**PROJECT DELIVERABLES AND INVOICE FORM**

***21st Century Community Learning Centers (FY 2013-2014)***

**Project Information**

|  |  |
| --- | --- |
| Agency: | Project #: |
| County: | Telephone: |
| Contact Person: | E-Mail: |
| Title of Contact Person: | Total Grant Amount: |

|  |
| --- |
| **Instructions:**   * All sub-grantees (Cash Advanced and Performance-based) must collect, upload, and keep on-file all the required deliverables for each performance period. * All Deliverables including: Monthly Attendance, Student Attendance Lists, and Daily Sign-Out Sheets must be submitted by the 15th of the following month for each 21st CCLC site. * Sub-grantees must prove that the scope of work as outlined in agency’s grant application was received by the intended recipients. (Section 8 of Chapter 2010-151, Laws of Florida, created Section 215.971, Florida Statutes, which requires that agreements funded by state and/or federal financial assistance include provisions related to scope of work and deliverables. Agreements executed on or after July 1, 2010, must comply with these requirements.) * Sub-grantees with Performance-based awards must submit all the required deliverables with the reimbursement request for corresponding month(s). Failure to submit the required deliverables via the online system found at <http://21stcclc.flchild.com> may result in a delay in processing of invoices, a reduction of funds and/or the restoration of funds to the FDOE. In addition to submission, the deliverables must meet requirements as outlined in the instruction section of this document to be considered valid. * Instructions for completing the Performance Goals section of this form: * **Column 1:** Use the checklist provided to ensure all the required deliverables are secured and submitted as required. * **Column 2:** Use this section as a tool to monitor the amount and percentage of the total award amount expended for each performance period. Based on the amount requested for reimbursement, use the following formula to derive the percentage:   *Invoice amount divided by award amount = expended percentage.*  The FDOE will monitor the expenditures for each performance period and may reduce or require sub-grantees to provide additional documentation prior to the release of reimbursement payment.   * **Column 3:** Complete thiscolumn after receiving an approved reimbursement from the FDOE for the previous request. This column will serve as a tool to help track expenditures and total amounts reimbursed by the FDOE throughout the project year.   **Pages 1-9 of this form must be submitted, with a signature from the Agency Head or Authorized Agency Representative, both online as a deliverable and as a hard copy with each invoice for reimbursement.** |

**Performance Goals**

| **(1)**  **FY 2013- 2014**  **21st CCLC Deliverables** | **(2)**  **Amount Requested** | | **(3)**  **Amount Approved** |
| --- | --- | --- | --- |
| **Required Performance Deliverables** |  |  |  |
| **August 1, 2013 - August 31, 2013 (Continuation Grantees ONLY)**  Summative Evaluation Report  Dissemination of Summative Evaluation Results to Stakeholders  Documentation Supporting Private School Consultation  Documentation of Meeting Supplemental Snack/Meal Requirements  21st CCLC Orientation/Professional Development (New and/or Existing Staff)  Project-Based Learning Plans for Academic and Personal Enrichment (For Fall 2013)  Student Attendance Lists (each site, if applicable)  Student Sign-Out Sheets (each site, if applicable)  Website Monthly Attendance Submission Confirmation E-mail (each site) (if applicable)  Completed and Signed Project Deliverables and Invoice Form  Grant Activity Report (if no children served during this month due to start-up)  *For all sites exempt from DCF licensing or currently working on DCF licensing:*  Affidavit of Compliance for Child Care Personnel (all staff)  Affidavit of Good Moral Character (all staff)  Volunteer Affidavit for all regular, reoccurring volunteers (all staff)  Child Abuse & Neglect Reporting Requirements Form (all staff)  A copy of the current and approved annual fire inspection report by a certified fire inspector (or exemption) Form  Florida Department of Health (DOH) Food/Sanitation Certificate.  Narrative of Progress on Licensing (if pursuing licensing) | **$** | **%** | **$** |
| **September 1, 2013 – September 30, 2013 (Continuation Grantees ONLY)**  Program Changes Based on Summative Evaluation (continuation grantees only)  Student Enrollment Packet  Program/Student Handbook  Implementation Update for Project-Based Learning Plans for Academic and Personal Enrichment  Student Attendance Lists (each site)  Student Sign-Out Sheets (each site)  Website Monthly Attendance Submission Confirmation E-mail (each site)  Completed and Signed Project Deliverables and Invoice Form  New Project-Based Learning Plans for Academic and Personal Enrichment (if new plans are being implemented that have not been previously uploaded)  *For all sites exempt from DCF licensing or currently working on DCF licensing:*  Affidavit of Compliance for Child Care Personnel (new staff only)  Affidavit of Good Moral Character (new staff only)  Volunteer Affidavit (new volunteers only)  Child Abuse & Neglect Reporting Requirements Form (new staff only)  Narrative of Progress on Licensing (if pursuing licensing) | **$** | **%** | **$** |
| **October 1, 2013 – October 31, 2013**  **Both New and Continuing Grantees:**  Student Attendance Lists (each site, if applicable)  Student Sign-Out Sheets (each site, if applicable)  Website Monthly Attendance Submission Confirmation E-mail (each site, if applicable)  Completed and Signed Project Deliverables and Invoice Form  Sign-In/Sign-Out Procedures  **Continuation Grantees Only:**  Family Literacy Plan and Schedule  Documentation of Collected Baseline Data  Website and Documentation Supporting the Dissemination of Information about the 21st CCLC program  Documentation of Florida Certified Teachers  New Project-Based Learning Plans for Academic and Personal Enrichment (if new plans are being implemented that have not been previously uploaded)  Implementation Update for Project-Based Learning Plans for Academic and Personal Enrichment  PPICS Data Submission Verification  *For all sites exempt from DCF licensing or currently working on DCF licensing:*  Affidavit of Compliance for Child Care Personnel (new staff only)  Affidavit of Good Moral Character (new staff only)  Volunteer Affidavit (new volunteers only)  Child Abuse & Neglect Reporting Requirements Form (new staff only)  Narrative of Progress on Licensing (if pursuing licensing)  **New Grantees funded through the 2013-2014 RFP must also upload:**  Documentation Supporting Private School Consultation  Documentation of Meeting Supplemental Snack/Meal Requirements  21st CCLC Orientation/Professional Development (New and/or Existing Staff)  Project-Based Learning Plans for Academic and Personal Enrichment  Student Enrollment Packet  Program/Student Handbook  Grant Activity Report (if no children served during this month due to start-up)  *For all sites exempt from DCF licensing or currently working on DCF licensing:*  Affidavit of Compliance for Child Care Personnel (all staff)  Affidavit of Good Moral Character (all staff)  Volunteer Affidavit for all regular, reoccurring volunteers (all staff)  Child Abuse & Neglect Reporting Requirements Form (all staff)  A copy of the current and approved annual fire inspection report by a certified fire inspector (or exemption) Form  Florida Department of Health (DOH) Food/Sanitation Certificate.  Narrative of Progress on Licensing (if pursuing licensing) | **$** | **%** | **$** |
| **November 1, 2013 –November 30, 2013**  Proof of Collaboration with Regular Day Staff  Evidence of Professional Development (to date)  Attendance Sheets and Documentation to Support Adult Family Literacy or Parental Involvement Activities (**each** site, to date)  Documentation of Support from Partners (21st CCLC Partner’s Table)  Implementation Update for Project-Based Learning Plans for Academic and Personal Enrichment  Student Attendance Lists (each site)  Student Sign-Out Sheets (each site)  Website Monthly Attendance Submission Confirmation E-mail (each site)  Completed and Signed Project Deliverables and Invoice Form  New Project-Based Learning Plans for Academic and Personal Enrichment (if new plans are being implemented that have not been previously uploaded)  *For all sites exempt from DCF licensing or currently working on DCF licensing:*  Affidavit of Compliance for Child Care Personnel (new staff only)  Affidavit of Good Moral Character (new staff only)  Volunteer Affidavit (new volunteers only)  Child Abuse & Neglect Reporting Requirements Form (new staff only)  Narrative of Progress on Licensing (if pursuing licensing)  **New Grantees funded through the 2013-2014 RFP must also upload:**  Family Literacy Plan and Schedule  Documentation of Collected Baseline Data  Website and Documentation Supporting the Dissemination of Information about the 21st CCLC program  Documentation of Florida Certified Teachers | **$** | **%** | **$** |
| **December 1, 2013 – December 31, 2013**  21st CCLC Advisory Board Meeting(s) Minutes and Attendance  Implementation Update for Project-Based Learning Plans for Academic and Personal Enrichment  Student Attendance Lists (each site)  Student Sign-Out Sheets (each site)  Website Monthly Attendance Submission Confirmation E-mail (each site)  Completed and Signed Project Deliverables and Invoice Form  New Project-Based Learning Plans for Academic and Personal Enrichment (if new plans are being implemented that have not been previously uploaded)  *For all sites exempt from DCF licensing or currently working on DCF licensing:*  Affidavit of Compliance for Child Care Personnel (new staff only)  Affidavit of Good Moral Character (new staff only)  Volunteer Affidavit (new volunteers only)  Child Abuse & Neglect Reporting Requirements Form (new staff only)  Narrative of Progress on Licensing (if pursuing licensing) | **$** | **%** | **$** |
| **January 1, 2014 – January 31, 2014**  Sign-in Sheets and Documentation to Support Adult Family Literacy or Parental Involvement Activities (**each** site, November to present)  Mid-year Data Reporting Spreadsheet  New Project-Based Learning Plans for Academic and Personal Enrichment (for Spring 2014)  Implementation Update for Project-Based Learning Plans for Academic and Personal Enrichment  Student Attendance Lists (each site)  Student Sign-Out Sheets (each site)  Website Monthly Attendance Submission Confirmation E-mail (each site)  Completed and Signed Project Deliverables and Invoice Form  *For all sites exempt from DCF licensing or currently working on DCF licensing:*  Affidavit of Compliance for Child Care Personnel (new staff only)  Affidavit of Good Moral Character (new staff only)  Volunteer Affidavit (new volunteers only)  Child Abuse & Neglect Reporting Requirements Form (new staff only)  Narrative of Progress on Licensing (if pursuing licensing) | **$** | **%** | **$** |
| **February 1, 2014 – February 28, 2014**  Written Formative Evaluation Report  Analysis of Year-to-Date Expenditures  Implementation Update for Project-Based Learning Plans for Academic and Personal Enrichment  Student Attendance Lists (each site)  Student Sign-Out Sheets (each site)  Website Monthly Attendance Submission Confirmation E-mail (each site)  Completed and Signed Project Deliverables and Invoice Form  New Project-Based Learning Plans for Academic and Personal Enrichment (if new plans are being implemented that have not been previously uploaded)  *For all sites exempt from DCF licensing or currently working on DCF licensing:*  Affidavit of Compliance for Child Care Personnel (new staff only)  Affidavit of Good Moral Character (new staff only)  Volunteer Affidavit (new volunteers only)  Child Abuse & Neglect Reporting Requirements Form (new staff only)  Narrative of Progress on Licensing (if pursuing licensing) | **$** | **%** | **$** |
| **March 1, 2014 – March 31, 2014**  Evidence of Program Modification Based on Formative Evaluation Report  Public Notice of Formative Evaluation Results  Evidence of Professional Development (December to present)  Summer Student Enrollment Packet (if applicable)  Implementation Update for Project-Based Learning Plans for Academic and Personal Enrichment  Student Attendance Lists (each site)  Student Sign-Out Sheets (each site)  Website Monthly Attendance Submission Confirmation E-mail (each site)  Completed and Signed Project Deliverables and Invoice Form  New Project-Based Learning Plans for Academic and Personal Enrichment (if new plans are being implemented that have not been previously uploaded)  *For all sites exempt from DCF licensing or currently working on DCF licensing:*  Affidavit of Compliance for Child Care Personnel (new staff only)  Affidavit of Good Moral Character (new staff only)  Volunteer Affidavit (new volunteers only)  Child Abuse & Neglect Reporting Requirements Form (new staff only)  Narrative of Progress on Licensing (if pursuing licensing) | **$** | **%** | **$** |
| **April 1, 2014 – April 30, 2014**  Summary of Site Visits/ Quality Improvement Activities (to date)  2014 Summer Program Schedule (each site) (if applicable)  Website and Documentation Supporting the Dissemination of Information about: (a) 21st CCLC Summer Programming (if applicable) or (b) Dates Closed and Next Year’s Programming  Implementation Update for Project-Based Learning Plans for Academic and Personal Enrichment  Student Attendance Lists (each site)  Student Sign-Out Sheets (each site)  Website Monthly Attendance Submission Confirmation E-mail (each site)  Completed and Signed Project Deliverables and Invoice Form  New Project-Based Learning Plans for Academic and Personal Enrichment (if new plans are being implemented that have not been previously uploaded)  *For all sites exempt from DCF licensing or currently working on DCF licensing:*  Affidavit of Compliance for Child Care Personnel (new staff only)  Affidavit of Good Moral Character (new staff only)  Volunteer Affidavit (new volunteers only)  Child Abuse & Neglect Reporting Requirements Form (new staff only)  Narrative of Progress on Licensing (if pursuing licensing) | **$** | **%** | **$** |
| **May 1, 2014 – May 31, 2014**  21st CCLC Advisory Board Meeting Minutes and Attendance  Attendance Sheets and Documentation to Support Adult Family Literacy or Parental Involvement Activities (**each** site, February to present)  Notification of End-of-Year Teacher and Adult Family Members Survey  Implementation Update for Project-Based Learning Plans for Academic and Personal Enrichment  Student Attendance Lists (each site)  Student Sign-Out Sheets (each site)  Website Monthly Attendance Submission Confirmation E-mail (each site)  Completed and Signed Project Deliverables and Invoice Form  New Project-Based Learning Plans for Academic and Personal Enrichment (For Summer 2014, if site has summer programming)  *For all sites exempt from DCF licensing or currently working on DCF licensing:*  Affidavit of Compliance for Child Care Personnel (new staff only)  Affidavit of Good Moral Character (new staff only)  Volunteer Affidavit (new volunteers only)  Child Abuse & Neglect Reporting Requirements Form (new staff only)  Narrative of Progress on Licensing (if pursuing licensing) | **$** | **%** | **$** |
| **June 1, 2014 – June 30, 2014**  Listing of Physical Tangible Personal Inventory (if received as In-Kind, please list accordingly)  End-of-Year Data Reporting Spreadsheet  Evidence of Professional Development (April to present)  Implementation Update for Project-Based Learning Plans for Academic and Personal Enrichment (if site has summer programming)  Monthly Attendance Reports (each site)  Student Attendance Lists (each site, if site has summer programming)  Student Sign-Out Sheets (each site, if site has summer programming)  Website Monthly Attendance Submission Confirmation E-mail (each site, if site has summer programming)  Completed and Signed Project Deliverables and Invoice Form  New Project-Based Learning Plans for Academic and Personal Enrichment (if new plans are being implemented that have not been previously uploaded)  Grant Activity Report (if no children served during this month due to summer closure)  *For all sites exempt from DCF licensing or currently working on DCF licensing:*  Affidavit of Compliance for Child Care Personnel (new staff only)  Affidavit of Good Moral Character (new staff only)  Volunteer Affidavit (new volunteers only)  Child Abuse & Neglect Reporting Requirements Form (new staff only)  Narrative of Progress on Licensing (if pursuing licensing) | **$** | **%** | **$** |
| **July 1, 2014– July 31, 2014**  Implementation Update for Project-Based Learning Plans for Academic and Personal Enrichment (if site has summer programming)  Student Attendance Lists (each site, if site has summer programming)  Student Sign-Out Sheets (each site, if site has summer programming)  Website Monthly Attendance Submission Confirmation E-mail (each site, if site has summer programming)  Completed and Signed Project Deliverables and Invoice Form  New Project-Based Learning Plans for Academic and Personal Enrichment (if new plans are being implemented that have not been previously uploaded)  Grant Activity Report (if no children served during this month due to summer closure)  *For all sites exempt from DCF licensing or currently working on DCF licensing:*  Affidavit of Compliance for Child Care Personnel (new staff only)  Affidavit of Good Moral Character (new staff only)  Volunteer Affidavit (new volunteers only)  Child Abuse & Neglect Reporting Requirements Form (new staff only)  Narrative of Progress on Licensing (if pursuing licensing) | **$** | **%** | **$** |
| **Cohort 8 and Closeout Programs (Due by July 31, 2014)**  Final Inventory List  Documentation Supporting Inventory Availability Notifications  Documentation Supporting Acceptance or Refusal of Inventory  Plan for disposition of items less than $1,000  Plan for disposition of items over $1,000  Summative Evaluation Report  Dissemination of Summative Evaluation Results to Stakeholders  Summative Data Report for Summer 2014 Program (if site has summer programming) |  |  |  |

*“I hereby affirm that the information reported on this Project Deliverables and Invoice Form and documentation submitted to the Florida Department of Education in support of this form has been verified and validated as accurately reflecting the operation of this 21st CCLC Project.”*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name of Agency Head or Authorized Agency Representative**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Agency Head or Authorized Agency Representative**

*If an Authorized Agency Representative is signing, please ensure a Letter of Authorization is on file at the FDOE.*

**Invoices and all supporting documentation with original signature must be submitted to**:

The Bureau of the Comptroller

Florida Department of Education

Attention: Shannon Powell

325 West Gaines Street, **Room 901**

Tallahassee, FL 32399-0400

**Required Deliverables**

The specified deliverables must be completed DURING or BEFORE the performance period indicated. Reimbursement for the specified deliverable is not restricted to that performance period (e.g., adult literacy activities are required deliverables for October, January, and May, but the program may claim reimbursement for costs associated with such activities throughout the project year).

**Invoices and this project deliverables form with original signature must be submitted to:**

Bureau of the Comptroller

Florida Department of Education

Attention: Shannon Powell

325 West Gaines Street, Room 901

Tallahassee, FL 32399-0400

*Do NOT submit original documents.* ***Original and source documentation from all 21st CCLC sub-grantees must be retained in program files and be made available for review by the FDOE when requested.***

**REQUIRED DELIVERABLES (August - July)**

**Project-Based Learning Plans for Academic and Personal Enrichment**

Using the activities and activity descriptions as specified in the approved grant agreement:

1. Complete the 21st CCLC Project Plan found on the deliverables page at [*http://21stcclc.flchild.com*](http://florida21stcclc.education.ufl.edu/). The program must also maintain and submit appropriate monthly documentation to support the progress.
2. Provide a new project plan in any month when *a new project-based activity begins that has not already been uploaded.*

**Implementation** **Updates for Academic Project Plan(s)**  
Using the activities and activity descriptions as specified in the approved grant agreement:

1. Complete the 21st CCLC Project Plan found on the deliverables page at [*http://21stcclc.flchild.com*](http://florida21stcclc.education.ufl.edu/). The program must also maintain and submit appropriate monthly documentation to support this progress. Such documentation includes, but is not limited to: lesson plans documenting progress toward project or problem completion, standards reinforced each week, documentation of corroboration with regular school day subject(s) and teachers, the number of students who participated in the project each week, the staff (including the certified teacher) who supervised the project each week, and the number of hours per week the activities were provided.

Provide examples and/or documentation of the end product/solution after a project/problem has been completed/solved.

**Monthly Attendance Completed on website for each site (21stcclc.flchild.com>REPORTING>ATTENDANCE>MONTHLY)**

Minimum performance standards for 21st CCLC grants have been established as (1) meeting proposed levels of operation and (2) serving proposed numbers of targeted student participants. Documentation of these minimum performance standards **must** be completed via the following website: [*http://21stcclc.flchild.com*](http://florida21stcclc.education.ufl.edu/). The monthly report **must** be submitted and finalized **by the 15th of the following month** for **each** site. Once submitted, you will receive an e-mail verifying your submission. A copy of this e-mail should be uploaded as a deliverable monthly.

**Student Attendance Lists (each site)**

Programs must provide copies of the daily student attendance lists to verify monthly attendance. When submitting student attendance lists, the rosters **must** be submitted for **each day** of service indicated on the Monthly Attendance Report and for EACH SITE within the program. The electronic attendance rosters **must** clearly indicate the names of each student attending the site on a daily basis.DO **NOT** INCLUDE STUDENT SOCIAL SECURITY NUMBERS.

**Student Sign-Out Sheets (each site)**

If not included with the Student Attendance Lists, programs **must** provide a copy of the student sign-out sheet from **each** **site** for **each** **month**. Sign-out sheets should include the student’s name, the signature of an authorized adult or student (if using hard copy sign-in/out sheets), and the time the student departed from the program. Please note: If your program uses an electronic sign-out system, submit the electronic sheet produced from this system instead.

**Completed and Signed Project Deliverables and Invoice Form**

This form should be completed and signed each month. The completed and signed copy should be uploaded monthly. Please provide the most updated and accurate information in Columns 2 and 3. If you have not received your finalized amount for that month, it is acceptable to leave it blank.

***For all sites exempt from DCF licensing or currently working on DCF licensing:***

**Affidavit of Compliance for Child Care Personnel**  
Affidavit of Compliance for Child Care Personnel. This form can be found at the top of the Deliverables page at http://21stcclc.flchild.com form must also be completed and re-submitted each time any new staff are hired throughout the contract term.

**Affidavit of Good Moral Character**  
Affidavit of Good Moral Character for all individuals working with children. This form can be found at the top of the Deliverables page at http://21stcclc.flchild.com. This form must also be completed and re-submitted each time any new staff are hired throughout the contract term.

**Volunteer Affidavit**   
Volunteer Affidavit for all regular, reoccurring volunteers working with children. This form can be found at the top of the Deliverables page at http://21stcclc.flchild.com. This form must also be completed and re-submitted each time any new staff are hired throughout the contract term.

**Child Abuse & Neglect Reporting Requirements Form**   
Child Abuse & Neglect Reporting Requirements Form for staff working with children. This form can be found at the top of the Deliverables page at http://21stcclc.flchild.com. This form must also be completed and re-submitted each time any new staff are hired throughout the contract term.

**Narrative of Progress on Licensing (if pursuing licensing)**

If your program is currently pursuing licensing in any site, please provide a monthly update as to what has been accomplished and what still needs to be accomplished pertaining to licensing. If licensing is necessary, it must be secured before the end of the 2013-14 project year in order to continue on to the 2014-15 project year.

**Grant Activity Report (if applicable, in August (for continuing subgrantees), October (for new subgrantees), June, and July)**

If you are invoicing DOE during any of these months for grant operations and no children are being serviced, you must provide a narrative of grant activity in order to be reimbursed. The narrative must fully explain what grant activities are taking place in lieu of children being served.

**AUGUST (Continuation Grantees ONLY)**

**Summative Evaluation Report (2012- 2013)**

Provide a written report of the 2012- 2013 project year that clearly indicates the requirements as stated in the 21st CCLC Grant Writing Guide, including the topics of Overview and History; Student Attendance and Enrollment; Program Operations; Quality of Staffing; Objective Assessment; Other Observations; Progress Towards Sustainability; and Overall Recommendation. *Submission does NOT imply that the Summative Evaluation Report has been accepted by the FDOE as final and accurate*. All required data must be included to be considered sufficient.

**Dissemination of Evaluation Results to Stakeholders (2012- 2013)**

Provide documentation that the results of the summative evaluation and/or end-of-year data have been disseminated and the information is accessible to program stakeholders such as program staff, collaborators and partners, 21st CCLC students and families, and other stakeholders. Examples of documentation include copies of flyers with distribution logs, agendas and attendance rosters for presentations or meetings, and copies of formal communications such as letters or e-mails with received receipts.

**Documentation Supporting Private School Consultation**

Provide documentation to support that private schools were consulted in a timely and meaningful manner during the development of the 21st CCLC project. Consultation must occur with all the private schools identified on the Private School Consultation form in the approved grant application. Examples of documentation include documented e-mail correspondence with read receipt; copies of correspondence with delivery receipts; meeting agenda(s) and minutes; meeting sign-in sheet(s); and written response feedback from private school officials. If there are no private schools in the area, submit a statement to that effect signed by an authorized agent of the agency.

**Documentation of Meeting Supplemental Snack/Meal Requirements**

Provide a sample menu and a narrative description of how the program offers nutritious snacks and/or meals each day to 21st CCLC students (i.e., what funding sources or partners are used), and how the program meets the requirements of the United States Department of Agriculture (USDA) guidelines for afterschool snacks and summer meal supplements. Depending on when the 21st CCLC program operates, a supplemental snack and/or meal must be offered to each student, each day. Funding for snacks and meals cannot be drawn from 21st CCLC funds and must come from other resources. Students must not be charged for costs associated with supplemental snacks and meals.

**21st CCLC Orientation/Professional Development (New and/or Existing Staff)**

Provide documentation of orientation/professional development to new and/or existing staff that includes a review of the approved grant application and associated requirements to achieve the goals and objectives of the project. Source documentation should include agenda items, sign-in sheet(s), name(s) of presenter(s), and information (other than the grant application) disseminated during the orientation/professional development.

**A copy of the current and approved annual fire inspection report by a certified fire inspector**

If the site is granted a fire inspection exemption by the local fire inspection office, the exemption must be documented and submitted. Fire inspections shall conform to state standards adopted by the State Fire Marshal, Chapter 69A-36, F.A.C., Uniform Fire Safety Standards for Nonresidential Child Care Facilities and shall be inspected annually. These standards can be found at: [*https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69A-36*](https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69A-36)

**Florida Department of Health (DOH) Food/Sanitation Certificate**

More information on this certificate can be found at: [*http://www.myfloridaeh.com/community/food/index.html*](http://www.myfloridaeh.com/community/food/index.html). The application for this certificate can be found at: [*http://www.doh.state.fl.us/environment/community/food/DH4086.pdf*](http://www.doh.state.fl.us/environment/community/food/DH4086.pdf). If program is found to be exempt from this certificate, a letter from DOH stating exemption must be submitted.

**SEPTEMBER**

**Program Changes Based on Summative Evaluation (continuation grantees ONLY)**

Provide evidence of any enhancements or changes to the 21st CCLC program implemented as a result of the summative evaluation. Support documentation may include a narrative summary of all changes including any program/budget amendment(s); documentation of staff training(s); revised weekly activity schedule(s); documented implementation of new curricula; and documented changes to staff composition. If no modifications were needed based on the summative evaluation, a narrative summary explaining why no modifications were needed and specific examples of how programming is effective, and of high quality, must be provided.

**Student Enrollment Packet**

Provide a completed student enrollment packet and all associated forms used when enrolling a 21st CCLC student participant. Such packets often include registration forms, forms used to collect baseline and demographic data, and authorizations for enrolling students.

**Program/Student Handbook**

Provide documentation of information disseminated to enrolled students and family members that outlines the policies and procedures of the 21st CCLC program, including the program’s attendance policies.

**OCTOBER**

**Sign-In/Sign-Out Procedures**

Provide a brief narrative of your daily sign-in and sign-out procedures.

**Family Literacy Plan and Schedule**

After conducting a survey of participating 21st CCLC parents and adult family members, programs must outline the program’s family literacy plan for the year. The program must upload the aggregated survey results/analysis, and a schedule with projected dates for family literacy events and classes throughout the year. Remember, programs must implement **at least six (6) events/classes** during the 2013- 2014 project year.

**Documentation of Collected Baseline Data**

Provide a spreadsheet listing the names of all the enrolled students and include the baseline data (e.g., FCAT scores, current grades) for those students who were assessed or surveyed, and the date the data was collected or the assessment completed for each objective in the approved grant application. Provide a copy of any assessment tools used.

**Website and Documentation Supporting the Dissemination of Information about the 21st CCLC Program**

Upload a link to the program’s 21st CCLC website. All information should be current at all times, including 21st CCLC projects, updates, and a schedule which notes days off as well as adult family events and classes.

Also, programs must upload documentation to [*http://21stcclc.flchild.com*](http://florida21stcclc.education.ufl.edu/) supporting that information on the 21st CCLC program was disseminated in an understandable and accessible manner. The purpose of disseminating information should NOT be solely to recruit students but also to inform communities and stakeholders about the importance and promise of the 21st CCLC program, as well as the service sites, population to be served, program objectives and activities, and contact information. Examples of documentation include copies of informative program flyers with distribution logs, agendas and attendance rosters for presentations or meetings, copies of formal communications such as letters or e-mails with received receipts, and copies of advertisements in print or electronic media.

**Documentation of Florida Certified Teachers**

Provide a copy of the current state of Florida teaching certificate for all staff delivering academic enrichment activities to the target population.

**PPICS Data Submission Verification**

Guidance will be provided by the Research and Evaluation Unit on uploading your 2012-13 data into PPICS. Once submitted, you will receive confirmation from the system that all data is complete. Please upload this data confirmation as proof that you have completed your data submission to the PPICS system.

**New grantees funded through the 2013- 2014 RFP must also upload:**

**Documentation Supporting Private School Consultation**

Provide documentation to support that private schools were consulted in a timely and meaningful manner during the development of the 21st CCLC project. Consultation must occur with all the private schools identified on the Private School Consultation form in the approved grant application. Examples of documentation include documented e-mail correspondence with read receipt; copies of correspondence with delivery receipts; meeting agenda(s) and minutes; meeting sign-in sheet(s); and written response feedback from private school officials. If there are no private schools in the area, submit a statement to that effect signed by an authorized agent of the agency.

**Documentation of Meeting Supplemental Snack/Meal Requirements**

Provide a sample menu and a narrative description of how the program offers nutritious snacks and/or meals each day to 21st CCLC students (i.e., what funding sources or partners are used), and how the program meets the requirements of the United States Department of Agriculture (USDA) guidelines for afterschool snacks and summer meal supplements. Depending on when the 21st CCLC program operates, a supplemental snack and/or meal must be offered to each student, each day. Funding for snacks and meals cannot be drawn from 21st CCLC funds and must come from other resources. Students must not be charged for costs associated with supplemental snacks and meals.

**21st CCLC Orientation/Professional Development (New and/or Existing Staff)**

Provide documentation of orientation/professional development to new and/or existing staff that includes a review of the approved grant application and associated requirements to achieve the goals and objectives of the project. Source documentation should include agenda items, sign-in sheet(s), name(s) of presenter(s), and information (other than the grant application) disseminated during the orientation/professional development.

**Student Enrollment Packet**

Provide a completed student enrollment packet and all associated forms used when enrolling a 21st CCLC student participant. Such packets often include registration forms, forms used to collect baseline and demographic data, and authorizations for enrolling students.

**Program/Student Handbook**

Provide documentation of information disseminated to enrolled students and family members that outlines the policies and procedures of the 21st CCLC program, including the program’s attendance policies.

**A copy of the current and approved annual fire inspection report by a certified fire inspector**

If the site is granted a fire inspection exemption by the local fire inspection office, the exemption must be documented and submitted. Fire inspections shall conform to state standards adopted by the State Fire Marshal, Chapter 69A-36, F.A.C., Uniform Fire Safety Standards for Nonresidential Child Care Facilities and shall be inspected annually. These standards can be found at: [*https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69A-36*](https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69A-36)

**Florida Department of Health (DOH) Food/Sanitation Certificate**

More information on this certificate can be found at: [*http://www.myfloridaeh.com/community/food/index.html*](http://www.myfloridaeh.com/community/food/index.html). The application for this certificate can be found at: [*http://www.doh.state.fl.us/environment/community/food/DH4086.pdf*](http://www.doh.state.fl.us/environment/community/food/DH4086.pdf). If program is found to be exempt from this certificate, a letter from DOH stating exemption must be submitted.

**NOVEMBER**

**Proof of Collaboration with Regular Day Staff**

Provide documentation of how communication and sharing of information is being implemented between the 21st CCLC program and regular school day staff at the targeted schools (e.g., meeting minutes and attendance rosters, written/email communications). The communication plan should describe how the sub-grantee and targeted school(s) will share information about the needs and performance of 21st CCLC students and steps taken to ensure the needs of the students are shared and addressed during the 21st CCLC program.

**Evidence of Professional Development (to date)**

Provide all documentation of any professional development activities provided to 21st CCLC staff and administrators that took place from the beginning of the program year to the present date, for the purpose of training **active** 21st CCLC staff and administrators. Support documentation must include copies of (1) training information disseminated to staff, (2) handwritten sign-in sheets, (3) training manuals, and (4) training agendas which include the date, time, and name of presenter(s). Documentation must include disseminating information provided at the 21st CCLC state conference to other active 21st CCLC staff who did not attend. *If copies of 21st CCLC Orientation/Professional Development (New and/or Existing staff) have been submitted previously, it is not necessary to submit these documents again.*

**Sign-in Sheets, Schedule of Events, and Documentation to Support Adult Family Literacy Activities (each site, to date)**

Provide all documentation of any program initiatives and/or activities to engage and serve adult family members of actively participating 21st CCLC students through parent involvement and literacy activities that took place **prior to November 31, 2013**. Documented initiatives and activities must be consistent with the approved grant application in both scope and frequency. Support documentation should include a schedule of all adult family member events/classes, parent sign-in sheets, activity agenda(s); biographies of guest speakers; and narrative description(s) of any special programming offered to families. **Agendas and sign-in sheets must be clearly labeled as a 21st CCLC event, dated, and include the 21st CCLC student’s name, and the family member’s name and signature.**

If no activities occurred, a narrative description of the upcoming adult family literacy activities for the fall semester must be provided to include anticipated dates, times and locations of activities, methods for documenting activities and participants, and plans to disseminate information about the activities.

**Documentation of Support from Partners (21st CCLC Partners Table)**

Complete the 21st CCLC Partners Table ([*http://21stcclc.flchild.com*](http://florida21stcclc.education.ufl.edu/)) to identify other funding sources (e.g., grants, in-kind contributions, etc.), amounts, and how those funding sources are used in conjunction to supplement the use of federal 21st CCLC funds. If no other funding sources are used, describe how the sub-grantee will seek such sources to supplement, not supplant, the 21st CCLC program to sustain operation beyond the end of funding.

**New grantees funded through the 2013- 2014 RFP must also upload:**

**Family Literacy Plan and Schedule**

After conducting a survey of participating 21st CCLC parents and adult family members, programs must outline the program’s family literacy plan for the year. The program must upload the aggregated survey results/analysis, and a schedule with projected dates for family literacy events and classes throughout the year. Remember, programs must implement **at least six (6) events/classes** during the 2013- 2014 project year.

**Documentation of Collected Baseline Data**

Provide a spreadsheet listing the names of all the enrolled students and include the baseline data (e.g., FCAT scores, current grades) for those students who were assessed or surveyed, and the date the data was collected or the assessment completed for each objective in the approved grant application. Provide a copy of any assessment tools used.

**Website and Documentation Supporting the Dissemination of Information about the 21st CCLC Program**

Upload a link to the program’s 21st CCLC website. All information should be current at all times, including 21st CCLC projects, updates, and a schedule which notes days off as well as adult family events and classes.

Also, programs must upload documentation to [*http://21stcclc.flchild.com*](http://florida21stcclc.education.ufl.edu/) supporting that information on the 21st CCLC program was disseminated in an understandable and accessible manner. The purpose of disseminating information should NOT be solely to recruit students but also to inform communities and stakeholders about the importance and promise of the 21st CCLC program, as well as the service sites, population to be served, program objectives and activities, and contact information. Examples of documentation include copies of informative program flyers with distribution logs, agendas and attendance rosters for presentations or meetings, copies of formal communications such as letters or e-mails with received receipts, and copies of advertisements in print or electronic media.

**Documentation of Florida Certified Teachers**

Provide a copy of the current state of Florida teaching certificate for all staff delivering academic enrichment activities to the target population.

**DECEMBER**

**21st CCLC Advisory Board Meetings Minutes and Attendance**

Provide evidence that the 21st CCLC Advisory Board has been established and meetings have taken place. Documentation should be in the form of a list of advisory board members (comprised of students, teachers, parents, and members of community agencies and businesses) with their titles, minutes of meetings, and attendance/sign-in sheets. If no meetings have occurred, provide a narrative response of when the two (2) 21st CCLC Advisory Board Meetings will occur and documentation of information disseminated to stakeholders to participate on the advisory board.

**JANUARY**

**Sign-in Sheets, Schedule of Events, and Documentation to Support Adult Family Literacy Activities (each site, November 2013 to present)**

Provide all documentation of any program initiatives and/or activities to engage and serve adult family members of actively participating 21st CCLC students through parent involvement and literacy activities that took place **from November 1, 2013 to present**. Documented initiatives and activities must be consistent with the approved grant application in both scope and frequency. Support documentation should include a schedule of all adult family member events/classes, parent sign-in sheets, activity agenda(s); biographies of guest speakers; and narrative description(s) of any special programming offered to families. **Agendas and sign-in sheets must be clearly labeled as a 21st CCLC event, dated, and include the 21st CCLC student’s name, and the family member’s name and signature.**

**Mid-year Data Reporting Spreadsheet**

Upload the Mid-year Data reporting spreadsheet to the deliverables page **prior to January 30, 2014**. *Submission does NOT imply that the Mid-year Data report* *has been accepted by the FDOE as final and accurate*.

**New Project Plans for Academic and Personal Enrichment**

Using the activities and activity descriptions as specified in the approved grant agreement, complete the Project Plan form found on the deliverables page at [*http://21stcclc.flchild.com*](http://florida21stcclc.education.ufl.edu/). New plans for the Spring must be uploaded in January.

**FEBRUARY**

**Written Formative Evaluation Report**

Provide a written report that clearly indicates the requirements as stated in the 21st CCLC Grant Writing Guide, including the topics of program operation, student attendance, analysis, and recommendations. This report should only include periodic evaluation efforts that took place from the beginning of program until December 31, 2013.

**Analysis of Year-to-Date Expenditures**

Analyze budget and expenditure amounts. Provide a narrative summary of the analysis that outlines the amount and percentage of funds used within each approved budget line item, and how the sub-grantee will ensure sufficient funds are available for staffing and operations that are reasonable, necessary and allocable for the remainder of operation during the project year. *Sub-grantees are responsible for requesting technical assistance* ***and*** *submitting necessary amendment documents to the FDOE in a timely manner to seek approval prior to implementing program and/or budget changes.*

**MARCH**

**Evidence of Program Modification Based on Formative Evaluation Report**

Provide evidence of any enhancements or changes to the 21st CCLC program implemented as a result of the first formative evaluation. Support documentation may include a narrative summary of all changes including any program/budget amendment(s), documentation of staff training(s), revised weekly activity schedule(s), documented implementation of new curricula, and documented changes to staff composition. If no modifications were needed based on the Formative Evaluation Report, a narrative summary explaining why no modifications were needed and specific examples of how programming is effective, and of high quality, must be provided.

**Public Notice of Formative Evaluation Results**

Post the formative evaluation on your programmatic website. Also, at [*http://21stcclc.flchild.com*](http://florida21stcclc.education.ufl.edu/), upload documentation that the results of the formative evaluation have been disseminated and the information is accessible to program stakeholders, including 21st CCLC program staff, 21st CCLC collaborators/partners, 21st CCLC parents, 21st CCLC students, and other interested parties upon request.

**Evidence of Professional Development (December 2013 to present)**

Provide all documentation of any professional development activities provided to 21st CCLC staff and administrators that took place (from December 2013 to the present) for the purpose of training **active** 21st CCLC staff and administrators. Support documentation must include (1) training information disseminated to staff, (2) handwritten sign-in sheets, (3) training manuals, and (4) training agendas which include the date, time, and name(s) of presenter(s).

**Summer Student Enrollment Packet *(if applicable)***

Provide a completed student enrollment packet and all associated forms used when enrolling a 21st CCLC student participant in the summer program. Such packets often include registration forms, forms used to collect baseline and demographic data, and authorizations for enrolling students.

**APRIL**

**Summary of Site Visits and Quality Improvement Activities *(to date)***

Provide documentation of project management site visit notes related to quality improvement, follow-up documentation provided to site level staff, and assessment of the progress made toward implementing feedback made by project management. Quality improvement activities should include scheduled and unscheduled site visits with formal and informal documentation.

**2014 Summer Program Schedule (each site) *(if applicable)***

Provide a weekly SUMMER schedule for **each** site that clearly identifies the 21st CCLC program, indicates the daily start and end times, the days/hours of operation per week, location of activities, staff supervising activities, staff ratio, and grade levels served as indicated by the approved grant application. If a site has more than one typical schedule—for example, alternating weeks or different schedules by age groups—provide a copy of each.

**Website and Documentation Supporting the Dissemination of Information about the 21st CCLC summer program *(if applicable)***

Upload a link to the program’s 21st CCLC website. All information should be current at all times, including 21st CCLC projects, updates, and a schedule which notes days off as well as adult family events and classes.

Also, programs must upload documentation to [*http://21stcclc.flchild.com*](http://florida21stcclc.education.ufl.edu/) supporting that information on the 21st CCLC program was disseminated in an understandable and accessible manner. The purpose of disseminating information should NOT be solely to recruit students but also to inform communities and stakeholders about the importance and promise of the 21st CCLC program, as well as the service sites, population to be served, contact information, and program objectives and activities. Examples of documentation include copies of informative program flyers with distribution logs, agendas and attendance rosters for presentations or meetings, copies of formal communications such as letters or e-mails with received receipts, and copies of advertisements in print or electronic media.

**MAY**

**21st CCLC Advisory Board Meeting(s) Minutes and Attendance**

Provide evidence that the 21st CCLC Advisory Board for the program has been established and the minimum of two (2) meetings have taken place. Documentation should be in the form of a list of advisory board members (comprised of students, teachers, parents, and members of community agencies and businesses) with their titles, minutes of meetings, and attendance/sign-in sheets.

**Attendance Sheets, Schedule of Events, and Documentation to Support Adult Family Literacy Activities (each site, February 2014 to present)**

Provide all documentation of any program initiatives and/or activities to engage and serve adult family members of actively participating 21st CCLC students through parent involvement and literacy activities that took place **from February, 2014 to the present**. Documented initiatives and activities must be consistent with the approved grant application in both scope and frequency. Support documentation should include a schedule of all adult family member events/classes, parent sign-in sheets, activity agenda(s); biographies of guest speaker(s); and narrative description(s) of any special programming offered to families. **Agendas and sign-in sheets must be clearly labeled as a 21st CCLC event, dated, and include the family member’s name, 21st CCLC student’s name, and parent signature.**

**Notification of End-of-Year Teacher and Adult Family Members Survey**

Provide documentation of communication with teachers and adult family members concerning teacher and parent survey completion and submission. Documentation should at a minimum contain: (1) purpose; (2) instructions, (3) due date; and (4) submission guidelines.

**JUNE**

**Listing of Tangible Personal Physical Inventory**

Provide a copy of that latest physical inventory conducted of all capitalized equipment (e.g., hardback books with a value or cost of $25.00 or more that are circulated to students or the general public, any hardback book with a value or cost of $250.00 that is not circulated to the public, and other non-consumable items purchased since the inception of the 21st CCLC program).

**End-of-Year Data Reporting Spreadsheet**

Upload the End-of-YearData Reporting Spreadsheet to the deliverables page **prior to June 30, 2014**. *Submission does NOT imply that the End-of-Year*Data report *has been accepted by the FDOE as final and accurate*.

**Evidence of Professional Development (March 2014 to present)**

Provide all documentation of any professional development activities provided to 21st CCLC staff and administrators that took place (from March 2014 to the present) for the purpose of training **active** 21st CCLC staff and administrators. Support documentation must include (1) training information disseminated to staff, (2) handwritten sign-in sheets, (3) training manuals, and (4) training agendas which include the date, time, and name(s) of presenter(s).

**JULY**

**Summative Evaluation Report** **(5th year only)**

Provide a written report that clearly indicates the requirements as stated in the 21st CCLC Grant Writing Guide, which include the topics of overview and history; student attendance and enrollment; program operations; quality of staffing; objective assessment; other observations; progress towards sustainability; and overall recommendations. *Submission does NOT imply that the Summative Evaluation Report has been accepted by the FDOE as final and accurate*.

**Dissemination of Summative Evaluation Results to Stakeholders (5th year only)**

Upload a link to the program’s 21st CCLC website. All information should be current at all times, including 21st CCLC projects, updates, and a schedule which notes days off as well as adult family events and classes.

Also, programs must upload documentation to [*http://21stcclc.flchild.com*](http://florida21stcclc.education.ufl.edu/) supporting the results of the summative evaluation have been disseminated and the information is accessible to program stakeholders such as program staff, collaborators and partners, 21st CCLC students and families, and other stakeholders. Examples of documentation include copies of flyers with distribution logs, agendas and attendance rosters for presentations or meetings, copies of formal communications such as letters or e-mails with received receipts, and copies of ads on print or electronic media.

**Cohort 8 and Closeout Programs must also upload:**

Guidance will be provided from the Compliance and Monitoring Unit for you to upload the proper documentation for the following deliverables:

* Final Inventory List
* Documentation Supporting Inventory Availability Notifications
* Documentation Supporting Acceptance or Refusal of Inventory
* Plan for disposition of items less than $1,000
* Plan for disposition of items over $1,000
* Summative Evaluation Report
* Dissemination of Summative Evaluation Results to Stakeholder
* Summative Data Report for Summer 2014 Program (if site has summer programming)