

Comprehensive Site Visit for 21st Century Community Learning Centers

Grantee: _____ Grant Cohort _____ Site: _____
Iowa Dept. of Education Consultant: Vic Jaras Date(s) of Visit: _____

After 3 years, reasonable progress is expected in this grant program and should be validated with measurable data. The Ratings for the areas checked in depth are (Exceptional, Acceptable, Needs Revision (outline what must be done ASAP), and Not Acceptable). The Performance measures of the grant agreement, local evaluation, and progress with reading, math, attendance and behavior (GPRA measures reported to Congress each year) are reviewed.

(j) Renewability of awards-A State educational agency may renew a subgrant provided under this part to an eligible entity, **based on the eligible entity's performance during the preceding subgrant period.** (Pub. L. 89–10, title IV, §4204, as added Pub. L. 107–110, title IV, §401, Jan. 8, 2002, 115 Stat. 1769 ; amended Pub. L. 114–95, title IV, §4201(a), Dec. 10, 2015, 129 Stat. 1988 .)

[http://uscode.house.gov/view.xhtml?req=\(title:20%20section:7174%20edition:prelim\)](http://uscode.house.gov/view.xhtml?req=(title:20%20section:7174%20edition:prelim))

Program Director will send an electronic copy of the sustainability plan and Professional Development Plan for review 1 week before the visit. Program Director will schedule the meetings (outlined below) to review the progress of the program from beginning to the present.

- 1- **Review Sustainability Plan** (List of Community Partners with their contact information)
 - a. How many Partners will be sustained in the future?
 - b. How many new partnerships have been added?
 - c. What work was done to increase partnerships?
- 2- **Meeting (1) with Program and School Administration** (discuss sustainability plan, student achievement and community partnerships)
 - a. What did the program contribute to reducing the achievement gap?
 - b. What were major successes?
 - c. What were some challenges? And how were they resolved?
- 3- **Review Attendance Data** (Review the original attendance goals)
 - a. If attendance exceeded goals, what were the reasons?
 - b. If attendance did not meet goals, what were the reasons?
- 4- **Review Student Achievement data** (compare results with original goals)
 - a. Progress in meeting literacy achievement goals
 - b. Progress in meeting Math achievement goals
- 5- **Meeting (2) with Finance** (discuss budget priorities and financial readiness to sustain the work with reduced funding and after the grant has expired)
 - a. Are claims sent in every quarter?
 - b. Are claims sent in for State Fiscal Year deadline (Aug 15)?
 - c. Are Claims sent in for Federal Grant deadline (encumbered by Sept 30)
- 6- **Meeting (3) with Community Partners** (discuss the project and future collaborative goals)
 - a. Describe your input into the 21st CCLC program
 - b. Why do you feel this program is important to your community?

Comprehensive Site Visit for 21st Century Community Learning Centers

- 7- **Meeting (4) with Parents** (and children) to discuss impact of the program.
 - a. What is the community perception of the program? Does it meet their needs? What can be done to improve?
 - b. How do parents and students rate the program? How does it benefit them as parents?
 - c. How does the program benefit children? Provide examples.
 - d. **At Middle School and High School- A student leadership team meeting is required.**
- 8- **-Meeting (5) with program staff** (describe your role in the program)
- 9- **-Meeting (6) with program administration to discuss Local Evaluation results. (required).**

A Quality program should be acceptable in every single category and will have a few exceptional areas. A poorly run program will have multiple areas of non-compliance that will need immediate attention. However, a grantee may have had unforeseen issues that need to be addressed. The needs revision rating allows for corrective action. A program should not have more than a few “needs revision” ratings. **Any not acceptable rating may be cause for termination of grant funding.** Grantees will be expected to submit a written response within 10 days to the finding of this comprehensive visit for any deficiencies.

LIST OF DOCUMENTS TO BE REVIEWED:

1. Sustainability Plan
2. Professional Development Plan
3. Local Evaluation (Goals and Objectives)
4. Guide to Program Budgets (Finance)
5. Student Achievement Data (reading and math)
6. Behavior Data provided by the building principal
7. Attendance Data by site. Did the program meet the 80% goal by 3 years?
8. Documentation of providing 60 hours per month of programming and 30 days of Summer School as a minimum requirement of the grant.
9. If fees are charged, we require a list of all the students who are paying fees and a list of their free and reduced lunch status to be reviewed.
10. Other program documents as requested.

Comprehensive Site Visit for 21st Century Community Learning Centers

CATEGORY RATING:	EXCEPTIONAL	ACCEPTABLE	NEEDS REVISION	NOT ACCEPTABLE
1. Review Sustainability Plan (List of Community Partners with their contact information) <ol style="list-style-type: none"> 1- How many Partners will be sustained in the future? 2- How many new partnerships have been added? 3- What work was done to increase partnerships? 				

CATEGORY RATING:	EXCEPTIONAL	ACCEPTABLE	NEEDS REVISION	NOT ACCEPTABLE

2. Meeting (1) with Program and School Administration (discuss sustainability plan, student achievement and community partnerships) <ol style="list-style-type: none"> a. What did the program contribute to reducing the achievement gap? b. What were major successes? c. What were some challenges? And how were they resolved? 				
--	--	--	--	--

Comprehensive Site Visit for 21st Century Community Learning Centers

CATEGORY RATING:	EXCEPTIONAL	ACCEPTABLE	NEEDS REVISION	NOT ACCEPTABLE
3. Review Attendance Data (Review the original attendance goals form D2) <ol style="list-style-type: none"> 1- If attendance exceeded goals, what were the reasons? 2- If attendance did not meet goals, what were the reasons? 				

Comprehensive Site Visit for 21st Century Community Learning Centers

CATEGORY RATING:	EXCEPTIONAL	ACCEPTABLE	NEEDS REVISION	NOT ACCEPTABLE
<p>4. Review Student Achievement data (compare results with original goals)</p> <ul style="list-style-type: none"> Progress in meeting literacy achievement goals 				
<ul style="list-style-type: none"> Progress in meeting Math achievement goals 				
Comprehensive Site Visit for 21 st Century Community Learning Centers				
CATEGORY RATING:	EXCEPTIONAL	ACCEPTABLE	NEEDS REVISION	NOT ACCEPTABLE
<p>5. Meeting (2) with Finance (discuss budget priorities and financial readiness to sustain the work with reduced funding and after the grant has expired)</p> <ul style="list-style-type: none"> Are claims sent in every quarter? Are claims sent in for State Fiscal Year deadline (Aug 15)? and for Federal Grant deadline (encumbered by Sept 30) Has finance reviewed the Guide to Program Budgets for 21st CCLC? Are expenses coded correctly? 				

Comprehensive Site Visit for 21st Century Community Learning Centers

<ul style="list-style-type: none"> • Are percentages met (8% for Admin, Transportation. 5% for PD, 4% for Evaluation) and properly billed? • If fees charged- review a list of all children for equity. Grantee must provide the SEA with documentation of all fees (and other program income) Program income must be deducted from your grant award. • Other Financial issues? 				
Additional Finance Concerns or comments:				
CATEGORY RATING:	EXCEPTIONAL	ACCEPTABLE	NEEDS REVISION	NOT ACCEPTABLE
<p>6. Meeting (3) with Community Partners (discuss the project and future collaborative goals)</p> <ul style="list-style-type: none"> • Describe your input into the 21st CCLC program • Why do you feel this program is important to your community? • How does your community group contribute to the program? • How do you help the program with the four main goals (Reading, Math, Attendance, Behavior)? 				
Additional Community Partners Concerns or comments:				
Comprehensive Site Visit for 21st Century Community Learning Centers				
CATEGORY RATING:	EXCEPTIONAL	ACCEPTABLE	NEEDS REVISION	NOT ACCEPTABLE
<p>7. Meeting (4) with the parents (parents, children) to discuss impact of the program.</p>				

Comprehensive Site Visit for 21st Century Community Learning Centers

<p>1- What is the parent/ child perception of the program? 2- Does this program help your child? 3- What can be done to improve?</p>				
<p>Parent Concerns or additional comments:</p>				
<p>8. (Required for MS and HS Students) Optional for Elementary. Student Leadership Team Meeting.</p> <p>How often do you meet?</p> <p>What projects have you done?</p> <p>What leadership tasks have you performed?</p>				
<p>Comprehensive Site Visit for 21st Century Community Learning Centers</p>				
<p>CATEGORY RATING:</p>	<p>EXCEPTIONAL</p>	<p>ACCEPTABLE</p>	<p>NEEDS REVISION</p>	<p>NOT ACCEPTABLE</p>
<p>7. Meeting (4) with the staff to discuss impact of the program.</p> <p>1- What is your role in the program? 2- Do you have regular professional Development? Describe. 3- Have you noticed any life changing moments by children in the program? 4- Suggestions for improvement?</p>				
<p>Concerns or additional comments:</p>				

Comprehensive Site Visit for 21st Century Community Learning Centers

Comprehensive Site Visit for 21st Century Community Learning Centers				
CATEGORY RATING:	EXCEPTIONAL	ACCEPTABLE	NEEDS REVISION	NOT ACCEPTABLE
<p>7. Meeting (5) with Administration to discuss the local evaluation (required by ESSA).</p> <p>Did the program meet the application goals and objectives?</p> <p>Review the data.</p>				

"ESSA-Evaluation-(iii) used by the State to determine whether a subgrant is eligible to be renewed under section 4204(j)."

Additional Comments:

Outcome:

- Recommended for 2 years of additional funding at 75% of first year Award.
- Compliance plan (for categories that need revision) and documentation required (timeline in comments)

Grant Recommended for Termination. Evidence of Not Acceptable performance, grant violations will be noted below: The grant is provided as a three year grant.

Comprehensive Site Visit for 21st Century Community Learning Centers

Failure to meet performance measures and or multiple violations are grounds for non-renewal.

D2.3. The Contractor (grantee) fails to make substantial and timely progress toward performance of the Contract; For additional information on Termination please see Appendix D. Contractual Terms

Signatures:

I/we certify that this On-Site Comprehensive Monitoring Visit was conducted on (date) _____ and was reviewed with representatives of the program/agency grantee at the exit interview. The grantee, if identified for improvement, will complete the required improvement plan and submit documentation for each item within the time specified. The grantee has 10 days to respond in writing to any adverse findings requiring an improvement plan or recommendation for termination.

DE Consultant: _____ Date: _____

(Signature)

PRINT BELOW:

Program/Agency Representative: _____

(Print)

Title: _____

Program/Agency Representative: _____ Date: _____

(Signature)

OPTIONAL NOTIFICATIONS:

Comprehensive Site Visit for 21st Century Community Learning Centers

Principal _____ Email _____

If you are identified as non-compliant in multiple areas, this means the grantee did not seek out technical assistance from the SEA during the three years of prior funding. We provide the criteria in advance for all site visits which align with federal statute, state laws and grant rules.

If a [non-Federal entity](#) fails to comply with Federal statutes, regulations **or the terms and conditions of a Federal award**, the [Federal awarding agency](#) or [pass-through entity](#) may impose additional conditions, as described in [§ 200.207](#) Specific conditions. If the [Federal awarding agency](#) or [pass-through entity](#) determines that noncompliance cannot be remedied by imposing additional conditions, the [Federal awarding agency](#) or [pass-through entity](#) may take one or more of the following actions, as appropriate in the circumstances:

- (a) **Temporarily withhold cash payments pending correction of the deficiency** by the [non-Federal entity](#) or more severe enforcement action by the [Federal awarding agency](#) or [pass-through entity](#). *(Quarterly reimbursements can be put on hold until the issues are resolved)*
- (b) **Disallow** (that is, deny both use of funds and any applicable matching credit for) all or part of **the cost of the activity or action not in compliance**.
- (c) **Wholly or partly suspend or terminate the Federal award**.
- (d) **Initiate suspension or debarment proceedings** as authorized under [2 CFR part 180](#) and [Federal awarding agency](#) regulations (or in the case of a [pass-through entity](#), recommend such a proceeding be initiated by a Federal awarding agency).
- (e) **Withhold further Federal awards for the project or program**. *(You cannot apply for additional grants while in non-compliance).*
- (f) **Take other remedies that may be legally available**. *(Audits or full repayment of grant award funds not spent in compliance)*

<https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-338>
