

<b>Subgrantee Name:</b>			
<b>Review Date:</b>		<b>Review Period:</b>	<b>Test Month:</b>
<b>Program Contact Name:</b>	<b>Program Contact Phone #:</b>	<b>Program Contact Email:</b>	
<b>Official Program Start Date at Each Site</b>			
<b>Site #1:</b>	<b>Site #2:</b>	<b>Site #3:</b>	<b>Site #4:</b>
<b>Projected Number of Students as per contract:</b>		<b># of Students Served (Youthservices):</b>	<b># of Regular Attendees (Youthservices):</b>

**TITLE IV, PART B – NITA M. LOWEY 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS (21<sup>ST</sup> CCLC)**

A Community Learning Center assists students in meeting State and local academic achievement standards in core academic subjects, such as reading and mathematics, by providing the students with opportunities for academic enrichment activities and a broad array of other activities during non-school hours or periods when school is not in session (such as before and after school or during summer recess) that reinforce and complement the regular academic programs of the schools attended by the students served and offers families of students served by such center opportunities for literacy and related educational development. §4201(b)(1)

**Student Attendance**

<b>Critical Element: Attendance Review</b>	<b>Supporting Documentation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Sign-in and Sign-out Student Procedures <ul style="list-style-type: none"> <li>• Student Sign-in sheets</li> <li>• Student/Teacher Ratio</li> </ul> EDGAR §76.770 §4202(c)(3)(A); §4204(b)(2)(N)	<ul style="list-style-type: none"> <li>• Copies of sign-in sheets for the test month showing that students signed in and out correctly</li> <li>• The no. of students served must be either: 1 teacher to 15 students or 1 teacher to 10 students, with justification</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Safety Review**

<b>Critical Element: Safety</b>	<b>Supporting Documentation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1. Proof of Insurance EDGAR §76.770 §4202(c)(3)(A); §4204(b)(2)(A)(ii)	<ul style="list-style-type: none"> <li>• Copies of insurance for vehicles that transport students for the 21st CCLC program</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Fire Marshal's Report EDGAR §76.770 §4202(c)(3)(A) §4204(b)(2)(A)(i)	<ul style="list-style-type: none"> <li>• Dates of review within the last year</li> <li>• Approved fire extinguishers</li> <li>• Provider meets the maximum # of occupants</li> <li>• Name of inspector and badge #</li> <li>• Facility is Handicapped Accessible</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**NITA M. LOWEY 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS PROGRAM ASSESSMENT**

**Safety Review**

Critical Element: Safety	Supporting Documentation	Yes	No	N/A	Comments
3. Liability Insurance EDGAR §76.770 §4202(c)(3)(A) §4204(b)(2)(A)(i)	<ul style="list-style-type: none"> <li>Insurance Agency Name _____</li> <li>Policy Number _____ and period it covers _____</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Background Checks EDGAR §76.770 §4202(c)(3)(A) §4204(b)(2)(A)(i) §4204(b)(2)(I)	<ul style="list-style-type: none"> <li>Proof of background checks for staff</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Fiscal Review**

Critical Element: Fiduciary Accountability	Supporting Documentation	Yes	No	N/A	Comments
1. Fiscal review of records  2. Payroll EDGAR §76.770 §4202(c)(3)(A) §4204(b)(2)(N)	<ul style="list-style-type: none"> <li>Identification of a separate checking account and/codes for 21st CCLC; and Policy and Procedure Manual for purchases and reimbursements</li> <li>Staff sign-in sheets</li> <li>Contracts for contractors</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Linkage with the School Day**

Critical Element: Collaboration with Stakeholders	Supporting Documentation	Yes	No	N/A	Comments
1. Regular communication between 21st CCLC staff and school day staff §4204(b)(2)(D)(i)	<ul style="list-style-type: none"> <li>Copies of agenda, sign-in sheets, meeting notes, emails</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Evidence of community collaboration with partners in program activities, i.e., active advisory council volunteers, mentors, service learning opportunities, additional funding sources, etc. §4204(b)(2)(A)(iii); 4204(b)(2)(D)(i); §4204(b)(2)(H)(I); §4205(a)(14)	<ul style="list-style-type: none"> <li>Documents that reflect what activities, when meetings were held, who attended</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Linkage with the School Day**

<b>Critical Element: Collaboration with Stakeholders</b>	<b>Supporting Documentation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
3. Alignment of parent and family engagement activities with the 21st CCLC requirements. §4205(a)(10)	<ul style="list-style-type: none"> <li>• Topics discussed</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Academics**

<b>Critical Element: Improving Academic Achievement</b>	<b>Supporting Documentation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1. Alignment of 21st CCLC activities with LDOE initiatives (Ex. literacy, numeracy and STEM/STEAM) EDGAR §76.770 §4202(c)(3)(A); §4204(b)(2)(B) §4204(b)(2)(D)(ii); §4205(a)(1)-(14)	<ul style="list-style-type: none"> <li>• Copies of schedules, professional development agendas, sign-in sheets</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Critical Element: Academic Enrichment</b>	<b>Supporting Documentation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1. Evidence that a variety of academic enrichment activities are offered to engage students and increase academic improvement EDGAR §76.770 §4202(c)(3)(A); §4204(b)(2)(B); §4204(b)(2)(I); §4205(a)(1)-(14)	<ul style="list-style-type: none"> <li>• Copies of schedules, student surveys, field trip forms aligning activities to lessons</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Critical Element: Academic Recreation &amp; other Activities to Support Student Success</b>	<b>Supporting Documentation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1. Evidence of a variety of well-rounded education & recreational activities that support a healthy & active lifestyle, emphasize skill development, & offer programs such as credit recovery & literacy education, or provide needed assistance to students to improve their academic achievement. EDGAR §76.770 §4202(c)(3)(A); §4204(b)(2)(I) §4205(a)(2)-(14)	<ul style="list-style-type: none"> <li>• Copies of schedules, student surveys, field trip forms aligning activities to lessons</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**NITA M. LOWEY 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS PROGRAM ASSESSMENT**

Self-Assessment					
Critical Element: Subgrantee Monitoring	Supporting Documentation	Yes	No	N/A	Comments
1. Evidence that the subgrantee utilizes results of the monitoring efforts and evaluations to refine, improve, and strengthen the program and performance measures. §4204(b)(2)(E) §4205(b)(2)(B)(i)	<ul style="list-style-type: none"> <li>Provide documents for review to show how the subgrantee is monitoring the grant at the site level and the program level through self-monitoring and evaluations</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Subgrantee Needs:**

<input type="radio"/> Technical Assistance	<input type="radio"/> Professional Development	<input type="radio"/> Data Management	<input type="radio"/> Other
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**LDOE Recommendations:**

<input type="radio"/> Submit the following;	<input type="radio"/> Additional Follow-up;	<input type="radio"/> Schedule Next Monitoring Review ___ Year 2 or ___ Year 3
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2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
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Subgrantee acknowledges review and receipt of recommendations provided by LDOE during the Year 1 Review.

<b>21st CCLC Subgrantee Project Director Signature:</b> X	<b>Date:</b>
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<b>LDOE 21st CCLC Monitor Signature:</b> X	<b>Date:</b>
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