

Comprehensive Site Visit for 21<sup>st</sup> 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).

Program Director will send an electronic copy of the sustainability plan for review 1 week before the visit. Program Director will schedule 4 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)
  - d. Review program fees (if applicable)
- 6- **Meeting (3) with Community Partners** (discuss the project and future collaborative goals)
  - a. Describe your input into the 21<sup>st</sup> CCLC program
  - b. Why do you feel this program is important to your community?
- 7- **Meeting (4) with the community** (parents, program staff, 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? What impact has the program had on children.

Well managed programs should be exceptional or acceptable in every single category. 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 15 days to the finding of this comprehensive visit for any deficiencies.

Comprehensive Site Visit for 21<sup>st</sup> Century Community Learning Centers

CATEGORY RATING:	EXCEPTIONAL	ACCEPTABLE	NEEDS REVISION	NOT ACCEPTABLE
<p><b>1. Review Sustainability Plan</b>                      (List of Community Partners with their contact information)</p> <ul style="list-style-type: none"> <li>1- How many Partners will be sustained in the future?</li> <li>2- How many new partnerships have been added?</li> <li>3- What work was done to increase partnerships?</li> </ul>				
<p><b>2. Meeting (1) with Program and School Administration</b>                      (discuss sustainability plan, student achievement and community partnerships)</p> <ul style="list-style-type: none"> <li>a. What did the program contribute to reducing the achievement gap?</li> <li>b. What were major successes?</li> <li>c. What were some challenges? And how were they resolved?</li> </ul>				
<p><b>Additional Program Administrator Concerns or comments:</b></p>				

**Comprehensive Site Visit for 21<sup>st</sup> Century Community Learning Centers**

CATEGORY RATING:	EXCEPTIONAL	ACCEPTABLE	NEEDS REVISION	NOT ACCEPTABLE
<p><b>3. Review Attendance Data</b>                      (Review the original attendance goals)</p> <ul style="list-style-type: none"> <li>1- If attendance exceeded goals, what were the reasons?</li> <li>2- If attendance did not meet goals, what were the reasons?</li> </ul>				
<p><b>4. Review Student Achievement data</b> (compare results with original goals)</p> <ul style="list-style-type: none"> <li>• Progress in meeting literacy achievement goals</li> </ul>				
<ul style="list-style-type: none"> <li>• Progress in meeting Math achievement goals</li> </ul>				

Comprehensive Site Visit for 21<sup>st</sup> Century Community Learning Centers

Comprehensive Site Visit for 21 <sup>st</sup> Century Community Learning Centers				
CATEGORY RATING:	EXCEPTIONAL	ACCEPTABLE	NEEDS REVISION	NOT ACCEPTABLE
<p><b>5. Meeting (2) with Finance</b>                      (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"> <li>• Are claims sent in every quarter?</li> <li>• Are claims sent in for State Fiscal Year deadline (Aug 15)?</li> <li>• Are Claims sent in for Federal Grant deadline (encumbered by Sept 30)</li> <li>• Review fees (if applicable)</li> </ul>				
<p><b>Additional Finance Concerns or comments:</b></p>				
<p><b>6. Meeting (3) with Community Partners</b> (discuss the project and future collaborative goals)</p> <ul style="list-style-type: none"> <li>• Describe your input into the 21<sup>st</sup> CCLC program</li> <li>• Why do you feel this program is important to your community?</li> </ul>				
<p><b>Additional Community Partners Concerns or</b></p>				

Comprehensive Site Visit for 21<sup>st</sup> Century Community Learning Centers

<b>comments:</b>				
<b>Comprehensive Site Visit for 21<sup>st</sup> Century Community Learning Centers</b>				
<b>CATEGORY RATING:</b>	<b>EXCEPTIONAL</b>	<b>ACCEPTABLE</b>	<b>NEEDS REVISION</b>	<b>NOT ACCEPTABLE</b>
<b>7. Meeting (4) with the community</b> (parents, program staff, children) to discuss impact of the program. 1- What is the community perception of the program? Does it meet their needs? What can be done to improve?				
<b>Additional Community Concerns or comments:</b>				

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 will be noted below:

---



---

**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

Comprehensive Site Visit for 21<sup>st</sup> Century Community Learning Centers

**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 15 days to respond in writing to any adverse findings requiring an improvement plan or termination.

DE Consultant: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

PRINT BELOW:

Program/Agency Representative: \_\_\_\_\_  
(Print)

Title: \_\_\_\_\_

Program/Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Principal \_\_\_\_\_ Email \_\_\_\_\_

Please list additional people who should be notified of the outcome of this visit below:

Name \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_