IMPLEMENTATION	4
ACADEMICS AND ENRICHMENT	6
HEALTH/SAFETY/NUTRITION	6
PROGRAM EVALUATION.....	7
STAFFING.....	8
POLICIES AND PROCEDURES.....	8
USE OF FUNDS.....	9

Management & Accountability

Sec	Requirements	Sample Evidence of Program Implementation	Performance Level (Monitoring Staff)
C1	Subrecipients must comply with the obligations made in their approved application.	<ul style="list-style-type: none"> • Approved Application • Programmatic Documentation • Policies and Procedures • Fiscal Documentation 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C2	Subrecipients must comply with the General Terms, Assurances and Conditions for participation in 21 st CCLC award.	<ul style="list-style-type: none"> • The awarded RFA/RFP • DOE 610/620 • Programmatic Documentation • Policies and Procedures • Fiscal Documentation 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C3	Subrecipients must submit the required deliverables as described in their current RFP/RFA by the required date.	<ul style="list-style-type: none"> • RFA/RFP • Uploaded Deliverables • Official Announcements from FDOE 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C4	Subrecipients must take reasonable measures to safeguard protected personally identifiable information and other sensitive information.	<ul style="list-style-type: none"> • Program Flyers • Student Level Data • On-site Observation 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C5	<p>21st CCLC subrecipients cannot further sub-grant the 21st CCLC program or any part thereof. Prior to entering into a relationship with any outside entity, funded agencies should complete a subrecipient and contractor determination as described in 2 C.F.R. Part 200.330 and maintain documentation to support that the determination was completed prior to engaging the outside entity.</p> <p>Contractors can provide ancillary services to the program but cannot provide or be responsible for the program. Contracts may be an allowable expense, but cannot account for more than 25 percent of the total budget amount.</p>	<ul style="list-style-type: none"> • Approved Budget • General Ledger • Written Contract • On-site Observation • Staff Interviews 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			

C6	Subrecipients must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. All relationships with contractors must be based on a written agreement that clearly identifies the scope of work to be completed by the contractor.	<ul style="list-style-type: none"> • Written Contract • Emails • Programmatic Documentation • Staff Interviews 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C7	Programs may not solicit donations from students and/or their family members. Subrecipients are not allowed to charge fees unless the subrecipient complete all the steps described in the RFP/RFA and receive specific approval from the FDOE Bureau Chief of Contracts, Grants and Procurement. Income resulting from the collection of fees may be deemed program income and must be managed in the same manner as the grant funds.	<ul style="list-style-type: none"> • General Ledger • Approval from the FDOE Bureau Chief of Contracts, Grants and Procurement • Policies and Procedures • Program Handbook 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
Program Implementation			
C8	Services and benefits provided must be secular, neutral and non-ideological.	<ul style="list-style-type: none"> • Program Handbook • On-site Observation • Programmatic Documentation • Select Transactions 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C9	21 st CCLC programs must provide equitable services to eligible private school students, teachers and other education personnel.	<ul style="list-style-type: none"> • Certified Mail • Emails • Meeting Minutes 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C10	Subrecipients must meet the student to adult ratios stated in their original approved application.	<ul style="list-style-type: none"> • Program Handbook • On-site Observation • Approved Application • Attendance Documentation • Staff Timesheets 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C11	Subrecipients offering Industry Certification Programs must have a voluntary process through which students are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills and competencies, resulting in the award of a credential that is nationally recognized and 1 of the 3 approved areas listed in the RFP/RFA.	<ul style="list-style-type: none"> • Program Handbook • Third-Party Documentation • On-site Observation • Approved Application 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			

C12	<p>Subrecipients must meet all of the student attendance requirements as stated in their approved application, policies and procedures, and applicable RFP/RFA.</p> <p>Attendance must be recorded and reported for each student served. All programs must have a formal sign-in and out process that records the arrival and dismissal time of each student individually. Each site must keep daily student attendance logs/records for all days of 21st CCLC operation, which must be made available to the Florida Department of Education upon request.</p>	<ul style="list-style-type: none"> • Student Sign-in/out Sheets • Approved Application • Policies and Procedures • On-site Observation 	<ul style="list-style-type: none"> <input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C13	<p>The subrecipient is implementing the parent/family programming or activities described in the original grant application (or approved amendments).</p>	<ul style="list-style-type: none"> • Approved Application • List of Activities • Parent Sign-in Sheets • Paid invoices 	<ul style="list-style-type: none"> <input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C14	<p>Student Safety All programs must ensure that all procedures and regulations for health, fire, safety, pick-ups, parental/guardian consents, transportation, field trips, food, medical and other emergency procedures will be clearly listed and widely disseminated and conform to applicable local and state standards.</p>	<ul style="list-style-type: none"> • Approved Application • Policies and Procedures • On-site Observation 	<ul style="list-style-type: none"> <input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C15	<p>In accordance with state and federal laws, children with special needs must be afforded the same opportunities as children in the general population. Children with special needs shall not be excluded from the 21st CCLC program, regardless of the level or severity of need, provided that they can be safely accommodated</p>	<ul style="list-style-type: none"> • Approved Application • Policies and Procedures • On-site Observation • Program Handbook 	<ul style="list-style-type: none"> <input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C16	<p>Subrecipients must intentionally reach out to the student population(s) and their families as identified in the approved application</p>	<ul style="list-style-type: none"> • On-site Observation • Student Registration Forms • Program Flyers • Site Profile Worksheet • Approved Application • Recruitment Plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C17	<p>Subrecipients must operate the number of days and hours as indicated on their center/site profile worksheet in the approved application. All programs should be fully operational and providing services to students within 30 calendar days of receiving their DOE 200 Award Notification or within 14 calendar days from the first day of incurring 21st CCLC programmatic expenditures, whichever is earlier.</p>	<ul style="list-style-type: none"> • Site Profile Worksheet • On-site Observation • Attendance Documentation 	<ul style="list-style-type: none"> <input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored

MCU Notes:			
C18	All field trips must meet all the 21 st CCLC requirements as required in the approved application, awarded RFP/RFA, applicable laws and regulations, and the subrecipient's own policies and procedures.	<ul style="list-style-type: none"> • Select Transactions • Lesson Plans • Attendance Documentation 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
Academics and Enrichment			
C19	The subrecipient's program schedule must reflect an appropriate balance of academic and enrichment activities that clearly support the objectives of the 21 st CCLC program. 21 st CCLC programs must offer an array of activities including academic enrichment and personal enrichment activities that support the development of healthy strong youth.	<ul style="list-style-type: none"> • Approved Application • Site Profile Worksheet • On-site Observation • Lesson Plans • Emails/Minutes • Inventory 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C20	Academic activities must be supervised and provided by a certified teacher, defined as a teacher with a valid Florida Professional Educator's certificate or a temporary certificate.	<ul style="list-style-type: none"> • On-site Observation • Daily Program Schedule • Teacher Certified • Payroll Register 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C21	<p>Collaboration with the regular school day 21st CCLC programs must be designed and carried out in active collaboration with the regular school day attended by the students participating in the 21st CCLC activities. As such, the program plan and activities must be designed in coordination with the regular schools attended by the students and implemented to support what the students are learning during the regular school day.</p> <p>All academic services will be aligned with the curriculum in the core subject areas of each of the schools attended by the participating students.</p>	<ul style="list-style-type: none"> • On-site Observation • Lesson Plans • Emails/Minutes 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C22	The subrecipient is implementing the high quality academic and enrichment activities described in the original grant application (or approved amendments).	<ul style="list-style-type: none"> • Approved Application • On-site Observation • Lesson Plans • Inventory 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
Health/Safety/Nutrition			
C23	Subrecipients must provide nutritious snacks and/or meals that meet the requirements of the United States Department of	<ul style="list-style-type: none"> • Approved Application • On-site Observation 	<input type="checkbox"/> Appears Compliant

	<p>Agriculture (USDA) guidelines for afterschool snacks and summer meal supplements. Depending on when the 21st CCLC program operates, a supplemental snack and/or meal must be offered to each student, each day. Snacks/meals cannot be purchased with 21st CCLC funds and must come from other resources. Students shall not be charged for costs associated with supplemental snacks/meals.</p>	<ul style="list-style-type: none"> • Deliverables 	<ul style="list-style-type: none"> <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
--	---	--	--

MCU Notes:

C24	<p>Subrecipients must take place in a safe and easily accessible facility as outlined in the RFP/RFA and in statute. Program facility(ies) must be as available and accessible to participants as the students' local school. The facility(ies) must have sufficient resources to provide all proposed and required activities, such as a computer lab, library, eating facility, safe recreational area and study area. The program must maintain equipment, security, resources and a clear strategy for the safe transportation of students to and from the center and home.</p>	<ul style="list-style-type: none"> • Approved Application • Written Safety Policies and Procedures • License/Exemption • On-site Observation 	<ul style="list-style-type: none"> <input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
-----	---	--	--

MCU Notes:

C25	<p>21st CCLC programs shall maintain at least one staff member on site at all times with CPR and First Aid certification that includes a face-to-face component. In order to meet this requirement, programs should ensure that at least two staff members are certified per center.</p>	<ul style="list-style-type: none"> • CPR and First Aid Certification • On-site Observation 	<ul style="list-style-type: none"> <input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
-----	---	--	--

MCU Notes:

C26	<p>21st CCLC students must be able to travel safely to and from the program center and home. Student safety is paramount to FDOE, and 21st CCLC programs must be designed and delivered in a manner that safeguards students.</p>	<ul style="list-style-type: none"> • Approved Application • Parent Handbook • On-site Observation • Student Registration Documentation 	<ul style="list-style-type: none"> <input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
-----	---	--	--

MCU Notes:

Program Evaluation

C27	<p>The 21st CCLC program must identify an independent evaluator for the program.</p>	<ul style="list-style-type: none"> • Approved Application • General Ledger • Select Transactions 	<ul style="list-style-type: none"> <input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
-----	---	---	--

MCU Notes:

C28	<p>Subrecipients must be able to provide the Student Level Data for the 201X-1X academic year, and demonstrate how this data was calculated.</p>	<ul style="list-style-type: none"> • Student Level Data • Evaluation Deliverables 	<ul style="list-style-type: none"> <input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
-----	--	---	--

MCU Notes:

Staffing

C29	All subrecipients are required to have an organizational structure that can support both high program quality and comply with federal, state, and local rules and regulations as well as 21 st CCLC program requirements.	<ul style="list-style-type: none"> • Organizational Chart • Staff Timesheets • On-site Observation • Approved Application • Staff Interviews 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
-----	--	---	---

MCU Notes:

C30	The subrecipient must utilize the E-verify system as stated in the approved RFP/RFA.	<ul style="list-style-type: none"> • E-verify Form • Personnel Handbook 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
-----	--	---	---

MCU Notes:

C31	Subrecipients must ensure that all staff, regular volunteers, and regular contractors, who come in contact with program participants, have cleared through a Level II background screening.	<ul style="list-style-type: none"> • Approved Application • Policy and Procedure • Level II Background Checks • List of All Employees and Staff Paid From the 21st CCLC project 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
-----	---	--	---

MCU Notes:

Policies and Procedures

C32	Subrecipients must develop and maintain effective policies procedures in the following areas: <ul style="list-style-type: none"> • Conflict of interest policy (See C35) • Allowability procedures (See C38) • Procurement procedures (See C40) • Cash management (See C42) • Time and effort (See C39) • Travel policies (See C41) • Property management (See C34) • Attendance (See C12) • Records retention (See C33) 	<ul style="list-style-type: none"> • Policies and Procedures 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
-----	---	---	---

MCU Notes:

C33	Subrecipients must maintain financial and program records in an auditable manner as evidence of compliance, and records must be made available. Subrecipients must retain all records relating to the 21 st CCLC program for a period of five (5) years after the completion of the last activity of the program or until such time as all pending reviews or audits have been completed and resolved. All subrecipients must implement record retention policies and procedures which reflect applicable laws, regulations and the terms and conditions of the award.	<ul style="list-style-type: none"> • Programmatic Documentation • Policies and Procedures • Fiscal Documentation 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
-----	---	---	---

MCU Notes:			
Use of Funds			
C34	Subrecipients must maintain documentation for materials and equipment purchased with 21 st CCLC funds as required in the approved application, awarded RFP/RFA, applicable laws and regulations, and the subrecipient’s own policies and procedures. Regardless of cost, grantee must maintain effective control and “safeguard all assets and assure that they are used solely for authorized purposes.”	<ul style="list-style-type: none"> • Policies and Procedures • Approved Application • Inventory Sheets • On-site Observation • Select Transactions 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C35	All subrecipients are required to have written conflict of interest policies and procedures which ensure sufficient internal controls are in place to avoid real or apparent conflicts of interest.	<ul style="list-style-type: none"> • Policies and Procedures • On-site Observation • List of Relatives • Select Transactions 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C36	Subrecipients must ensure that all vendors and contractors (e.g., contractor, consultant) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with a federal or state department or agency.	<ul style="list-style-type: none"> • Policies and Procedures • Select Transactions 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C37	21 st CCLC funds include the “supplement, not supplant” provision and as such can only be used to supplement federal, state, local and other non-federal resources and not to replace those that would have been available if 21 st CCLC funds had not been available.	<ul style="list-style-type: none"> • Policies and Procedures • Select Transactions • On-site Observation • Staff Timesheets 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C38	All cost to the 21 st CCLC program must be allowable, and in line with all of the following criteria: approved application, awarded RFP/RFA, applicable laws and regulations, and the subrecipient’s own policies and procedures.	<ul style="list-style-type: none"> • Policies and Procedures • Select Transactions • On-site Observation 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C39	Subrecipients must have the necessary internal controls in place to ensure that time and effort is accurately being tracked. Subrecipient must maintain appropriate documentation for all employees paid with 21 st CCLC funds.	<ul style="list-style-type: none"> • Policies and Procedures • PARs and Effort Certifications • Timesheet 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			

C40	All subrecipients are required to conduct procurement in a manner that is compliant with applicable laws, regulations, and the term and conditions of the award.	<ul style="list-style-type: none"> • Policies and Procedures • Select Transactions • Inventory Sheets • On-site Observation 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C41	All subrecipients are required to conduct travel in a manner that is compliant with applicable laws, regulations, and the terms and conditions of the award.	<ul style="list-style-type: none"> • Policies and Procedures • Select Transactions • Approved Application 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			
C42	<p>Subrecipients must implement cash management and financial management systems which reflect applicable Federal and State regulations, provided that the procurements conform to applicable Federal laws and the Uniform Grant Guidance.</p> <p>Subrecipients must have a financial management system that is able to match expenditures with approved grant budgeted amounts.</p>	<ul style="list-style-type: none"> • Policies and Procedures • Select Transactions • Approved Application 	<input type="checkbox"/> Appears Compliant <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable/ Recently Monitored
MCU Notes:			