21st Century Community Learning Centers

Illinois State Board of Education
May 9, 2018

21st Century Community
Learning Centers

Soaring Beyond Expectations

WELCOME
to the
Project Director's Meeting

Illinois State Board of Education

May 9, 2018

Agenda

Today we will discuss the following:

- **Amendments**

- **IWAS Continuation Grant**

- **Grant Periodic Performance Report (GPPR)**

- **21st CCLC Performance Data**

- **Monitoring**

- **Very Important Deadlines**

Amendments

- **Amendments must be submitted and approved prior to the purchase or desired change.**

- They can be submitted any time after the original approved continuation grant.

- This includes program as well as budget changes.

- **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.

Amendment Reminders

- 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.

Amendment Tab Reminders

- Add the correct number that corresponds to that Amendment.

- In the Amendment box, a brief summary of all changes **MUST** be stated.

- All function and object codes **MUST** be stated.

- For the ease and speed of review **PLEASE** list changes vertically.

Amendment Tab Examples
What <u>NOT TO</u> type

- "We made changes, good luck finding them."
- 1000/300 (no explanation)
- Decrease in funds (no function/object codes)

Amendment Tab Examples
What <u>TO</u> type

- "We made changes in our budget only."
- Added Summer Programming: Changed Activity Period from Regular to Extended Project Year.
- 1000/300: Increase due to hiring more specialists, higher price of field trips, more supplies needed.
- 2210/300: Decrease in funds due to no Out-of-State travel.
- 2210/300: Decrease in funds due to District providing In-Kind Professional Development.

IWAS Continuation Grant
A Few Nuts & Bolts

- Begin discussions with co-applicants, school districts, any and all partners.

- **REMEMBER** Co-applicants **MUST** complete the GATA Risk Assessment before your grant can move to the next level of review.

- Begin conversations with your Private Schools

- It's not too early to start.

- The latest Private School Consultation Form is located on our website under Forms.

IWAS Continuation Grant
Nuts & Bolts on the Budget Pages

- All technology $500 or more per unit **MUST** be listed on the Technology Acquisition tab.

- All job functions and calculations should be represented in the appropriate function/object line.

- REMEMBER when listing supplies, a snapshot of items to be purchased is best.

- If possible, please list worker's pay, field trips, supplies, etc… in a vertical list.

IWAS Continuation Grant

Budget Detail Tab Example

This is an example of an all inclusive supply cell.

This is a real example from a current grantee.

We only need a snapshot.

IWAS Continuation Grant

Budget Detail Tab Example

This is another example of a supply cell from a current grantee.

This is more of a snapshot.

| 1000 ▼ | 400 ▼ | Supplies for instruction of students - cooking class, materials for after school support for English Language Learners, supplies for sports/physical fitness, school supplies, supplies for art activities books for book clubs, materials for science experiments, materials for student career presentation boards, materials or community service projects (i.e. paracords, | 21893 |

IWAS Continuation Grant

Budget Detail Tab Example

This is an example of what we would prefer to see in a function/object cell. This is also a real example from a current grantee.

We can quickly review cells that look like this.

1000/100: Instructional Services:

2 teachers @ $18.00/hr x 8 hrs/wk x 30 wks ($8,640);

2 teachers @ $18.00/hr x 25 hr/wk x 4 wks ($3,600)---summer program;

1 AS @ $9/hr x 15 hr/wk x 30 wks ($4,050);

1 AS @ 20% of $22,880 ($4,576) -- school year;

2 AS @ $9.00/hr x 25 hr/wk x 4 wks ($1,800);

2 PA @ $10/hr x 15 hr/wk x 30 wk ($9,000);

2 PA @ $10/hr x 25 hrs x 4 wks ($2,000);

1 PA @ $12.50/hr x 12 hr/wk x 38 wks ($5,700)

Total $39,366

1000/200: Instructional Services:

FICA ($3,013), Disability ($43), Health ($976)

Total $4,032

IWAS Continuation Grant

Budget Pages Questions

- Feel free to consult the fiscal handbook:

  - https://www.isbe.net/Documents/fiscal_procedure_handbk.pdf#search=fiscal%20policies%20and

- Contact your ISBE Principal Consultant

  - Kenya Davis

  - Shayla Grantham

  - Sarah Ogeto

Grant Periodic Performance Report

- This a measure of self reporting that the State would like to use to collect data.

- 21st Century uses this data as well as our own data collection system.

- The objectives and deliverables are derived from our 21st Century RFP.

- Please submit your Grant Periodic Performance Report (GPPR) when the window to submit is available.

- We are working hard to approve/disapprove them in a timely fashion.

Example of UGA Exhibit B section

1. ABC program offers academic enrichment and club activities daily.

2. This is to increase student participation in after school programming.

3. Social emotional learning sessions are scheduled to take place within the next few weeks.

Example for Results/Accomplishment section

1. Source for Measurement 2.a.1: Attendance Rate: We offered programming four days a week during the first reporting period. Due to this, we have seen an increase in the number of students that attend school daily as well as our program.

2. Source for Measurement 3.a.2: Suspension: We have seen a decrease in the number of suspensions this year. The administration has attributed this to our after school program attendance.

3. Source for Measure 6.a.2 Attendance at Workshop: This goal was met when I attended the Fall Project Director's Conference hosted by AIR and ISBE on October 23, 2017.

Very Important Deadlines

Grant Periodic Performance Reports

- **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

THANK YOU!

21ˢᵗ CCLC Performance Data

Current State: Collection Systems that feed into a Reporting Tool

Local

+

State

→

Federal Reporting (21 APR)
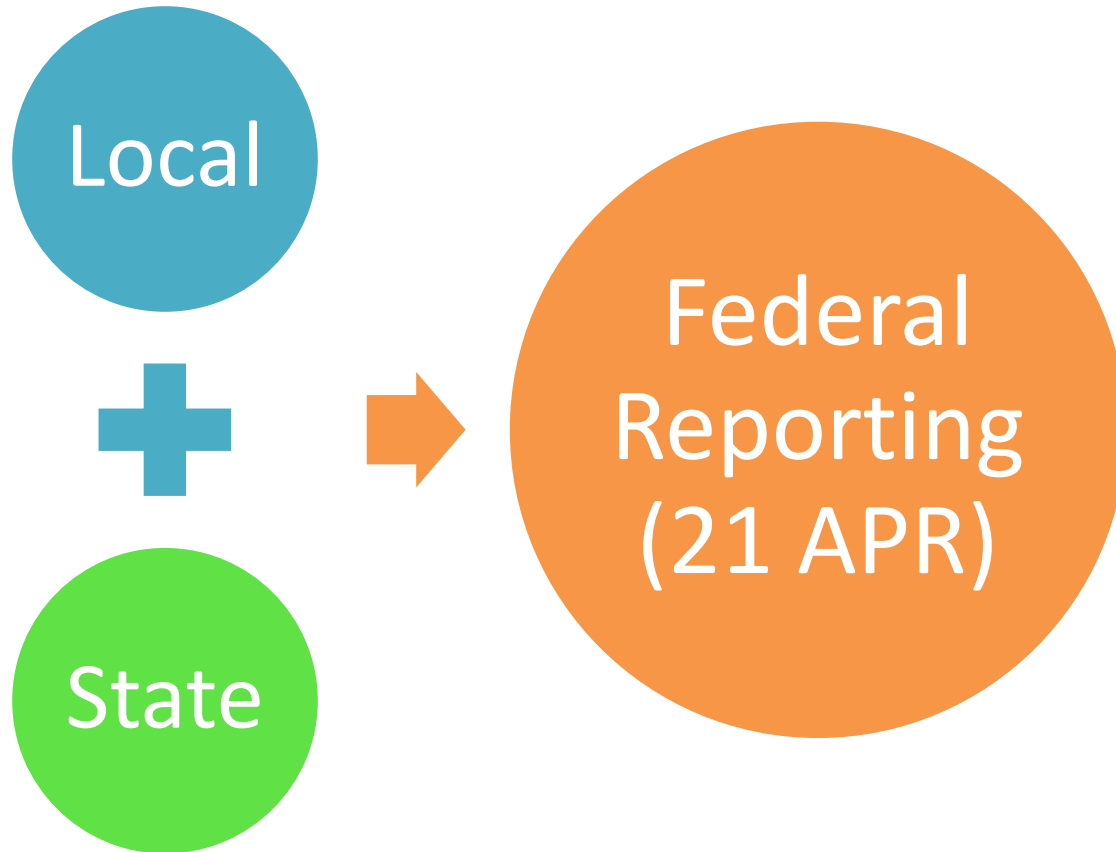
Ideal Systems Performance State

State System Informs

- Provides federal data
- Serves as data warehouse
- Allows benchmarking

Local System Drives

- Used to make data-informed decisions
- Shared and dynamic
- Supports all students

Whole Child.
Whole School.
Whole Community.

Current Systems

Local Systems
(i.e. CitySpan, ETO etc.)

- Rosters
- Attendance
- Other Local Data

ISBE 21st CCLC Data Warehouse & Benchmarking Tool

- Student Demographic
- Student Performance
- Student Attendance
- Reports

21 APR

- Participation
- Staffing
- Attendance
- Performance
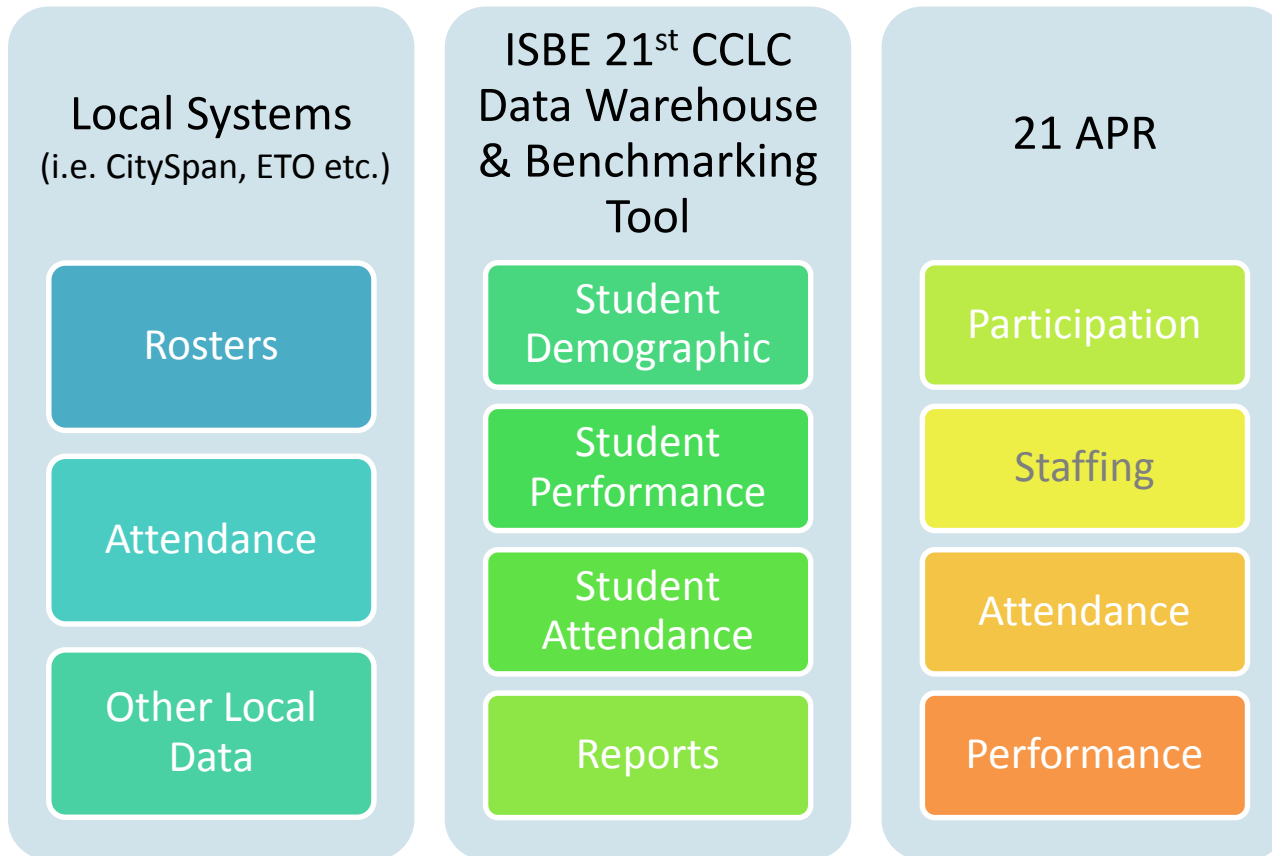
ISBE 21st CCLC Data Warehouse & Benchmarking Tool Working Goals

Summer 2018
- Alignment to all federal reporting requirements
- Ability to compare student assessment data from year to year

Summer/Fall 2018
- Automation (determined by USDE)
- Meaningful collaboration, focused TA, and webinars

Spring 2019
- Added benchmarking feature

Key Reporting Dates

Term	Roster Upload Deadline	APR Reporting Windows
Summer 2017	March 9	May 1 – May 22
Fall 2017	May 15	June 1 – July 13
Spring 2018	September 14	October 1 – November 15

Monitoring and Support

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

All grantees receive Tier I monitoring.

Level of additional monitoring determined by risk analysis.

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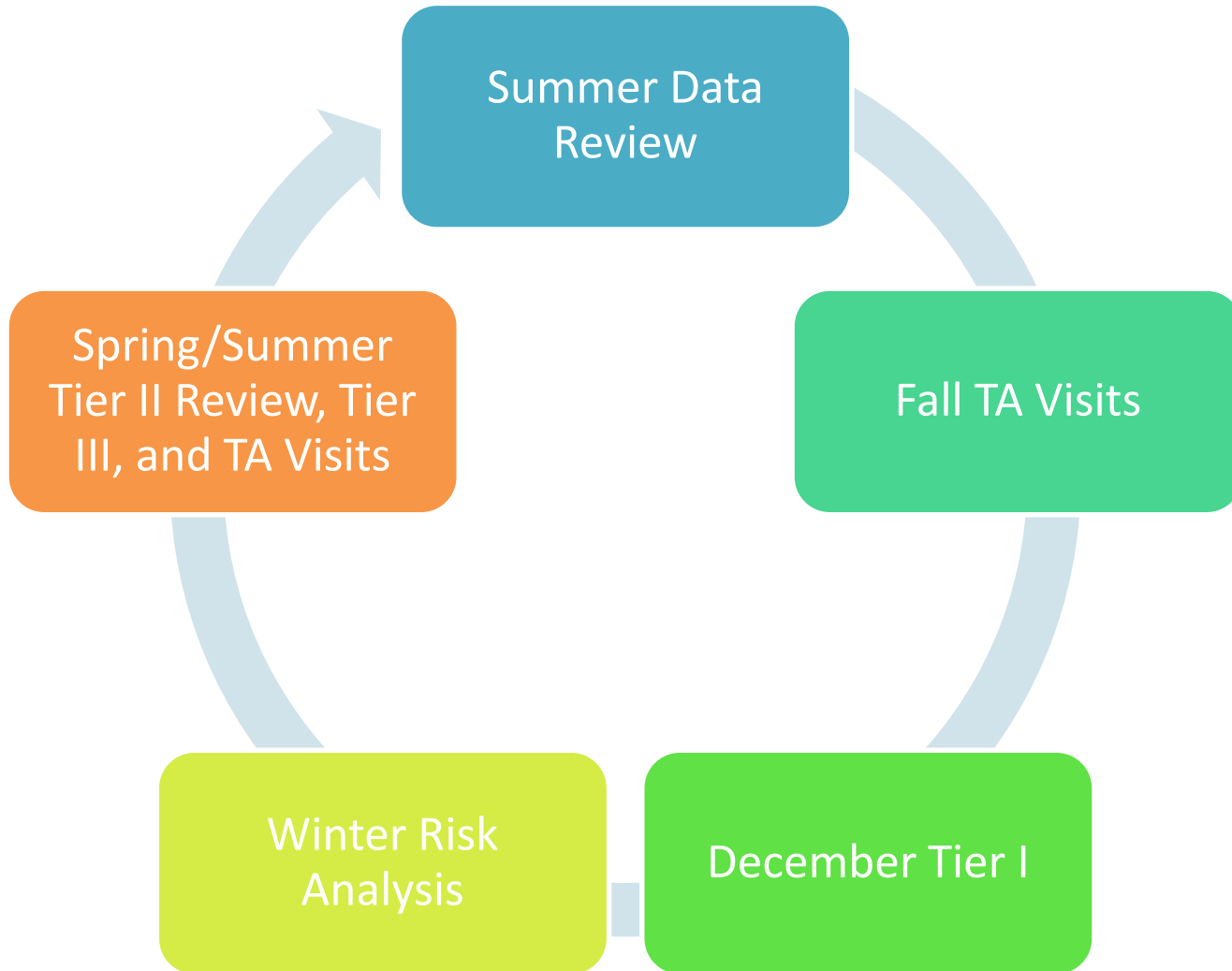
Desktop Audit	On-Site Visit
• Receive Notification • Have 30 days to submit evidence required on checklist • Will receive compliance/non-compliance notification • Follow through on corrective(s) action where needed	• Receive Notification and will complete pre-site visit form • Visits take up to 7 hours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

Summer Data Review

Fall TA Visits

December Tier I

Winter Risk Analysis

Spring/Summer Tier II Review, Tier III, and TA Visits

Overview of Key Dates/Deadlines for 21st CCLC

Spring
- March 9th—Summer 17 rosters submitted
- 12pm May 22nd—Summer 17 data submitted in 21 APR
- April 20th—Expenditure Report submitted in IWAS
- April 30th—Grant Periodic Performance Report due in IWAS
- May 8-9—Spring Conference
- May 15th—Fall 17 rosters submitted

Summer
- June 22nd—Spring survey due to EDC
- July 13th—Fall 17 data submitted in 21 APR
- July 20th—Expenditure report submitted in IWAS
- July 30th—Grant Periodic Performance Report due in IWAS
- September 14th—Spring 18 rosters submitted

Fall
- Nov. 1st--Local Evaluation due to EDC
- Nov. 15th—Spring 18 data submitted in 21 APR
- Oct. 20th—Expenditure report submitted in IWAS
- Oct. 31th—Grant Periodic Performance Report due in IWAS
- TBA—21st CCLC Fall Kick-Off

Winter
- Dec. 31st—Tier I Survey due to ISBE
- Jan. 20th—Expenditure Report submitted in IWAS
- Jan. 30th—Grant Periodic Performance Report due in IWAS