

## DWS-W&FL Post Grant Award Checklist & Monitoring Report

- Grantee Name:
- Grant Number:

<b>General Grant Requirements</b>	<b>Yes</b>	<b>NO</b>	<b>NA</b>	<b>Comments</b>
Grantee Orientation Meeting				
Return Site Visit Form				
<b>Fiscal Requirements</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
Follow FY09 grant budget.				
Negotiate any budget changes with W & FL.				
Maintain receipts on site for review or turned in copies of receipts.				
<b>Staffing Requirements</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
One staff, 20 hours of training.				
<b>Tracking and Reporting</b>	<b>Yes</b>	<b>NO</b>	<b>NA</b>	<b>Comments</b>
Provide care middle and Jr. High/High School age				
Bi-Annual Report statistics.				
Annual Report statistics and program evaluations.				
<b>Program Evaluation</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
Site visit completed.				Date:
Site visit written report.				Date:
Meets Health and Safety Quality Standards for Afterschool Programs				Date:
Meets * indicators on Administrative section of the Quality Tool				
Completes Quality Tool Self Assessment				