WELCOME
to the
Project Director's Meeting

Illinois State Board of Education

May 9, 2019

21st Century Community Learning Centers

Soaring Beyond Expectations

Agenda

- **U.S. Department of Education visit**
- **IWAS Continuation Grant**
- **Grant Components**
- **Amendment Reminders**
- **Monitoring**
- **21st CCLC Performance Data**
- **Due Dates**

U.S. Department of Education visits ISBE 21st Century

- 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.

IWAS Continuation Grant

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

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. (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** <u>Amend</u> before you <u>Spend.</u>
- 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

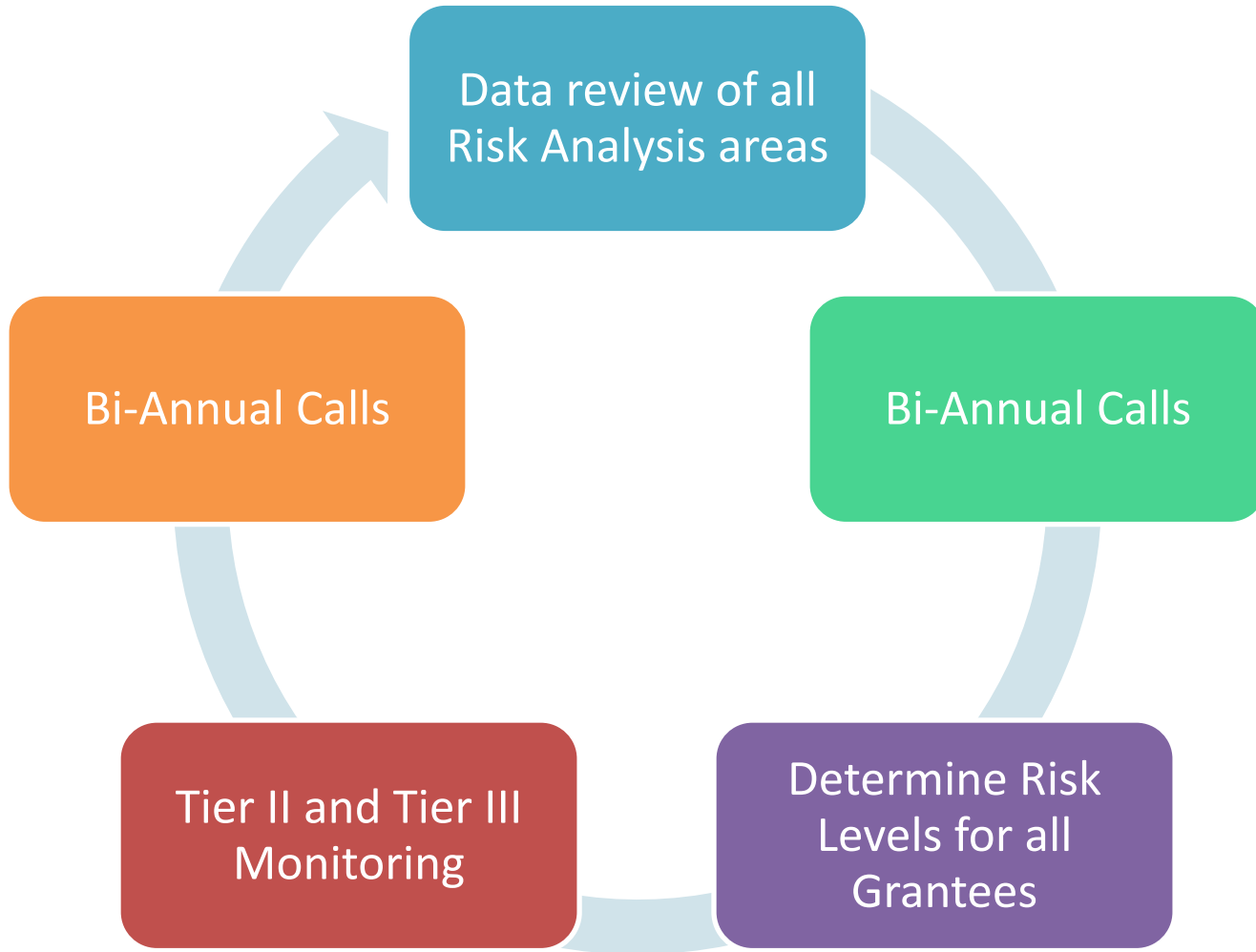| Desktop Audit	On-Site Visit
• Receive Notification • Have 30 days to submit evidence required on checklist • Will receive compliance/non-compliance notification • Follow through on corrective(s) action where needed	• Receive Notification and will complete pre-site visit form • Visits take up to 7 hours (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

- Data review of all Risk Analysis areas
- Bi-Annual Calls
- Determine Risk Levels for all Grantees
- Tier II and Tier III Monitoring
- Bi-Annual Calls

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