



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

**2016-17**

**21<sup>st</sup> Century Community Learning Centers  
Monitoring and Quality Improvement Tool**



## PROJECT INFORMATION

Liberty County School District (Cohort 13)

**Project Name**

390-2447B-7CCC1

**Project Number**

## AGENCY INFORMATION

Liberty County School District

**Agency Name**

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**Contents**

INTRODUCTION .....3

AUTHORITY .....3

MONITORING AND QUALITY IMPROVEMENT TOOL .....3

COMPLETING THE MONITORING AND QUALITY IMPROVEMENT TOOL .....4

COMPONENT A – PROGRAM ASSURANCES .....5

COMPONENT B – FINANCIAL MANAGEMENT SYSTEM .....15

COMPONENT C – QUALITY STAFFING AND ORGANIZATIONAL STRUCTURE .....23

COMPONENT D – EVALUATION .....26

2016-2017 MQIT SELF EVALUATION CERTIFICATION.....29

**INTRODUCTION**

The Florida Department of Education (FDOE) is required to oversee the performance and regulatory compliance of subrecipients of federal financial assistance programs such as the 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC).

The Monitoring and Quality Improvement Tool (MQIT) is used to assure financial accountability, program quality and regulatory compliance. The items in the MQIT are primarily based on the requirements of Title IV, Part B of the Elementary and Secondary Education Act (ESEA), as amended, the Education Department General Administrative Regulations (EDGAR), Florida Statutes, and the Florida Administrative Code.

The primary purpose of the Monitoring and Quality Improvement Tool is to identify the status of each subrecipient's compliance with federal and state requirements. In addition, this tool supports ongoing quality improvement of 21<sup>st</sup> CCLC programs by helping practitioners critically compare their programs to best practice standards, and providing feedback to stakeholders regarding the financial accountability, program quality and regulatory recommendations.

**AUTHORITY**

FDOE receives federal funding from the U.S. Education Department to administer 21<sup>st</sup> CCLC programs under Title IV, Part B of the Elementary and Secondary Education Act (ESEA), as amended. FDOE awards sub-grants to local educational agencies, not-for-profit agencies, faith-based organizations, for profit agencies, colleges, universities, and local governmental entities through a competitive process.

Among other regulations, the authority for monitoring arises from the following:

- *The State Education Agency (SEA) is required to adopt and use proper methods of administering each applicable program, including the monitoring of agencies, institutions and organizations responsible for carrying out each program, and the enforcement of any obligations imposed on those agencies, institutions, and organizations under law, and provide technical assistance, where necessary, to such agencies, institutions and organizations [Section 441(b)(3) of GEPA].*
- *The non-Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non-Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the non-Federal entity must cover each program, function or activity [20 U.S.C. 3474; 2 CFR 200.328(a)].*

**MONITORING AND QUALITY IMPROVEMENT TOOL**

The completion of the Monitoring and Quality Improvement Tool and Protocol, commonly referred to as the MQIT, is a monitoring instrument applied to all 21<sup>st</sup> CCLC subrecipients. The purpose of the MQIT is

to provide subrecipients an opportunity to assess the implementation of their 21<sup>st</sup> CCLC program(s). The Monitoring and Quality Improvement Tool and Protocol is divided into four components:

- Component A: Program Assurance
- Component B: Financial Management System
- Component C: Quality Staffing and Organizational Structure
- Component D: Evaluation

**Components A and B** address compliance with the 21<sup>st</sup> CCLC federal grant program. Compliance Requirements identified in these sections are drawn from federal and state regulations governing the operation of 21<sup>st</sup> CCLC programs.

**Components C and D** address program quality more broadly, but also follow the program funding purpose. Compliance Requirements in these sections are drawn from standards of practice or quality indicators that drive quality outcomes for programs and the students they serve. Compliance requirements were developed based on current experience, knowledge, and research in the field and the work of other state agencies and organizations that have developed similar tools.

The Evidence of Compliance column identifies the most commonly used types of documentation programs collect and maintain to support performance and compliance. The list included for each requirement is not an all-inclusive list.

The Performance Level rating identifies the status of the subrecipient's compliance with specific grant requirements. The four performance levels are:

4. *Excelling*: Program and agency exceed standards through the use of exemplary practices and processes that result in robust systems of compliance. In general, these practices include strict written protocols and periodic review activities.
3. *Compliant*: Program and agency meet the requirements and maintains documentation to support its compliance.
2. *In Development*: Program and agency have not met the expectation for practice defined by the 21<sup>st</sup> CCLC grant requirements, but are actively engaged in consistent, clearly-defined efforts aimed at meeting said requirements within 30 days of the submission date of this report.
1. *Non-compliant*: Program and agency do not meet the requirement. Program and agency must develop a plan to come into compliance. The period allowed to correct the deficiency may vary. The plan must be reviewed and approved by FDOE.

## COMPLETING THE MONITORING AND QUALITY IMPROVEMENT TOOL

For each component, subrecipients must:

1. Carefully review each Compliance Requirement.
2. Determine if your program is compliant with each requirement by reviewing your agency's processes and the documentation maintained.
3. Identify what type of documentation is available to support each requirement by checking all that apply from the list provided.
4. Identify the program's Performance Level for each requirement. If indicating performance level 1 or 2, provide the date when the requirement will be met.
5. After it is completed, print the document and review the responses.
6. Secure the signature of the agency head or authorized designee on the certification page.
7. Upload the completed report and the signed certification page on the deliverables page for the appropriate month.

Questions concerning the Monitoring and Quality Improvement Tool and Protocol may be directed to the Monitoring Team at [21stMCU@FLDOE.org](mailto:21stMCU@FLDOE.org)

## COMPONENT A – PROGRAM ASSURANCES

The 21<sup>st</sup> Century Community Learning Centers program is authorized under Title IV, Part B, of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001. The purpose of this important program is to create community learning centers that provide academic enrichment opportunities for children—particularly students who attend high-poverty and low-performing schools—to meet state and local student standards in core academic subjects, to offer students a broad array of enrichment activities that can complement their regular academic programs, and to offer literacy and other educational services to the adult family members of participating students.

COMPONENT A – PROGRAM ASSURANCES		
Directions: In each section, check as many Evidences of Compliance as apply, then select your program's Performance Level.		
Compliance Requirements	Evidence of Compliance	Performance Level
<p><b>A1: Project Deliverables Documentation:</b></p> <ul style="list-style-type: none"> <li>The subrecipient collects and maintains on-file all the required deliverables documentation for each performance period.</li> <li>The subrecipient uploads all required deliverables documentation in approvable format to the 21<sup>st</sup> CCLC website.</li> </ul> <p>[34 CFR Part 76.731; Section 215.971, Florida Statutes; 2016-2017 RFA section 4.6; 2016-2017 RFP section 4.5]</p>	<p><input checked="" type="checkbox"/> Confirmation emails from 21<sup>st</sup> CCLC website</p> <p><input checked="" type="checkbox"/> 21<sup>st</sup> CCLC website indicates that the subrecipient submitted the required deliverables documentation prior to or on the due dates</p> <p><input checked="" type="checkbox"/> Written policies and/or procedures for maintaining all required deliverable documentation</p> <p><input checked="" type="checkbox"/> Written procedures to ensure timely upload of deliverable documentation requirements</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>

<p><b>A2: Attendance Recording and Reporting:</b></p> <ul style="list-style-type: none"> <li>The subrecipient records student attendance on a daily basis for each program component.</li> <li>The subrecipient reports student attendance each month for each program component on the 21<sup>st</sup> CCLC webpage.</li> </ul> <p>[34 CFR Part 76.731; Section 215.971, Florida Statutes; 2016-2017 RFA sections 2.3 and 4.6; 2016-2017 RFP sections 2.3 and 4.5]</p>	<p><b>X</b> 21<sup>st</sup> CCLC website displays submission dates prior to or on the due dates</p> <p><b>X</b> Written procedures for securing and maintaining the required attendance documentation.</p> <p><b>X</b> Original attendance records (e.g., sign-in/out sheets)</p> <p><b>X</b> Written procedures to ensure timely upload of deliverable Documentation requirements.</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
<p><b>A3: Program Eligibility:</b></p> <p>The subrecipient serves public school students attending schools eligible for Title I school-wide programs under Section 1114 of Title I, Part A, or attending schools with at least 40% low-income families as identified in the approved application.</p> <p>[Section 4204(b)(2)(F), Title IV, part B; 2016-2017 RFA section 1.5; 2016-2017 RFP section 1.5]</p>	<p><b>X</b> Completed student enrollment packets which indicate each student's school and grade level</p> <p><b>X</b> Written procedures to compare information provided in the enrollment packages with the target schools and grade levels identified in the approved application</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>

<p><b>A4: Collaboration with Schools:</b>  The subrecipient implements its program in active collaboration with the regular school day and has plans and activities which support what the students are learning during the school day.  [Section 4204(b)(2)(D), Title IV, part B; 2016-2017 RFA section 2.8; 2016-2017 RFP section 2.8]</p>	<p><b>4 - Excelling</b>  <b>X 3 - Compliant</b>  <b>-- 2 - In Development</b>  <b>-- 1 - Non-Compliant</b></p>
<p><b>X</b> Written plan for communicating and collaborating with the school the participating students attend during the regular school day</p> <p><b>X</b> Letters of commitment from the school the participating students attend during the regular school day</p> <p><b>--</b> Memorandums of understanding with the school the participating students attend during the regular school day</p> <p><b>X</b> Communication logs that track all correspondence, phone calls, and meetings with school officials, staff, and teachers</p> <p><b>X</b> Meeting documentation including agendas, notes or minutes, and as attendance records (sign-in sheets)</p> <p><b>X</b> Teacher and administrator surveys</p> <p><b>X</b> Records of individual student academic information</p> <p>Other (specify): --</p>	

<p><b>A5: Private School Participation:</b>  The subrecipient offers equitable services to students and their teachers or other educational personnel attending private schools located within the subrecipient's service area.  [P.L. 107-110; Title IX, Part E Uniform Provisions, Subpart 1, Section 9501; 2016-2017 RFA section 4.22; 2016-2017 RFP section 4.22]</p>	<ul style="list-style-type: none"> <li>-- Communication logs that track all correspondence, phone calls, and meetings with private school officials, staff and teachers</li> <li>-- Documented communications to private school officials with program operation information</li> <li>-- Completed forms indicating an intent to participate from the private schools</li> <li>-- Meeting documentation including agendas, notes, minutes, <u>and</u> attendance records (sign-in sheets)</li> <li>-- Documented invitations to private school officials, staff and teachers to participate in professional development opportunities offered by subrecipient</li> <li>-- Private school needs assessment data</li> </ul> <p>Other (specify): <i>No private schools in our surrounding area.</i></p>	<p>-- 4 -- Excelling      NA  -- 3 - Compliant  -- 2 - In Development  -- 1 - Non-Compliant</p>
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<p><b>A6: Students with Special Needs:</b>  Students with special needs (ESE, ELLs, migrant, homeless students and/or students with physical, developmental, psychological, sensory, and/or learning disabilities) are afforded the same opportunities as children in the general population.</p> <p>[GEPA Public Law 103-382 Section 427; 2016-2017 RFA section 4.21; 2016-2017 RFP section 4.21]</p>	<p><b>X</b> Copies of staff certifications in special needs education</p> <p>-- Documentation of professional development in special needs education, including agendas, notes and/or minutes, and attendance records (sign-in sheets)</p> <p><b>X</b> Curriculum that includes modifications and/or adaptations</p> <p><b>X</b> Lesson plans indicating accommodations provided</p> <p>-- Program schedule listing classes and/or activities designed for students with special needs</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
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<p><b>A7: Student Safety:</b> The program has developed and implemented procedures to ensure the safety of students and family members while traveling to and from and participating in 21<sup>st</sup> CCLC activities.</p> <p>[Section 4204(b)(2)(A)(i)(ii), Title IV, part B; 2016-2017 RFA section 5; 2016-2017 RFP section 5.6.g]</p>	<p><b>X</b> Up-to-date daily or weekly schedule identifying the location of all the students at all times (posted and later maintained as documentation)</p> <p><b>X</b> Written policies and procedures for arrival and departure.</p> <p><b>X</b> Sign-out sheets documenting that only authorized individuals pick up students.</p> <p>-- Written parent/guardian authorization for students who walk to and/or from the program site</p> <p><b>X</b> Written field trip procedures that include at a minimum adult/student ratios, periodic head counts, and screening and supervision of volunteer chaperones</p> <p><b>X</b> Documentation supporting that all staff and volunteers have been properly screened and meet the eligibility requirements (i.e., no disqualifying findings) as per Florida Statutes</p> <p><b>X</b> Written safety plan/emergency readiness plan</p> <p>-- Staff training on safety procedures documented with agenda and sign-in sheets</p> <p><b>X</b> Documentation supporting that agency performs emergency drills at least once per term (i.e., fall, spring, summer)</p> <p>-- Student/Parent handbook that includes 21<sup>st</sup> CCLC program safety procedures and emergency contact information</p> <p>-- Documentation supporting that each family has received the Student/Parent handbook</p> <p><b>X</b> Registrations with current contact information for parents/guardians completed during the current school year</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
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	<p><b>X</b> Process to maintain current parent/guardian documentation at each site easily accessible to responsible staff</p> <p><b>X</b> Documents supporting 21<sup>st</sup> CCLC staff holds current first aid and CPR certification</p> <p><b>X</b> Documents supporting that at least one staff who holds current first aid and CPR certifications is always present during program activities (e.g., staff schedule)</p> <p>Other (specify): --</p>	
<p><b>A8: Certified Teacher Requirement:</b> Academic activities must be supervised and provided by a certified teacher, defined as a teacher with a valid Florida Professional Educator's certificate or a temporary certificate (see SBE Rule 6A-4.001).</p> <p>[2016-2017 RFA section 2.10; 2016-2017 RFP section 2.10]</p>	<p><b>X</b> Copies of valid Florida Professional Educator's certificates or a temporary certificates</p> <p><b>X</b> Weekly schedule of teacher assignments</p> <p><b>X</b> Timesheets that indicate start and end time of work period for each certified teacher</p> <p><b>X</b> Lesson plans and other documentation annotated or marked as implemented by a certified teacher</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
<p><b>A9: Literacy Education:</b> The program implements literacy components that complement, but do not duplicate, the regular school day and are delivered by certified teachers, defined as a teacher with a valid Florida Professional Educator's certificate or a temporary certificate (see SBE Rule 6A-4.001).</p> <p>[Section 4205 (a)(1), Title IV, part B; 2016-2017 RFA section 2.2.a; 2016-2017 RFP section 2.2.a]</p>	<p><b>X</b> Weekly schedule of teacher assignments</p> <p><b>X</b> Lesson plans and other documentation annotated or marked as implemented by a certified teacher</p> <p><b>X</b> Implementation logs or reports</p> <p><b>X</b> Student work products</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>

<p><b>A10: STEM Education</b> The program implements science education components that complement, but do not duplicate, the regular school day and are delivered by certified teachers, defined as a teacher with a valid Florida Professional Educator's certificate or a temporary certificate (see SBE Rule 6A-4.001).</p> <p>[Section 4205 (a)(2), Title IV, part B; 2016-2017 RFA section 2.2.b; 2016-2017 RFP section 2.2.b]</p>	<p><input checked="" type="checkbox"/> Weekly schedule of teacher assignments</p> <p><input checked="" type="checkbox"/> Lesson plans and other documentation annotated or marked as implemented by a certified teacher.</p> <p><input checked="" type="checkbox"/> Implementation logs or reports</p> <p><input checked="" type="checkbox"/> Student work products.</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><input checked="" type="checkbox"/> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
<p><b>A11: Personal Enrichment Activities:</b> The program provides developmentally appropriate personal enrichment activities that advance students' physical, social, emotional and educational development. The activities are led by properly qualified staff.</p> <p>[Section 4205 (a), Title IV, part B; 2016-2017 RFA section 2.2.e; 2016-2017 RFP section 2.2.e]</p>	<p><input checked="" type="checkbox"/> Weekly schedule of teacher/leader assignments</p> <p><input checked="" type="checkbox"/> Documentation of staff credentials</p> <p><input checked="" type="checkbox"/> Lesson plans and other documentation annotated or marked as implemented by a certified teacher.</p> <p><input checked="" type="checkbox"/> Implementation logs or reports</p> <p><input checked="" type="checkbox"/> Student work products.</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><input checked="" type="checkbox"/> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
<p><b>A12: Dropout Prevention / College and career readiness:</b> The program provides developmentally appropriate Dropout Prevention/ College and Career Readiness activities that are likely to encourage students to remain in school and plan their academic future. The activities are led by properly qualified staff.</p> <p>[Section 4205 (a), Title IV, part B; 2016-2017 RFA section 2.2.e; 2016-2017 RFP section 2.2.e]</p>	<p><input checked="" type="checkbox"/> Weekly schedule of teacher/leader assignments</p> <p><input checked="" type="checkbox"/> Documentation of staff credentials</p> <p><input checked="" type="checkbox"/> Lesson plans and other documentation annotated or marked as implemented by a certified teacher.</p> <p><input checked="" type="checkbox"/> Implementation logs or reports</p> <p>-- Student work products.</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><input checked="" type="checkbox"/> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>

<p><b>A13: Student/Staff Ratio:</b> The program maintains student to adult ratios, as described in its approved application, which are appropriate and safe for the specific activities conducted and meet student needs for academic achievement and personal growth.</p> <p>[2016-2017 RFA section 2.10; 2016-2017 RFP section 2.10]</p>	<p><b>X</b> Weekly schedule of teacher/leader assignments</p> <p><b>X</b> Lesson plans and other documentation annotated by the lead staff indicating number of students and staff present during implementation</p> <p><b>X</b> Implementation logs or reports</p> <p><b>X</b> Written periodic reviews by program leadership</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
<p><b>A14: Adult Family Member Services:</b> The program provides opportunities for literacy and related educational development to the adult family members of students attending 21st CCLC programs. These services are designed to provide adult family members with the tools necessary to support their student's academic achievement goals.</p> <p>[Section 4201 (a)(3), Title IV, part B; 2016-2017 RFA section 2.9; 2016-2017 RFP section 2.9]</p>	<p><b>X</b> Written adult family member services plan</p> <p><b>X</b> Schedule of adult family member activities</p> <p><b>X</b> Documentation of completed adult family member activities, including agendas, descriptions of activities and sign-in sheets</p> <p><b>X</b> Parent letters/correspondence</p> <p><b>X</b> Parent handbook identifying adult family member services/involvement policy</p> <p><b>X</b> Parent survey results and analysis</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>

<p><b>A15: 21<sup>st</sup> CCLC Advisory Board:</b> The subrecipient will establish 21<sup>st</sup> CCLC advisory board described in the RFP/RFA Section 2.14. This board meets regularly to provide advice/feedback about program policies and/or activities, quality improvement, sustainability, strategic planning, and program needs.</p> <p>[2016-2017 RFA section 2.14; 2016-2017 RFP section 2.14]</p>	<p><b>X</b> Board membership roster with affiliation and contact information</p> <p><b>X</b> Written board manual</p> <p><b>X</b> Documentation supporting board members have received training on their role and responsibilities that includes agendas, sign-in sheets and curriculum</p> <p><b>X</b> Documentation of board meetings, including agendas, notes or minutes and sign-in sheets</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
<p><b>A16: Sustainability Plan:</b> The organization makes efforts to recruit new and retain established partners and collaborators to ensure the long-term sustainability of the program in the form of commitments of resources, including human capital.</p> <p>[2016-2017 RFA section 5; 2016-2017 RFP section 5.5.b]</p>	<p><b>X</b> Written Sustainability Plan</p> <p><b>X</b> Current partners roster with contact information and program contributions</p> <p><b>X</b> Written agreements (i.e. Memorandums of Understanding (MOU)/contracts, letters) with partners stating contributions of resources</p> <p><b>X</b> Partner meeting agendas, minutes and sign-in sheets</p> <p><b>X</b> Documentation of communication with potential partners (i.e. call logs, copies of emails)</p> <p><b>X</b> Documentation of dissemination of program information to community and potential partners</p> <p>-- Copies of applications for additional funding</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 -- In Development</p> <p>-- 1 - Non-Compliant</p>

## COMPONENT B – FINANCIAL MANAGEMENT SYSTEM

The financial management systems of subrecipients must provide for the following:

- Accurate, current and complete disclosure of the financial results of grant activities, made in accordance with the financial reporting requirements of the grant
- Accounting records that adequately identify the source and application of grant funds
- Effective internal control for grant funds, property and other assets
- Budget controls that demonstrate comparison of program expenditures with FDOE approved budget amounts
- Allowable costs determined by applicable OMB cost principles, program regulations and the terms of the grant
- Accounting records supported by such documentation as cancelled checks, invoices, payroll records, time and attendance records, contracted services documents and other similar documents

### Internal Control Procedures

Generally Accepted Accounting Principles (GAAP) require that a subrecipient maintain a system of internal controls that helps staff achieve grant goals while safeguarding funds. Fiscal controls and accounting procedures must be sufficient to ensure the capability to prepare reports that trace funds to a level of expenditures adequate to ensure funds are spent properly. Internal control procedures include the processes for planning, organizing, directing, controlling and reporting agency operations. The objectives of internal control are:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations
- Safeguarding of assets (such as equipment and other property purchased)

Effective internal controls include:

- (1) *Preventative controls* designed to discourage errors or irregularities and include documented policies and procedures, trained personnel, processes for approvals and authorizations and segregation of duties
- (2) *Detective controls* designed to identify errors or irregularities, such as monitoring transactions, reconciliations, reviews and verifications
- (3) *Corrective controls* to detect potential risks, such as an automatic rejection of transactions that do not contain the proper approvals

### Allowability of Costs

The subrecipient receives funds to implement a 21<sup>st</sup> CCLC program as described in the approved application. Because subrecipients are awarded this funding based on application scoring (in comparison with other applications), subrecipients must ensure that expenditures are tied to the goals and objectives of their approved applications. Subrecipients must also confirm the controls in place to ensure that funds are expended appropriately. As such, the usage of funds is restricted as follows:

- Funds must be used solely for authorized 21<sup>st</sup> CCLC program expenditures.
- Expenditures must be reasonable and necessary to meet the goals and objectives of the 21<sup>st</sup> CCLC program as described in the approved application.
- Expenditures meet the criteria identified in the factors affecting allowability of costs:
  - Costs are necessary for the efficient performance or administration of the project.
  - Costs are reasonable which is defined as what a prudent person would expect to pay for the goods or services.

- Costs are allocable to the program in accordance with the relative benefits received by program participants for the purchase of goods and/or services.
- Costs are legal and authorized (or not prohibited) under state or local laws or regulations.
- Costs conform to any limitations or exclusions set forth in the applicable cost principles, federal laws and the terms and conditions of the federal award.
- Costs are consistent with uniform policies of other federal and non-federal activities.
- Costs are consistent with generally accepted accounting principles.
- Costs are adequately documented.

21<sup>st</sup> CCLC funds may not be used to supplant (i.e., replace) existing programs or funding. Any expenditure that supplants existing programs or funding are not allowable.

<b>COMPONENT B – FINANCIAL MANAGEMENT SYSTEM</b>		
<b>Directions:</b> In each section, check as many Evidences of Compliance as apply, then select your program's Performance Level.		
<b>Compliance Requirements</b>	<b>Evidence of Compliance</b>	<b>Performance Level</b>



<p><b>B1: Internal Controls:</b> The subrecipient implements effective internal controls over the financial management of 21<sup>st</sup> CCLC funds to ensure that misstatements, losses, or non-compliance with applicable federal and state laws, rules, regulations, and policies are prevented or detected.</p> <p>[2 CFR Part 200.302 and 200.303]</p>	<p><b>X</b> Written accounting policies and procedures</p> <p><b>X</b> A budget control system is in place to monitor program expenditures</p> <p><b>X</b> Written conflict of interest policy</p> <p><b>X</b> Policies and procedures that address segregation of duties to ensure proper checks and balances for disbursement of funds</p> <p><b>X</b> Accounting system allowing the separation of revenues and expenses related to the 21<sup>st</sup> CCLC project</p> <p><b>X</b> A detailed financial transaction report that includes function and object codes, project identifier (if applicable), transaction date, amount, description, vendor name, invoice or check number</p> <p>-- Written policies that address the use of purchase cards to ensure oversight of expenditures</p> <p><b>X</b> Written procedures that require the review of proposed expenditures for allowability and the terms of the grant agreement prior to expending funds</p> <p><b>X</b> Monthly bank reconciliations.</p> <p><b>X</b> Sufficient staff to allow for proper segregation of duties</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
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<p><b>B2: Cost Principles – Costs other than Salaries:</b> Expenditures for supplies and materials follow the basic guidelines for allowability of costs as specified in applicable rules and regulations.</p> <p>[2 CFR Part 200.403-405; 2016-2017 RFA section 4.9; 2016-2017 RFP section 4.8]</p>	<p><b>X</b> Copies of purchase orders, invoices, and/or receipts are maintained on file and include descriptions of items purchased</p> <p><b>X</b> Documentation linking purchases to approved activities</p> <p><b>X</b> Cost analysis (if applicable)</p> <p><b>X</b> Cost allocation (if applicable)</p> <p><b>X</b> Purchases take place in a timely manner in order to maximize benefit to participating students</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
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**B3: Cost Principles – Salaries:** Salaries and fringe benefits follow the basic guidelines for allowability of costs as specified in applicable rules and regulations.  
 [2 CFR Part 200.403-405; 2016-2017 RFA sections 4.8-4.9; 2016-2017 RFP section 4.7-4.8]

- Timesheets and/or personnel activity reports that contain all the following:
  - Identification of the source of funding
  - Indicate start and end time of work period
  - Indicate number of hours worked daily
  - Indicate the actual activity or activities performed
  - Cost allocation properly and accurately reflecting efforts
  - Signed by the employee to certify accuracy of hours worked
  - Verified and signed by the direct supervisor
- Payroll registers indicating payroll period, employee name, gross salaries and related fringe costs
- Invoices when applicable (e.g., health insurance invoice)

Other (specify): --

- 4 - Excelling
- 3 - Compliant
- 2 - In Development
- 1 - Non-Compliant

<p><b>B4: Travel:</b></p> <ul style="list-style-type: none"> <li>Travel funds are used solely for 21<sup>st</sup> CCLC staff traveling on program business or for 21<sup>st</sup> CCLC staff to participate in conferences, workshops and/or meetings directly related to after school programming.</li> <li>Travel costs are related to the 21<sup>st</sup> CCLC program and not to the general needs or goals of the district or agency.</li> <li>Costs associated with travel are reasonable, necessary and in accordance with applicable rules and regulations.</li> </ul> <p>[2 CFR Part 200.403-405; Section 112.061, Florida Statutes; 2016-2017 RFA sections 4.8-4.9; 2016-2017 RFP section 4.7-4.8]</p>	<p><b>X</b> Written travel policies and procedures in accordance with Florida Statutes</p> <p><b>X</b> Mileage logs which include date of travel, purpose, beginning and ending mileage and employee signature</p> <p><b>X</b> Travel vouchers including start and end date and time of travel, purpose of travel and signature of traveler certifying accuracy of voucher supported by receipts</p> <p><b>X</b> Conference, meeting or training agendas maintained with travel reimbursement when applicable</p> <p><b>X</b> Receipts for travel expenditures (e.g., fuel purchased, car rental)</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
<p><b>B5: Program Income:</b> If applicable, the subrecipient maintains ongoing documentation of program income providing evidence that all income is generated in compliance with applicable rules and regulations.</p> <p>[2 CFR Part 200.80 and 200.307; FDOE Green Book Section F; 2016-2017 RFA section 4.3; 2016-2017 RFP section 4.3]</p>	<p><b>X</b> Approved application indicates programs fees and describes how they will be applied</p> <p>-- Written FDOE approval to charge fees</p> <p>-- Schedule specifying how program fees and/or income will be spent</p> <p><b>X</b> Accounting system allows the recording of fees collected and spent</p> <p>-- Submitted DOE 399s reflect program income</p> <p>Other (specify): <i>No program fees, on application a late fee is allowed. On that rare occasion a fee is levied, a receipt is to be written &amp; money turned into schools</i></p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>

<p><b>B6: Property Records:</b> Custodians shall maintain adequate records of tangible personal property (equipment) and supplies in their custody purchased with 21<sup>st</sup> CCLC funds since the inception of the program. The records shall contain, at a minimum, the information required by Florida Administrative Code Rule 69I-72.</p> <p>[2 CFR Part 200.313(4)(d) and 200.439(b)(2); Chapter 273.02, Florida Statutes; Florida Administrative Code Rule 69I-72; FDOE Green Book Section C; 2016-2017 RFA section 4.16; 2016-2017 RFP section 4.16]</p>	<p><b>X</b> Written policies/procedures for managing equipment and supplies purchased with 21<sup>st</sup> CCLC funds that include the agency's threshold amounts for recording inventory</p> <p><b>X</b> Current property records containing all required information</p> <p><b>X</b> Equipment/capital outlay items have identification tags</p> <p><b>X</b> Physical inventory is performed annually and contains all information required by applicable rules and regulations</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
<p><b>B7: Internal Control of Equipment and Supplies:</b> program safeguards its investment in equipment and supplies to ensure that program participants derive the most benefit from the investment. Both equipment and supplies are identified as property of 21<sup>st</sup> CCLC and are secured.</p> <p>[2 CFR Part 200.313(4)(d) and 200.439(b)(2); Chapter 273.02, Florida Statutes; Florida Administrative Code Rule 69I-72; FDOE Green Book Section C; 2016-2017 RFA section 4.16; 2016-2017 RFP section 4.16]</p>	<p><b>X</b> Written policies/procedures for safeguarding equipment and supplies purchased with 21<sup>st</sup> CCLC</p> <p><b>X</b> Current property records identifying all equipment, including minor equipment (e.g., walkie talkies)</p> <p><b>X</b> Secure area for all equipment and supplies (e.g., lockable cabinets with restricted access)</p> <p>-- Written procedure to check-out equipment</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>

<p><b>B8: Records Retention:</b> The subrecipient maintains all required program records according to all applicable rules and regulations. 21<sup>st</sup> CCLC records must be maintained for five (5) years from the last activity of the program.  [2 CFR Part 200.333-337; Florida General Records Schedule GS1-SL; FDOE Green Book Section C; 2016-2017 RFA section 4.14; 2016-2017 RFP section 4.14]</p>	<p><b>X</b> Written records retention plan that includes a record custodian, location of records, and disposition plan <b>X</b> Records filing system in place that is accessible for change in grant oversight <b>X</b> Written policies and/or procedures for managing confidential student/personnel/personal information  Other (specify): --</p>	<p>-- 4 - Excelling <b>X</b> 3 - Compliant -- 2 - In Development -- 1 - Non-Compliant</p>
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Directions: Responses below are limited to Yes or No reply. Further documentation may be requested.

**B9: Procurement [2 CFR 200.318-320]**

1. Agency has <u>written</u> procurement procedures for purchasing equipment using 21 <sup>st</sup> CCLC grant funds.	Yes
2. Agency has <u>written</u> procurement procedures for contracting for goods and services.	Yes
3. Written procurement procedures include the review of the approved application to determine if the proposed purchase meets the criteria for allowable costs (e.g., reasonable, necessary, allocable).	Yes
4. Agency has the ability to track program expenditures in accounting system.	Yes
5. Agency maintains records sufficient to detail the history of a procurement (e.g., bid document, bids, bid analysis, decision).	Yes
6. Agency has vendor agreements in place to maximize purchasing potential.	Yes
<i>if your 21<sup>st</sup> CCLC program has entered into any contracts or subcontracts, please answer the following questions. Otherwise, indicate "N/A"; 21<sup>st</sup> CCLC program does not include contracts or subcontracts."</i>	
7. The agency has written procedures to ensure prospective contractors have not been suspended or debarred or otherwise restricted from receiving federal funds.	Yes
8. The agency has rationale/criteria for selecting/rejecting contractor bids.	Yes

9. The agency takes steps to ensure all contracts and agreements have clear, well-defined deliverables attached to payment.	Yes
10. The agency has written procedures in place to monitor the subcontracts.	NA
11. Agency has written procedures for the review and approval/acceptance of deliverables.	Yes
12. Agency ensures that contractors submit written invoices according to the contract/agreement that include, at a minimum, the name of the contractor, date, clear description of the items/services, and amount.	Yes
13. Agency ensures that deliverables are completed before payment is issued to contractor.	Yes
14. The agency incorporated language in the contracts that addresses how disputes with a contractor will be managed.	Yes
15. The agency has a process in place to notify FDOE of any disputes with contractors.	Yes
16. Have any disputes gone to a due process hearing?	No

### COMPONENT C – QUALITY STAFFING AND ORGANIZATIONAL STRUCTURE

21<sup>st</sup> CCLC programs must provide safe environments for students during non-school hours and also provide a range of high quality services to support student learning and development. High quality afterschool programs rely on the support of trained teachers and administrators. Afterschool professionals, and the organizations for which they work, have a significant impact on the overall quality of the programs.

The following quality assurance indicators identify best practices for organizations, safety and staff.

COMPONENT C - QUALITY STAFFING AND ORGANIZATIONAL STRUCTURE		
<u>Directions:</u> In each section, check as many Evidences of Compliance as apply, then select your program's Performance Level.		
Quality Assurance Indicators	Evidence of Compliance	Performance Level

<p><b>C1: Organizational Structure:</b> The organizational structure is well-defined with clear lines of authority and responsibility. The 21<sup>st</sup> CCLC program is properly staffed and meets the minimum requirements of the RFP/RFA.</p> <p>[2016-2017 RFA section 2.10; 2016-2017 RFP section 2.10]</p>	<p><b>X</b> Organizational chart with clear lines of authority</p> <p><b>X</b> Current, accurate job descriptions for each position</p> <p><b>X</b> Documentation to support an active 21<sup>st</sup> CCLC Project Director (e.g., appointment letter, signed job description)</p> <p><b>X</b> Documentation to support active 21<sup>st</sup> CCLC site coordinators for each site (e.g., appointment letter(s), signed job description(s))</p> <p><b>X</b> Documentation to support a staff is charged with data collection and maintenance (e.g., appointment letter(s), signed job description(s))</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
<p><b>C2: Organization Operation:</b> The organization has developed and adopted written policies and procedures to promote effective management and set clear standards for staff, contractors, students and adult family members.</p>	<p><b>X</b> Written policies and procedures that are available to staff (e.g., Employee Handbook)</p> <p><b>X</b> New employee training documentation (e.g., agenda, sign-in sheets, training materials)</p> <p><b>X</b> Program Handbook for parents/guardians</p> <p><b>X</b> Program Handbook for students</p> <p><b>X</b> Documented employee evaluation procedures for all staff (e.g., annual evaluation signed by employee and supervisor)</p> <p><b>X</b> Documented evaluation procedures for contractors (e.g., evaluation form completed by user staff)</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>



<p><b>C3: Professional Development:</b>  The subrecipient implements a professional development plan as described in the approved application. Our administrative and one program staff attended the statewide 21<sup>st</sup> CCLC training held in August 2016.  Note: the 21<sup>st</sup> CCLC program office will review conference attendance records to confirm that the program has meet this requirement.  [2016-2017 RFA section 2.10; 2016-2017 RFP section 2.10]</p>	<p><b>X</b> Written policies and procedures for professional development</p> <p><b>X</b> Documented professional development events (e.g., agenda, sign-in sheets, training materials)</p> <p><b>X</b> Documented attendance to the 21<sup>st</sup> CCLC statewide conference (e.g., travel records, registration receipt)</p> <p>Other (specify): <i>Observation of procedures and practices from conference being implemented.</i></p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
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## COMPONENT D – EVALUATION

Evaluation is an integral part of running a high-quality program. Setting challenging, yet achievable objectives, working toward those goals, continually assessing progress, adjusting programmatic activities accordingly, and communicating the year-end results to program stakeholders helps ensure programs operate in the best interest of their students' academic and personal development. A strong evaluation plan helps ensure that 21<sup>st</sup> CCLC programs make continuous progress towards achieving proposed goals and objectives for participating students and parents.

<b>COMPONENT D – EVALUATION</b>		
<b>Directions:</b> In each section, check as many Evidences of Compliance as apply, then select your program's Performance Level.		
<b>Compliance Requirements</b>	<b>Evidence of Compliance</b>	<b>Performance Level</b>
<p><b>D1. Data Collection:</b> The subrecipient collects, tracks and maintains all data necessary to meet evaluation requirements.</p> <p>[Section 4205(b), Title IV, part B; 2016-2017 RFA section 3.2; 2016-2017 RFP section 3.2]</p>	<p><input checked="" type="checkbox"/> Written data collection plan that includes a timeline and identifies what staff is responsible for each data</p> <p><input checked="" type="checkbox"/> Copies of source documentation for each student (e.g., report card grades, test scores, attendance records)</p> <p><input checked="" type="checkbox"/> Copies of source documentation for each adult family member (e.g., surveys, assessments, attendance records)</p> <p><input checked="" type="checkbox"/> Data collection tool that is complete and current (e.g., excel spreadsheet)</p> <p>Other (specify): --</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 -- In Development</p> <p>-- 1 - Non-Compliant</p>
<p><b>D2. Evaluator:</b> The subrecipient's program evaluation is completed by an independent evaluator, either an individual or a group, with no vested interest in the operations of the 21<sup>st</sup> CCLC program. This evaluator was selected using a competitive process.</p> <p>[Section 4205(b)(2), Title IV, part B; 2016-2017 RFA section 2.12; 2016-2017 RFP section 2.12]</p>	<p><input checked="" type="checkbox"/> Documentation of the competitive process including, at a minimum, the call for applications/bids, all applications/bids received, and decision tool that includes review by qualified individuals</p> <p><input checked="" type="checkbox"/> Documented screening for conflict of interest between the evaluator and the program or agency</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 -- In Development</p> <p>-- 1 - Non-Compliant</p>

	<p><b>X</b> Signed agreement with a qualified evaluator or evaluation company with clearly defined tasks and deliverables</p> <p><b>X</b> Job description or appointment letter of the internal independent staff that will complete program evaluation with clearly defined tasks and work products</p> <p><b>X</b> Copies of reports, data analysis, and other evaluation related products</p> <p>Other (specify): --</p>	
<p><b>D3. Sharing Results:</b> The subrecipient will disseminate the evaluation results to its major stakeholders (including participants and their families) and all individuals with an interest in the project. [Section 4205(b)(2)(B)(ii), Title IV, part B; 2016-2017 RFA section 2.16; 2016-2017 RFP section 2.16]</p>	<p><b>X</b> Written program evaluation distribution plan that includes a timeline and identifies what staff is responsible for this task</p> <p><b>X</b> Program website includes program evaluation reports</p> <p><b>X</b> Documented communications distributing evaluation results (e.g., copies of letters sent to stakeholders, copies of emails, communication log)</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>
<p><b>D4. Continuous Program Improvement:</b> The program has a plan to continuously review, through data and other evaluation tools, its capacity, quality and effectiveness, and implement needed improvements. [Section 4205(b), Title IV, part B; 2016-2017 RFA section 3; 2016-2017 RFP section 3]</p>	<p><b>X</b> Written evaluation review process that includes a timeline and identifies what staff is responsible for this task</p> <p><b>X</b> Documentation supporting a review of the evaluation results was completed with program stakeholders (e.g., agenda, sign-in sheets, presentations materials, meeting notes of minutes, meeting products such as reports)</p> <p><b>X</b> Written evaluation review process that includes a timeline and identifies what staff is responsible for this task</p>	<p>-- 4 - Excelling</p> <p><b>X</b> 3 - Compliant</p> <p>-- 2 - In Development</p> <p>-- 1 - Non-Compliant</p>

	<p><input checked="" type="checkbox"/> Documentation supporting program modifications or actions toward improvement with clear links to the evaluation results</p> <p><input checked="" type="checkbox"/> Newsletters/press releases</p> <p>Other (specify): --</p>	
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Elementary and Secondary Education Act (ESEA), as amended  
Title IV, Part B

21<sup>st</sup> Century Community Learning Centers

2016-2017 MQIT SELF EVALUATION CERTIFICATION

Agency Name: Liberty County School District

2016-2017 Project Number: 390-2447B-7CCC1

Main Contact Name: Elizabeth Brown

Phone No.: 643-2275 ext 241

Email: beth.brown@lcsb.org

Fiscal Manager Name: Sheila Hall

Phone No.: 643-2275 ext225

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Property Custodian Name: Elizabeth Brown

Phone No.: 643-2275 ext 241

Email: beth.brown@lcsb.org

By signing below I certify that all responses made in the 2016-2017 Monitoring and Quality Improvement Tool are a true and accurate representation of the policies, procedures and operations for both the agency and the 21<sup>st</sup> CCLC program. Furthermore, all applicable statutes, regulations, policies, and administrative and programmatic requirements are being implemented to ensure proper accountability for the expenditure of funds on this project or measures are being implemented to address areas in need of improvement. All records necessary to substantiate these requirements are available for review by appropriate state and federal staff.

David H. Summers

Superintendent

Agency Head's Name (Please Print)

Agency Head's Title (Please Print)

  
Agency Head's Signature

November 9, 2016  
Date