

Appendix J: Extended Learning Monitoring Tool

To be completed by the Grantee point of contact:

Grantee:	Grant/Cohort:	Date of Site Visit:
Director of Program:	Phone:	Email:
Mailing Address:		
Sites Visited:		

EDGAR: The non-federal entity must monitor its activities under federal awards to assure compliance with applicable federal requirements and that performance expectations are being achieved (2 C.F.R. § 200.329).

The purpose of this monitoring tool is to improve the quality of extending learning programs and to assess the use of best practices in youth programming. The goal of the program is to motivate all students to reach their optimal academic potential and social development by engaging in meaningful educational and enrichment activities in collaboration with staff, parents, volunteers, and community partners.

The monitoring process may include site visits and observations by Tennessee Department of Education (department) staff, as well as interviews with program personnel and participants. Program staff may be asked for written documentation supporting the various indicators. Program staff may ask questions and ask for clarification or feedback regarding improvements needed.

A copy of the completed monitoring tool will be signed and returned to the program director or designee. Extended learning programs staff will review grantee file materials, as well as the findings from the monitoring process, to determine which projects to continue and the level of funding to offer.

The agency may file a written appeal to the department concerning the monitoring outcome within 10 working days from the date of the evaluation. The written appeal should be emailed to Extended.Learning@tn.gov. The appeal packet should contain materials that support the appeal. Extended Learning Programs staff will review the materials and will notify the appellant of the decision concerning granting any corrective action within 10 working days of receipt of the appeal.

DO NOT COMPLETE – FOR TDOE ONLY	
Additional Grant Compliance – TDOE Checklist	
Has a self-assessment been completed?	All monitoring tool program questions were answered with all required supporting evidence at the time of the review: ___ Yes ___ No
Has a mock monitoring been completed?	Project Director was available during the visit to answer questions: ___ Yes ___ No
Yearly 1:1 meeting with Director date:	State trainings attended:
Staff orientation conducted:	Early Childhood Division training completed:
Meeting proposed attendance numbers: ___ Yes ___ No	
Comments:	

Mock Monitoring Feedback
Best practices observed:
Strengths:
Areas needing improvement:
Urgent action items:

A. PROGRAMMING AND MANAGEMENT

Indicator 1: Program Eligibility

Monitoring Indicator		Supporting Evidence	Compliance Status	Comments
1.1	<p>The grantee has identified and is serving eligible students and their families consistent with the original grant application (or approved amendments).</p> <p>Citation: ESSA § 4204(i)(1)(A)(i)(I-II); ESSA § 4204(i)(1)(A)(ii)</p>	<input type="checkbox"/> Progress reports <input type="checkbox"/> Participant list <input type="checkbox"/> Registration forms <input type="checkbox"/> Participant eligibility data <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
1.2	<p>The grantee conducted timely and meaningful consultation with private school officials during the development of the 21st CCLC program or activities. The grantee provides proof that this consultation is <u>ongoing</u>.</p> <p>Citation: ESSA § 8501(c)</p>	<input type="checkbox"/> Policies & procedures <input type="checkbox"/> Letters and communication sent to private schools <input type="checkbox"/> Financial documentation <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A	
1.3	<p>The grantee is conducting outreach to eligible participants as described in the original grant application (or approved amendments).</p> <p>Citation: ESSA § 4204(b)(2)(A)(iii)</p>	<input type="checkbox"/> Grant application <input type="checkbox"/> Progress reports <input type="checkbox"/> Program flyers <input type="checkbox"/> Collaboration with school staff <input type="checkbox"/> Referrals	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

A. PROGRAMMING AND MANAGEMENT

Indicator 2: Program & Activities

Monitoring Indicator		Supporting Evidence	Compliance Status	Comments
2.1	The grantee provides the minimum number of hours for the grades served AND as described in the original grant application. Citation: ESSA § 4204(a)(2)(A)	<input type="checkbox"/> Description of programming <input type="checkbox"/> Program calendars/schedules <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.2	Staff follows the program schedule. Citation: TDOE ExL PM	<input type="checkbox"/> Daily schedule <input type="checkbox"/> Observation	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.3	The grantee has advertised the program and services to recruit student participation based on needs. Citation: TDOE ExL PM	<input type="checkbox"/> Written student selection criteria <input type="checkbox"/> Student registration form <input type="checkbox"/> Sample communication sent to family members or teachers about student's participation in the program	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.4	The grantee is implementing the research or evidence-based academic and enrichment practices described in the original grant application (or approved amendments). Citation: ESSA § 4204(b)(2)(J)	<input type="checkbox"/> Research documentation <input type="checkbox"/> Rationale for programming <input type="checkbox"/> Description of materials <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

2.5	<p>The grantee provides 60 minutes of intentional physical activity each week.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Program schedule <input type="checkbox"/> Lesson plans <input type="checkbox"/> Curriculum <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.6	<p>Any schedule changes are posted and communicated to parents, volunteers, and partners.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Sample communication sent	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.7	<p>The Grantee has participant eligibility requirements, schedule, non-discrimination policy, Comptrollers notice, snack/dinner menu, and program guidelines posted in public view.</p> <p>Citation: SBE Rule 0520-12-01-.15</p>	<input type="checkbox"/> A bulletin board showing each item at each site in an appropriate location.	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.8	<p>The Grantee has procedures for:</p> <p>A) filing civil rights complaints and</p> <p>B) Staff awareness of EDGAR Section 76.532 prohibiting the use of grant funds for religion.</p> <p>Citation: 34 C.F.R. § 76.532</p>	<input type="checkbox"/> Employee handbook with pages highlighted AND meeting agenda showing topics were discussed. <input type="checkbox"/> Sign in sheets <input type="checkbox"/> Staff interviews	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

2.9	<p>The program schedule and disciplinary policies are included in the parent/student handbook which is distributed at orientation or upon enrollment and clearly posted in public view.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Copy of student handbook and evidence of distribution to parents/families. <input type="checkbox"/> Handbook clearly posted	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.10	<p>Student enrollment opportunities are scheduled and advertised in the community.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Program flyers <input type="checkbox"/> Student enrollment meetings with sign-in sheets <input type="checkbox"/> Enrollment forms	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.11	<p>Adequate notice and accommodations are given to families for program orientation.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Orientation meetings with sign-in sheets <i>and</i> meeting agendas	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.12	<p>Healthy food and drinks that meet the guidelines of the After School Snacks and Suppers section of the USDA Food and Nutrition Service are provided.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Menu posted on bulletin board <input type="checkbox"/> Observed	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.13	<p>Activities align with the performance goals described in the original grant application.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Lesson plans <input type="checkbox"/> Curriculum	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

2.14	<p>Work-based learning opportunities are being offered and conducted as described by the original grant application.</p> <p>Citation: FY24 21st CCLC RFA; FY24 LEAPs RFA</p>	<input type="checkbox"/> Lesson plans <input type="checkbox"/> Partner agreements <input type="checkbox"/> Curriculum <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A	
2.15	<p>Intentional health practices are embedded into the culture of the program AND activities being offered are conducted as described by the original grant application.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Observation <input type="checkbox"/> Lesson plans <input type="checkbox"/> Curriculum <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A	
2.16	<p>The grantee is implementing the parent/family engagement activities described in the original grant application (or approved amendments).</p> <p>Citation: ESSA § 4205(a)(10)</p>	<input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Agendas <input type="checkbox"/> Schedules <input type="checkbox"/> Photos	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.17	<p>The staff keeps records of disciplinary offenses that occur during the school day and during extended learning time.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Regular school day discipline log <input type="checkbox"/> Extended Learning discipline log <input type="checkbox"/> Sample log(s) if none completed	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.18	<p>Strategies are in place for extended learning staff to work with regular school-day personnel to determine the needs of the students in the program.</p>	<input type="checkbox"/> IEP meeting notes/invites <input type="checkbox"/> Email communication with the regular school-day teacher <input type="checkbox"/> Meeting notes or agenda	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

	Citation: ESSA § 4204(b)(2)(D)(i)	<input type="checkbox"/> School visits <input type="checkbox"/> School communication log		
2.19	Students interact with each other in positive and respectful ways. Citation: TDOE ExL PM	<input type="checkbox"/> Observation <input type="checkbox"/> SEL practices	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.20	The staff works well together to meet the needs of all students and uses positive techniques to guide student behavior. Citation: TDOE ExL PM	<input type="checkbox"/> Observation <input type="checkbox"/> Training <input type="checkbox"/> SEL practices	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.21	Activities reflect an effort to raise achievement scores in reading/language arts and math based on performance goals. Citation: ESSA § 4204(b)(2)(D)(ii)	<input type="checkbox"/> Lesson plans showing links to State academic standards <i>or</i> <input type="checkbox"/> Collaboration with regular school-day teachers to supply academic content <input type="checkbox"/> Interviews with staff	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.22	A variety of enrichment activities are embedded in the program (e.g., hands-on science, art, music, etc.) as described in the original grant application (or approved amendments). Citation: ESSA § 4204(b)(2)(J)	<input type="checkbox"/> Daily schedule <input type="checkbox"/> Lesson plans <input type="checkbox"/> Pictures <input type="checkbox"/> Observation	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.23	Staff plans activities and implements them effectively so that students are engaged in the	<input type="checkbox"/> Student surveys <input type="checkbox"/> Student	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing	

	activity or learning process. Citation: TDOE ExL PM	leader/Student helper schedule or log <input type="checkbox"/> Observation	<input type="checkbox"/> Non-compliant	
2.24	Partnerships and volunteer activities enable students to participate in a variety of meaningful and fun enrichment activities. The grantee should provide an update on volunteers/partners described in the original grant application. Citation: TDOE ExL PM	<input type="checkbox"/> Partnership agreement forms <input type="checkbox"/> MOU <input type="checkbox"/> Sign-in sheets of partners and volunteers <input type="checkbox"/> Communication	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
2.25	Program partners are aware of the program goals and objectives and how their activities support the achievement of those goals. Regular communication is evident, and the program seeks input from partners in a professional manner. Citation: ESSA § 4204(b)(2)(H)	<input type="checkbox"/> Meeting agenda/notes <input type="checkbox"/> Correspondence <input type="checkbox"/> Orientation materials <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

A. PROGRAMMING AND MANAGEMENT

Indicator 3: Safety

Monitoring Indicator		Supporting Evidence	Compliance Status	Comments
3.1	The program space is clean, sanitary, and safe. Citation: ESSA § 4204(b)(2)(A)(i)	<input type="checkbox"/> Program space	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
3.2	The student/staff ratio is appropriate and safe for the specific activities conducted and meets student needs.	<input type="checkbox"/> Participant list <input type="checkbox"/> Daily schedule <input type="checkbox"/> Lesson plan	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

	Citation: SBE 0520-12-01-.15	<input type="checkbox"/> Other		
3.3	<p>Sites are aware of and practice routine safety procedures (fire, tornado, lockdown, evacuation, and others if needed) according to their emergency response plan (ERP) specific to extended learning.</p> <p>Citation: ESSA § 4204(b)(2)(A)(i)</p>	<input type="checkbox"/> Emergency Response Plan for each site <input type="checkbox"/> Documentation of practiced safety drills <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
3.4	<p>A minimum number of staff have been identified and trained in appropriate emergency management procedures and are CPR certified.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> List of program staff who have completed ERP training – include dates of training <input type="checkbox"/> Copies of CPR certification cards with the expiration date	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
3.5	<p>Sites have a secure procedure for the drop-off and pick-up of participants</p> <p>Citation: ESSA § 4204(b)(2)(A)(i)</p>	<input type="checkbox"/> Sign-in/Sign-out logs <input type="checkbox"/> Transportation plan for students <input type="checkbox"/> Approved pick-up for each student <input type="checkbox"/> Policy in parent/student handbook	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
3.6	<p>Student emergency contact and medical information are on file and easily accessible.</p> <p>Citation: SBE 0520-12-01-.15; TDOE ExL PM</p>	<input type="checkbox"/> Student emergency information in an easily accessible format	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

A. PROGRAMMING AND MANAGEMENT

Indicator 4: Staffing & Professional Development

	Monitoring Indicator	Supporting Evidence	Compliance Status	Comments
4.1	All staff, contractors, and volunteers have undergone a thorough screening and background check. Citation: SBE 0520-12-01-.05	<input type="checkbox"/> List of staff, contractors, and/or volunteers who have passed background checks including dates	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
4.2	The project director and program staff are highly qualified. Citation: SBE 0520-12-01-.05; TDOE ExL PM	<input type="checkbox"/> Job descriptions <input type="checkbox"/> Staff interviews	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
4.3	The staff has documented professional development activities on file that are in the core areas of academic instruction. Citation: SBE 0520-12-01-.05; TDOE ExL PM	<input type="checkbox"/> Staff professional development certificates of attendance, <input type="checkbox"/> Sign-in sheets or logs	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
4.4	The staff has documented professional development activities on file that are in the core areas of extended learning best practices. Citation: SBE 0520-12-01-.05; TDOE ExL PM	<input type="checkbox"/> Staff professional development certificates of attendance, <input type="checkbox"/> Sign-in sheets or logs	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
4.5	The staff has documented professional development activities on file that are in health practices, if applicable.	<input type="checkbox"/> Staff professional development certificates of attendance,	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

	Citation: TDOE ExL PM	<input type="checkbox"/> Sign-in sheets or logs	<input type="checkbox"/> N/A	
4.6	<p>Program staff conducts frequent staff meetings pertaining to program operation and student needs.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Meeting agendas with sign-in sheets <input type="checkbox"/> Meeting minutes with sign-in sheets	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
4.7	<p>The grantee has attended TDOE-sponsored trainings.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Office Hours: ____ <input type="checkbox"/> Summer Symposium <input type="checkbox"/> TN Regional Check-ins <input type="checkbox"/> Multi-State Conference <input type="checkbox"/> Other:	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

PROGRAMMING AND MANAGEMENT

Indicator 5: Subcontractors

Monitoring Indicator		Supporting Evidence	Compliance Status	Comments
	<p>If the grantee is sub-contracting daily programming services to an outside entity, the grantee must provide a narrative as to the how grantee provides oversight of the sub-contracted entity's programming to meet grant requirements, how expenditures are monitored for allowability and appropriateness, and how the grantee ensures its policies and procedures are being met.</p> <p>Citation: TDOE ExL PM</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Sub-contract documentation <input type="checkbox"/> Meetings with subcontractors, agendas, sign-in sheets <input type="checkbox"/> Expenditures <input type="checkbox"/> Orientation with subcontractor staff 	<ul style="list-style-type: none"> <input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant 	

DATA AND EVALUATION

Indicator 6: Reporting

	Monitoring Indicator	Supporting Evidence	Compliance Status	Comments
6.1	Extended Learning Afterschool Programs (ELAP) student participation data is entered at least weekly. Grantee has participant sign-in/sign-out documents to support ELAP data. Citation: TDOE ExL PM	<input type="checkbox"/> Site sign-in / sign-out documents <input type="checkbox"/> ELAP report ____ <i>The extended learning monitor will review ELAP's most current monthly participation summary reports</i>	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
6.2	ELAP-required data (i.e., student ID numbers, state assessment scores, GPAs, Absences, ISS, teacher email addresses, etc.) is entered in a timely manner. Citation: TDOE ExL PM	<i>The extended learning monitor will get the information from an internal tracking document.</i>	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
6.3	The Grantee submits required reports and documentation to the department's office of extended learning in a timely manner. Citation: TDOE ExL PM	<input type="checkbox"/> Mid-Year Report <input type="checkbox"/> End of Year Report <input type="checkbox"/> 21APR <input type="checkbox"/> Contracts (CBOs)	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

B. DATA AND EVALUATION

Indicator 7: Evaluation

	Monitoring Indicator	Supporting Evidence	Compliance Status	Comments
7.1	<p>The grantee uses data collected through their program evaluation and provided in their State Performance Measures reports to refine, strengthen, and improve programming or activities set out in the original grant application (or approved amendments).</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Student demographic and achievement data <input type="checkbox"/> Program data (surveys, attendance, etc.) <input type="checkbox"/> Description of how results are being used <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
7.2	<p>The grantee conducts an internal evaluation (site-specific), and results are communicated to stakeholders described in the original grant application.</p> <p>Results are made available to the public.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Copy of notification to stakeholders <input type="checkbox"/> Evidence of communication <input type="checkbox"/> An evaluation posted on the subgrantee website <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
7.3	<p>The grantee conducts annual onsite monitoring visits to sites and is making adequate progress toward meeting State Performance Measures as stated in the original grant application.</p>	<input type="checkbox"/> Completed monitoring tool <input type="checkbox"/> Monitoring letter with comments <input type="checkbox"/> Final letter verifying monitoring is	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

	Citation: TDOE ExL PM	completed		
7.4	<p>The grantee uses a variety of activities to monitor sites and is making adequate progress toward meeting State Performance Measures as stated in the original grant application.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Documentation of all monitoring activities performed <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

C. FISCAL

Indicator 8: Fiscal Management

	Monitoring Indicator	Supporting Evidence	Compliance Status	Comments
8.1	<p>The Grantee has a policy/procedure governing the preparation and approval of budgets and budget amendments.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> The approved budget is reflected in the Grantee's accounting software <input type="checkbox"/> Budget Amendments	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
8.2	<p>The Grantee has a policy/procedure in place to authorize, verify, and reimburse travel expenditures</p> <p>Citation: 2 C.F.R. § 200.303</p>	<input type="checkbox"/> Travel Requests <input type="checkbox"/> Purchase orders <input type="checkbox"/> Receipts / Invoices <input type="checkbox"/> Check / expenditure	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
8.3	<p>The Grantee has written policies/procedures that provide for the following:</p> <p>A) an inventory database that contains the following elements:</p> <ul style="list-style-type: none"> a) description of the item b) serial number and other identifying numbers (barcode or other local identifying number) c) acquisition date d) cost e) the physical location of property f) use and condition; and 	<input type="checkbox"/> Equipment Log/Database <input type="checkbox"/> Complete inventory with dates	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

	<p>g) disposition data (date, method of disposition, sales price-if applicable) when property is retired from service.</p> <p>B) a physical inventory of the property at least once every year</p> <p>Citation: 2 C.F.R. § 200.313(d)</p>			
8.4	<p>The equipment that was purchased was beneficial for the program.</p> <p>Citation: 2 C.F.R. § 200.318 Procurement</p>	<input type="checkbox"/> Alignment with the grant application or approved amendments or requests	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
8.5	<p>The Grantee has records to support whether funds were obligated and liquidated within the approved grant period.</p> <p>Citation: 34 C.F.R. § 76.707 (obligations chart)</p>	<input type="checkbox"/> ePlan <input type="checkbox"/> Purchase Orders/Contracts <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
8.6	<p>Funds are drawn down from ePlan monthly in correlation to expenditures.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> ePlan reimbursement requests	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
8.7	<p>The Grantee budget and accounting records align with the approved funding application and reflect the approved line items and amounts.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Approved appropriate budget in ePlan <input type="checkbox"/> Expenditure reports	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
8.8	<p>To ensure internal control, each director signs for expenditures made from his/her program.</p>	<input type="checkbox"/> Purchase orders	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing	

	Citation: TDOE ExL PM		<input type="checkbox"/> Non-compliant	
8.9	<p>If the Grantee charges for services or has income from other sources, is the income properly accounted for?</p> <p>Citation: 2 C.F.R. § 200.307 Program Income</p>	<input type="checkbox"/> Approval from the U.S. Department of Education <input type="checkbox"/> Policy on program fees/income <input type="checkbox"/> Accounting ledger showing how funds were accounted for and used <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
8.10	<p>The Grantee determines that purchases with funds comply with federal cost principles (i.e., reasonable, necessary, and allocable). Are adequate controls in place to account for monies received?</p> <p>Citation: 2 C.F.R. § 200.403</p>	<input type="checkbox"/> Multiple bids <input type="checkbox"/> Documents showing purchases impacted the targeted population	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
8.11	<p>All financial records and programmatic records, supporting documents, statistical and other records are maintained for 3 years or until the resolution of any litigation, claim, negotiation, audit, or other action involving records. (OIG may request records up to five years after a grant has closed).</p> <p>Citation: 2 C.F.R. § 200.334</p>	<input type="checkbox"/> Records from the First FY <input type="checkbox"/> Records from the Second FY <input type="checkbox"/> Records from the Third FY <input type="checkbox"/> Other records for unresolved issues	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	

8.12	Position count and FTEs are consistent with the budget/application (or approved amendments). Citation: TDOE ExL PM	<input type="checkbox"/> List of personnel by site with the funding source <input type="checkbox"/> Application / amendment	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
8.13	The salaries and benefits of staff are tracked appropriately. Citation: 2 C.F.R. § 200.430 Compensation	<input type="checkbox"/> Signed employee timesheets <input type="checkbox"/> Employee schedules <input type="checkbox"/> Other	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
8.14	Employees who work on multiple activities funded from different sources have personnel activity records (PAR) that support the distribution of their salaries/wages. Citation: 2 C.F.R. § 200.430(i)	<input type="checkbox"/> Timesheets <input type="checkbox"/> Personal Activity Reports (PARs)	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
8.15	The grantee has a sustainability plan in place that discusses how partnerships and other federal, state, or local resources are leveraged to sustain the program. Citation: FY24 21st CCLC RFA ; FY24 LEAPs RFA	<input type="checkbox"/> Written sustainability plan	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant	
8.16	Documentation is on file to detail the proportionate amount of funds spent on services provided to non-public school students with disabilities. Citation: 34 C.F.R. § 300.133	<input type="checkbox"/> Agreement with non-public schools <input type="checkbox"/> Contact logs <input type="checkbox"/> Invoices	<input type="checkbox"/> Compliant <input type="checkbox"/> Progressing <input type="checkbox"/> Non-compliant <input type="checkbox"/> N/A	

Exemplary Practices, Recommendations, and Corrective Action Plan

Grantee Name:	
Exemplary Practices:	
Practice	Description
Department Recommendations for Improvement	
Area	Recommendation
LEA Request for Technical Assistance	
Area	LEA Request for Department Assistance

Compliance Action Plan				
Corrective action needed: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Compliance Issue	Action Step(s)	Required Documentation	Recurring Issue (Yes/No)	DEADLINE for Completion
Signatures				
Signatures below assure a review of, and agreement with, the complete monitoring document including, where applicable, the above Exemplary Practices, Recommendations for Improvement, LEA Requests for Department Assistance, and Compliance Action Plan.				
Grantee Position/Title	PRINTED Name	Signature (AFTER monitoring is completed)	Date	
Primary Point of Contact				
TDOE Extended Learning Staff				
TDOE Extended Learning Administrator				