

# Virginia Department of Education

Preparing for a Monitoring Visit  
Title IV, Part B

21<sup>st</sup> Century Community Learning Centers  
(21<sup>st</sup> CCLC)



# Presentation



21<sup>st</sup> CCLC

Spring Institute

March 19, 2014

# Monitors

❖ *Betty Hornick*

❖ *Janice Marston*

❖ *John Conti*

❖ *Ruth Murray*

❖ *Hope Trivette*

# Why Monitor?

- Federal government requirement;
- Need for continuous improvement;
- Compliance with reporting requirements;
- Early identification of promising practices;
- Opportunity to share experiences;
- Identification of needs for technical assistance; and
- Financial accountability.

# Location of the Federal Program Monitoring Protocol

21<sup>st</sup> CCLC Website  
(resources)

[http://www.doe.virginia.gov/federal\\_programs/esea/title4/part\\_b/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml)



http://

# Virginia Department of Education (VDOE) Website

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VDOE Home	<h2>TITLE IV</h2> <hr/> <h3> PART B: 21ST CENTURY COMMUNITY LEARNING CENTERS</h3> <hr/> <p>The 21st Century Community Learning Centers (Title IV, Part B) program supports the creation of opportunities for academic enrichment during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local standards in core academic subjects, such as reading and mathematics; offers students enrichment activities that complement regular academic programs; and offers literacy and other educational services to the families of participating children.</p> <p>VDOE funds, through a competitive process, projects that provide significant expanded learning opportunities for children and youth, and that will assist students to meet or exceed state and local standards in core academic subjects.</p> <h2>2013-2014 Competitive Grant Program</h2> <h3>Application Process</h3> <p>All 21st CCLC grants are awarded on a competitive basis. The deadline for submitting applications is April 26, 2013. VDOE will give priority to applications that meet any or all of the following criteria:</p> <ul style="list-style-type: none"><li>■ Joint applications between at least one school division and at least one public or private community organization;</li><li>■ Propose to serve students in schools that either are Priority Schools, Conditionally Accredited Reconstituted or Accreditation Denied for the 2012-2013 school year;</li><li>■ Proposals to serve students in middle or high schools; or</li><li>■ Proposals to serve students who attend schools with free and reduced-price lunch eligibility of 75 percent or</li></ul>	<h3>Federal Programs</h3> <hr/> <h4>ELEMENTARY &amp; SECONDARY EDUCATION ACT (ESEA)</h4> <hr/> <b>MAIN MENU</b> <hr/> <a href="#">ESEA Flexibility</a> <hr/> <a href="#">Title I: Improving the Academic Achievement of the Disadvantaged</a> <hr/> <a href="#">Title II: Preparing, Training &amp; Recruiting High Quality Teachers &amp; Principals</a> <hr/> <a href="#">Title III: Language Instruction for Limited English Proficient &amp; Immigrant Students</a> <hr/> <a href="#">Title IV: 21st Century Schools</a> <hr/> <a href="#">Title V: Promoting Informed Parental Choice &amp; Innovative Programs</a> <hr/> <a href="#">Title VI: Flexibility &amp; Accountability</a> <hr/> <a href="#">Title VII: Indian, Native Hawaiian &amp; Alaska Native Education</a> <hr/> <a href="#">Title VIII: Impact Aid Program</a> <hr/> <a href="#">Title IX: Equitable Services to Private Schools</a>
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# 2013-2014 Program Monitoring Protocol

The protocol focus areas include the following:

1. Operational Information
2. Grantee Compliance Requirements
3. Continuation Application

# Protocol Design

## Grantee Compliance

Requirement	Documentation Examples	Is sufficient documentation provided?
38 Specific Areas	Multiple Array of Opportunities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <u>Comments:</u>

# 38 Reporting Statements

- ✓ **Safety / Security**
- ✓ **Students**
- ✓ **Sustenance**
- ✓ **Sustainability**
- ✓ **Supplanting**



# Monitoring Logistics



- **Monitoring will take place in March, April, and May of 2014.**
- **The monitoring will be conducted by consultants representing the Office of Program Administration and Accountability at the VDOE.**
- **Consultants will contact grant coordinators to schedule the monitoring visit.**

# Post Visit

Following the visit, divisions will receive a letter indicating whether the division was in full compliance or whether there are areas of non-compliance.



# Preparation for Monitoring Visit

## Phase 1: Before the Visit

- Prepare responses to requirement indicators.
- Gather electronic or hard copy evidence for each indicator.



# Preparation for Visit

## Phase 2: On-site Procedures

- **Develop a schedule for the monitoring visit with the monitor.**
- **Coordinate in advance if more than one grantee representative needs to be on-site for the interview.**
- **Provide a location for state and grantee representatives to meet.**

# Monitoring Visit

## Phase 3: Follow Up

Provide documentation as requested by VDOE staff.



# Monitoring Summary

- **Most items are addressed in advance by the local grant coordinator working with the state 21<sup>st</sup> CCLC specialist assigned to the division.**
- **Recent history shows that most grantees have no monitoring findings.**
- **When findings are found, they are usually corrected either on-site or shortly thereafter.**

# Monitoring Summary

- Program monitoring is an opportunity for grantees to showcase their programs.
- Monitoring typically results in on-site technical assistance.
- The preparation and organization displayed by the grantees have been stellar.

# Contact Information

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**Title IV, Part B**

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