2015-2016

**Oregon 21st CCLC Program Review Checklist**

**Date:**

**Grantee Name:**

**Cohort & Year:**

**Program Contact: Contact Phone:**

**Contact E-Mail:**

**Reviewer:**

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| Section #2 Partnerships |
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| **Law Reference** | **Criteria** | **Supporting Documentation** | Compliant | Non-Compliant | Non-Applicable | **Comments** |
| 4204(b) (2)(H) | **Partnerships: (#4)**Is there evidence that there is a partnership between a local educational agency, a community-based organization and another public entity or private entity if appropriate? | * Memoranda of understanding, contracts, advisory committee minutes, evidence of planning & communication between partners. Evidence of signed assurances
* Documented evidence of partnership
 |  |  |  |  |
| 4204(b) (2)(J) | Is there evidence of the eligible entity’s experience in providing educational and related activities that complement and enhance the academic performance, achievement, and positive youth development of the students? The partner(s) contribute to the quality and sustainability of the program. | * Description of entity’s experience providing activities listed (4205(a)(1-12))
* Tangible and relevant evidence of the partner(s)’ contributions to the quality and sustainability of the program.
 |  |  |  |  |
| 4204(b) (2)(D) | **Collaboration & Communication: (#5)**Is there evidence that the program was developed and carried out in collaboration with the schools the students attend?How is communication between school staff and after-school staff accomplished? | * Staff minutes, advisory committee minutes, written descriptions by staff members and interviews with school staff.
* Send ODE examples from advisory minutes, meetings and presentations to teacher meetings, school board, community partnerships, etc.
 |  |  |  |  |
| 4204(b) (2)(C)  | **Coordinated Funding: (#6)**Is there evidence that federal, state, and local programs are combined or coordinated with the 21st CCLC to make the most effective use of public resources? | * List other funds and programs and documentation of the way those programs and resources support and work with 21st CCLC.
 |  |  |  |  |
| 4204(b) (2)(K) | **Sustainability Plan: (#7)**Is there evidence of efforts & progress toward a plan to continue this effort after funding from the community learning center grant runs out?  | * Show evidence of continuing funding for the centers.
* List advisory committee Member partners.
* Provide ODE written sustainability plan. Include progress notes and next action steps.
* Partner contributions (in-kind or resources)
 |  |  |  |  |

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| Section #4 Management and Staffing |
| **Law Reference** | **Criteria** | **Supporting Documentation** | Compliant | Non-Compliant | Non-Applicable | **Comments** |
| 21st CCLC RFP | **Management Plan: (#12)**Describe the program management plan. | * Written staff development plan
* List of attended trainings and meeting notes
 |  |  |  |  |
| 21st CCLC RFP | **Staff & Volunteer Training: (#13)**Describe the program’s staffing patterns.Does the program use volunteers? If so, how are they screened and trained?Does the program assess the training needs of staff? Is there a written plan for staff development? | * Staff & volunteer scheduled trainings and training records
* Volunteer recruitment & screening process
* All staff development plans and training schedules
* Send ODE staff development plan and a schedule of trainings provided, who attended and those to be held. Include volunteer training plan(s) and schedule(s) as applicable.
 |  |  |  |  |
| 4204(b) (2)(M) | When senior volunteers are used, (if applicable) is there evidence that the grantee encouraged and used appropriately qualified seniors to serve as volunteers? | * Senior volunteer recruitment materials & announcements targeted toward seniors; training agenda
* Interview senior volunteers
* Send ODE senior volunteer materials
 |  |  |  |  |

| Section #5 Program Evaluation |
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| **Law Reference** | **Criteria** | **Supporting Documentation** | Compliant | Non-Compliant | Non-Applicable | **Comments** |
| 4205(b) (2)(A) | **Evaluation Plan: (#14)**Is there evidence the grantee is implementing a periodic evaluation to assess progress toward achieving its goal of providing high quality opportunities for academic enrichment? | * Provide evidence that the original approved evaluation plan is being followed; or revisions are being used to assess progress
* Interview staff, partners, and evaluators
* Send ODE annual evaluation reports (including pre/post data on short term formative assessment measures)
 |  |  |  |  |
| 4205(b) (2)(B)(i) | Is there evidence that the results of the evaluation in 4205(b) (2) (B) is, has been, or will be used to refine, improve and strengthen the program or activity and refine the performance measures? | * Evidence of changes in the program schedule, activities, or staffing
* Interview advisory committee; minutes and work plan
* Send ODE evidence how the evaluation report was used to refine and improve the program.
 |  |  |  |  |
| 4205(b) (2)(B)(ii) | Is there evidence that the results of the evaluation in 4205(b) (2)(B)(i) have been made available to the public upon request, with public notice of such availability provided? | * Send ODE evidence of how evaluation reports were publicly disseminated: the public notice and delivery of evaluation reports to families of participants & partners and community at-large.
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| Section #7 Equitable Services to Private Schools |
| **Law Reference** | **Criteria** | **Supporting Documentation** | Compliant | Non-Compliant | Non-Applicable | **Comments** |
| **PS-A** | The district served by Title IV-B provided opportunities for teachers of participating private schools to participate, on an equitable basis, in professional development activities. ESEA 1120(a), 2122(b), 5142(a), 9501 | * Where applicable, approved Title I-A & II-A CIP Budget Narratives describe professional development activities for private school teachers
 |  |  |  |  |
| **PS-B** | The district served by Title IV-B provided services to private schools students and teachers in an equitable manner based on the needs of the private school desiring to participate. ESEA 1120(a), 5142(a), 9501 | * Where applicable, approved Title I-A & II-A CIP Budget Narratives describe equitable services & activities for private school students & teachers
 |  |  |  |  |
| **PS-C** | The district served by Title IV-B maintains records of its effort to resolve any complaints made by private school representatives. ESEA 9501, 9503 | * Signed assurance submitted with CIP Budget Narrative
 |  |  |  |  |
| **PS-D** | The district served by Title IV-B has complied with the requirements for consultation with private school officials in a timely manner. ESEA 1120(b), 2122(b), 5142(a), 9501 | * Copy of letters & communication sent to private schools
* Copy of written affirmations signed by private school officials that consultation occurred

<http://www.ode.state.or.us/search/page/?=3345> |  |  |  |  |
| **PS-E** | Title IV-B services provided to private school children were provided by employees of the district or contracted by the district. ESEA 1120(d) | * Contracts of individuals providing services to private school children. (Only private schools participating in Title I-A)
 |  |  |  |  |