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 #1 Needs and Resources | | | | | | |
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| **Law Reference** | **Criteria** | **Supporting Documentation** | Compliant | Non-Compliant | Non-Applicable | **Comments** |
| 4204(b) (2)(I),  4205(b) (1)(A) | **Needs Assessment: (#1**)  Is there evidence of an evaluation of community needs and available resources for the community learning center and a description of how the program is addressing those needs (including the needs of working families)? | * Include updated needs assessment based upon most up to date objective data. * Student needs survey results, data summaries, assessments, parent surveys, etc. Include the most recent data available. |  |  |  |  |
| 4204(b) (2)(F) | **Recruitment: (#2)**  Is there evidence that program primarily targets students who attend schools eligible for school-wide programs and the families of such students?  (How are students selected and retained?)  Is there a waiting list? How are students involved in planning? | * Include your program’s recruitment plan (include amendments), calendar, and current enrollment lists along with demographic information. * Include posters, videos, clips, rosters, wait lists, program abstract, recruitment events, etc. * Include current site wait lists & criteria. |  |  |  |  |
| 4204 (b) (2)(1) | **Attendance: (See site evaluation)**  Is the program serving the number of students indicated in the approved grant application?  (What is the regular attendance for each site? What is the staff to student ratio?) | * Include attendance records for each site during the current year. Do not send ODE student-identifiable data. * Send ODE examples of YTD retention rates for all sites. * Prepare original attendance documents for ODE review at the time of the visit. |  |  |  |  |
| 4204(b) (2)(A)(iii) | **Dissemination: (#3)**  Is there evidence that the information has been disseminated about the community learning center (including its location) to the community in a manner that is understandable and accessible? | * Copy of published announcements, online information, newspaper, School Board, PTA, examples of marketing and recruitment (coordinated with community entities), video on cable TV, social media or other methods) |  |  |  |  |

| 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) |  |  |  |  |

| Section #3 Program Design | | | | | | |
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| **Law Reference** | **Criteria** | **Supporting Documentation** | Compliant | Non-Compliant | Non-Applicable | **Comments** |
| 4201(a) (1) 4205(a) | **Academic Activities: (See calendar/lesson plans)**  Is there evidence that the program includes academic activities? What specifically? | * Send ODE schedule of activities. * Include program calendar and weekly schedule for each site. * Sample lesson plans for each site & annual student academic outcome measures. |  |  |  |  |
| 4201(a) (1-3)  4205 (a) (1) – (12)  ODE RFP Pgs. 3, 17 4204(b) (2)(B)  4205(b) (1)(C) | Are the program’s academic services aligned with Oregon State Standards in Reading, Math, and/or Science and the Oregon Diploma requirements?  Are the after-school program goals aligned with the School Improvement plan to meet the needs of students in the regular school day?  Is the program evidence-based? | * Send ODE information that links afterschool activities and academic achievement. * Provide evidence that all activities being provided are included in the approved application. * Student’s Annual Program Review results * Schedule of academic activities * Evidence academic activities help improve student academic achievement. |  |  |  |  |
| 4201(a) (2);  4205(a); 4204(a) (2); ODE RFP Pgs. 16-19, incl. Att. F | **Enrichment Activities: (#8)**  Is there evidence that the program includes enrichment activities as approved in the application?  What specifically? | * Give examples of recreational activities & rationale for each. * Schedule and observation of enrichment activities |  |  |  |  |
| 4201(a)  (3) | **Family Education Activities: (#9)**  Is there evidence that the program includes family education/literacy activities?  What specifically? | * Show evidence of types of activities * Annual program report and interview |  |  |  |  |
| ODE RFP Pgs. 5-6, 21 | **Program Hours/Schedule: (See site evaluation)**  Are the weekly operational hours consistent with the approved grant application? (Req’d minimum: 12 add’l hours/week, 4 days/week) | * Site schedules as approved * Student attendance records per site. * Site and data observations |  |  |  |  |
| 4204(b) (2)(A)(i)  4204(c) | **Safety: (#10)**  Is there evidence that the program takes place in a safe and easily accessible facility?  If activities are taking place in a location other than a school, is there evidence that the location is at least as available and accessible to the students as if the program were located in an elementary school or secondary school? | * Photos, analysis by the district or the agency risk manager * Evidence that the facility is ADA accessible * Assessment of facility by school risk manager or other safety officer able to make assessment. * Send ODE an assurance from risk manager. * Onsite observation results |  |  |  |  |
| 4204(b) (2)(A)(ii) | Is there evidence that students participating in the program travel safely to and from the center and home? | * Send description from program, parent handbook, or transportation notices. * Program enrollment forms with student travel plans. * Send ODE parent handbook or information on transportation safety and protective services. |  |  |  |  |
| 4204(b) (2)(E) | **Principles of Effectiveness: (#11)**  Is there evidence that the activities are meeting the principles of effectiveness? | * See 4205(b)(1)(C) * Application * Provide evidence that the program or activity helps students meet State & local student academic achievement standards * Provide evidence that the program or activity undergoes periodic evaluation to assess its progress toward achieving its goals * Provide evidence that evaluation results are used to refine, improve, and strengthen the program or activity and are made available to the public, with public notice provided. |  |  |  |  |

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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. |  |  |  |  |

| Section #6 Fiscal Compliance | | | | | | |
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| **Law Reference** | **Criteria** | **Supporting Documentation** | Compliant | Non-Compliant | Non-Applicable | **Comments** |
| Federal Audit Regulations | Is there documentation that 21st CCLC funds are maintained in a separate account? **(#15)** | * Provide a detailed expenditure report for the current program year.   NOTE: This report should clearly show the title of funds, expenditure category, and vendor. |  |  |  |  |
|  | Is there evidence of inventories and invoices for materials and equipment purchased with 21st CCLC? | * Send 21st CCLC Inventory List to include the inventory items purchased in cost-sharing with other resources (identified with percentage). |  |  |  |  |
|  | Is there evidence that supplies, materials, and equipment purchased with 21st CCLC funds are used for intended purposes? | * Documentation confirming and identifying items; labeling |  |  |  |  |
| Federal Audit Regulations | Is there evidence of time and effort schedules for employees of the grant program? | * Timesheets or other records verifying procedures for single-funded employees and those funded by multiple sources. * Include written verification procedures for employee timesheets |  |  |  |  |
| 4204(b) (2)(G) | Is there evidence the funds are used to supplement and not supplant? | * Specific documentation * Expenditure reports * Interviews * 21st CCLC budget |  |  |  |  |
| Federal Audit Regulations | Is there evidence that any prior audit problems, exceptions, findings, and/or site visit concerns have been resolved and corrected? | * Most recent audit report   NOTE: ODE will review audit report. |  |  |  |  |
| Federal Audit Regulations | Is there evidence that funds have been spent for purposes outlined in applicable OMB Circular and have not been used for non-allowable costs? | * Detailed expenditure report [including   (1) object category,  (2) vendor name,  (3) amount & date.   * Send detailed expenditure report. |  |  |  |  |
|  | Has ODE been notified of any changes in program management? (Name of person responsible for program coordination) | * Interviews & program updates (List program staff changes) * Correspondence (e-mail or more formally |  |  |  |  |
|  | Has fiscal agent notified ODE of changes over 10% of total budget? (Use object codes) | * Interview * Provide documentation of Amendment, budget impacts and ODE approval. |  |  |  |  |

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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) |  |  |  |  |