WELCOME to the Project Director’s Meeting
Agenda

• U.S. Department of Education visit
• IWAS Continuation Grant
• Grant Components
• Amendment Reminders
• Monitoring
• 21st CCLC Performance Data
• Due Dates
The U.S. Department of Education monitors states every 3 years or as needed based upon risk.

Visit occurred in April 2019.

Thank you to our grantees who hosted a visit.

We are still waiting for the final results but our preliminary results show that...
IWAS Continuation Grant

- We are excited to have three cohorts again for the upcoming project year.
- Cohort 15 will be renewed.
- Continuation grant release is pending a few changes but will be out soon.
A Quick Note about the Budget

• You should be good stewards of these funds.
• For example, don’t spend $900 on a blender when there is one available for $250.
• A minimum of 60% or more of your budget should be used to directly serve students or families.
  • Functions 1000, 2110, 2120, 2220, 2550, 3000 will be used in determining the percentage.
  • Functions 2540, 2560, 2900, and 4000 may also be used.
  • Remember no more than 5% of grant funds can be allocated in 2300 and no more than 10% of grant funds can be allocated in 2620.
• Please use the Technology Acquisition tab when individual items are more than $500 per unit.
Grant Components

**Program Income**
- Program income is now in the IWAS application.
- Special circumstances allow for program income.
- Guidance can be found on the 21st CCLC webpage. [https://www.isbe.net/Pages/21st-Century-Community-Learning-Centers.aspx](https://www.isbe.net/Pages/21st-Century-Community-Learning-Centers.aspx)

**Travel**
- All Out-of-State Travel forms **MUST** be submitted 45 days before travel will take place.
- The amount for travel should have been allocated in your original submitted budget or part of an amendment.
- Your budget will be reviewed to ensure the appropriate amount of funds are available for travel.
Grant Components

Summer Programming

• Summer programming should be the same as the original approved award unless there has been an approved amendment.
• We have found that some grantees have changed their summer programming weeks, usually due to outside circumstances like district request, without notifying us.
• Please make us aware of all changes.
• Sites will need to be marked inactive in 21APR and the Benchmarking tool if summer programming is not occurring.

Grant Periodic Performance Report

• Please complete by due dates.
• Our GATA Division expects any disapproved reports to be returned within 10 days.
• Remember that you only need to report what has taken place during each quarter not what will happen in upcoming quarters.
Grant Components

Partnerships

• Equitable Participation with private/parochial school is a federal requirement.
• This is the time of year to start having meetings and conversations with private/parochial schools.
• Equitable Partnership of Private Schools forms as well as MOUs should be uploaded or mailed to ISBE.
  • [https://www.isbe.net/Pages/Nonpublic-Elementary-and-Secondary-School-Registration-and-Recognition.aspx](https://www.isbe.net/Pages/Nonpublic-Elementary-and-Secondary-School-Registration-and-Recognition.aspx) (This list is not all inclusive)
• With this early reminder and provided link, N/A is not an acceptable response on the Equitable Partnership form.
• Upload a word document with dates detailing all steps taken to communicate with the private school and the results.
• On the signature line for the private school administrator state “No Response” if there has been no response. Fiscal agent must sign and date on appropriate line.
Grant Components

When is a Retention/Recruitment Plan Needed?

• If you have under served students by 11% or more from the projected amount.
• If the total students served from previous years continue to decrease.
• You **MUST** upload or mail a plan to ISBE.
• When reviewing your continuation grant, we look at the amount of students projected to be served in your original award unless there has been an amendment.
• Student served data is tied to funding. This is a data point that will be monitored during the next monitoring cycle.
Amendment Reminders

- **REMEMBER** Amend before you Spend.
- Submit an amendment when the object total within the approved budget changes by $1,000 or 10% whichever is greater; or if a new cell within the budget is opened.
- All function and object codes **MUST** be stated on the Amendment tab.
- For the ease and speed of review **PLEASE** list changes vertically.
- Only **OPEN** tabs that you are amending.
- The Budget Detail Page should include the details of the change from the Amendment tab.
- **DO NOT DELETE** the original approved narrative.
- State the new changes in a narrative titled “Amendment 1” directly following the approved narrative. Repeat for subsequent amendments.
- **STATE ALL FORMULA CHANGES IN THE BUDGET DETAIL CELLS.**
- Always double check calculations.
- Final amendments must be submitted no later than **30 days** prior to the approved project end date.
What’s New with Monitoring and Support

Grantees monitored by ISBE through annual three tiered monitoring and compliance process.

All grantees will receive Tier I monitoring. Next project year, this will be in the form of Bi-Annual Calls instead of the Self-Monitoring Evaluation.

Level of additional monitoring will be determined by risk analysis. Grantees will also be assigned to an On-Sight Visit and Desktop Audit during their grant cycle.

Each grantee may receive an on-site financial audit during their 5-year grant cycle.
Risk Analysis

Six Areas of Review

- Program Organization
- Academic Programming Practices and Ensuring the Quality of Activities
- Build Supportive Relationships in Afterschool
- Project Design
- Fiscal
- Quality Assurance
Tier II and Tier III

**Desktop Audit**
- Receive Notification
- Have 30 days to submit evidence required on checklist
- Will receive compliance/non-compliance notification
- Follow through on corrective(s) action where needed

**On-Site Visit**
- Receive Notification and will complete pre-site visit form
- Visits take up to 7 hours (2-3 hours for the interview and data collection)
- 2-3 hours for walk-through
- 30min-1 hour for Debrief
- Convene conference call to finalize report
- Will receive compliance/non-compliance notification
- Follow through on corrective(s) action where needed
Monitoring and Support Cycle

1. Data review of all Risk Analysis areas
2. Bi-Annual Calls
3. Tier II and Tier III Monitoring
4. Determine Risk Levels for all Grantees
21APR

The Benchmarking Tool is not automated to 21APR yet.

Data that is gathered:
• Activities
• Staffing
• Participation
• Outcomes

You will need to enter your data in both locations.
Grant Periodic Performance

Due Dates

- **Quarter 1:** Ends September 30; report is due by October 31
- **Quarter 2:** Ends December 31; report is due by January 31
- **Quarter 3:** Ends March 31; report is due by April 30
- **Quarter 4:** Ends June 30; report is due by July 31
- **Quarter 5:** Ends August 31; report is due by September 30
Upcoming Key Dates and Deadlines

- **Summer**
  - May 31<sup>st</sup> – Summer 21APR window closes
  - May 31<sup>st</sup> – Last day to submit an amendment for programs with a June 30<sup>th</sup> end date
  - Mid June – Benchmarking Tool window opens for Fall 2018
  - June 28<sup>th</sup> – Spring Evaluation Survey due
  - July 1<sup>st</sup> – Fall 2018 21APR Window Opens
  - July 20<sup>th</sup> – Expenditure report submission in IWAS
  - July 31st – Fourth Quarter Grant Periodic Performance Report due in IWAS
  - August 1<sup>st</sup> – Last day to submit an amendment for programs with an August 31<sup>st</sup> end date
  - August 30<sup>th</sup> – Fall 2018 21APR window closes