



# Illinois State Board of Education

## Project Directors' Workshop:

## ISBE Project Director Update

### ISBE 21<sup>st</sup> CCLC Team:

Kristina Clements

Damita Coleman

Kenya Davis

Melissa Kreis

Jeff Seiler

Ryan Levin (Supervisor, Wellness)

Kim Barnes-Cummins (Director, Wellness)

Equity • Quality • Collaboration • Community

# 21<sup>st</sup> Century Affiliate Personnel

- TBD Technical Assistance Provider - Provides technical assistance and professional development to 21<sup>st</sup> CCLC grantees. Prior technical assistance located at: <https://iqa.airprojects.org/>
- Education Development Center (EDC) - Conducts the Statewide Evaluation for 21<sup>st</sup> CCLC programs assists grantees and their evaluators with local evaluation questions <https://www.edc.org/>
- Northern Illinois University (NIU) – Supports the Data Warehouse and Benchmarking tool and monitors data upload to the Federal 21APR. <https://iirc.niu.edu/myirc.app>



# Updates

- New Website Design:

The screenshot displays a website layout for the Nita M. Lowey 21st Century Community Learning Centers. On the left, a dark blue sidebar contains the text 'COLLEGE AND CAREER READINESS Programs' and 'Nita M. Lowey 21st Century Community Learning Centers'. Below this, a list of links includes '21st CCLC: Current Grantees' and '21st CCLC: Prospective Grantees'. A 'RESOURCES' section lists '21st CCLC Regional Funding Areas', '21st CCLC Grantee Annual Requirements', and '21st CCLC Grantee Handbook'. The main content area features the heading 'COLLEGE & CAREER NITA M. LOWEY 21ST CENTURY COMMUNITY LEARNING CENTERS' and a paragraph describing the program's purpose. Below the text are two dropdown menus: 'News and Updates' and 'Grantees'. At the bottom, two buttons are visible: '21st CCLC: Current Grantees' and '21st CCLC: Prospective Grantees'.

- Upcoming: Grantee allocations map
- Upcoming changes in Principal Consultant assignments



# Program Requirements

- Programming information should match what was proposed in your original grant proposal. Program minimums:
  - Minimum of 12 hours per week for a minimum of 28 weeks during the school year
    - 12 hours a week of programming that any child could attend
  - Summer programming, if offered, must be a minimum of 3 weeks
- Due to the competitive nature of the grant award process, grantees must stick to items proposed in original application:
  - Must serve the proposed schools and grades
  - Must serve proposed number of students



# Program Requirements

- Maintain attendance records throughout the program
  - Student attendance needs to be tracked hourly
  - This means, the hours the student was actually attending programming – such as using sign-in and sign-out sheets
- Family Engagement
  - Must be ongoing in nature, *only* providing one-time events (i.e. Parent Nights) is not acceptable
  - Need to be events specific to the 21st Century program and registered participants, not school-wide events



# Grant Record Keeping

- As federal grants, 21<sup>st</sup> CCLC grants need to keep careful records of all programmatic and financial information
  - Programmatic Monitoring (Tier I, II, or III)
  - Federal and State Monitoring
    - [Legislation](#) outlining federal grant record keeping requirements
    - ISBE Federal and State Monitoring - [Audit and Monitoring Resource webpage](#)



# 21<sup>st</sup> CCLC Resources

## Annual Grantee Requirements



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### Nita M. Lowey 21st Century Community Learning Centers Annual Grantee Requirements

Please note: Grantees may be asked to provide additional data to ISBE upon request.

Grantee Requirement	System	Timeframe	Type of Data	More Information
Continuation Application	IWAS	Annually – Release date may vary. Submitting by announced deadline will be vital to getting a July 1 start date.	Program plan, goals, and budget for upcoming year.	Grantees that want to receive continued funding will be required to complete an annual Continuation Application provided by ISBE. Continuation funding beyond the initial grant period will be based on the grantee's progress toward meeting the objectives stated in the approved proposal.
Expenditure Reports	IWAS	Minimum of quarterly; may be submitted more frequently. Quarters end March 30, June 30, Sept. 30, and Dec. 30.	Fiscal – Expenditures must align to approved budget and have occurred within program window.	Expenditure reports are required on a quarterly basis (even if there are no expenses). Expenditure reports show ISBE the spend-down occurring within your grant and ensure you're complying with spend-down in the NOFO/RFP. Expenditure reports are due on the 20th of the month following the end of the quarter. Expenditure reports cannot be submitted until an approved budget is on file with ISBE (via Continuation Application).
Biannual Calls (Tier 1 Monitoring)	Email from principal consultant	July-December and January-June.	Overall programmatic information.	ALL grantees will engage in biannual calls (Tier 1 monitoring). Your principal consultant will reach out twice a year to schedule these. You will be asked to complete and return a form in advance of calls.
Illinois Benchmarking and Data Collection	Illinois Report Card (myIRC)	The specific dates vary each year, but in general each window opens at the following times: Fall-January Spring-June Summer-August.	Activities, Staffing, Participation, and Outcomes (Outcomes only in spring) - Additional details provided below table.	Data entered in this system will be automatically submitted on your behalf to the federal 21APR system. All grantees must submit data for every term, even if programming wasn't offered. (For example, some programs don't offer summer programming but still need to log in, select "not offered," and submit.)
Local Evaluation	Template on ISBE 21 <sup>st</sup> webpage; report submitted via email	Submission required via email at the end of November for the previous year.	Thorough analysis of program data from preceding program year.	Local evaluation must minimally address the information in the template that is provided. Evaluation should also be used to reflect on the previous year and inform programming for the upcoming year.

## Grantee Handbook

Nita M. Lowey  
**21<sup>st</sup> Century  
Community  
Learning  
Centers**

Grantee  
Handbook

May 2022



Illinois  
State Board of  
Education

isbe.net



# Annual Grantee Requirements

Please note, grantees may be asked to provide additional data or information to ISBE upon request.

Reporting Method	System	Timeframe	Type of Data	More Information
Continuation Application	IWAS	Annually-Release date may vary. Submitting by announced deadline will be vital to getting a July 1 start date for funding.	Program plan, goals, and budget for upcoming year.	Grantees that want to receive continued funding will be required to complete an annual Continuation Application provided by ISBE. Continuation funding beyond the initial grant period will be based on the grantee's progress toward meeting the objectives stated in the approved proposal.
Expenditure Reports	IWAS	Minimum of quarterly, may be submitted more frequently; Quarters end March 30, June 30, Sept 30, and Dec 30.	Fiscal – expenditures must align to approved budget and have occurred within program window	Expenditure reports are required on a quarterly basis (even if there are no expenses). Expenditure reports show ISBE the spend-down occurring within your grant and ensure you're complying with spend-down in the NOFO/RFP. Expenditure reports are due on the 20th of the month following the end of the quarter. Expenditure reports cannot be submitted until an approved budget is on file with ISBE (via the New Award or Continuation Application).
Biannual Calls (Tier I Monitoring)	Email from principal consultant	July-December and January-June	Overall programmatic information	ALL grantees will engage in biannual calls (Tier 1 monitoring). Your principal consultant will reach out twice a year to schedule these. You will be required to complete and submit a form in advance of calls
Illinois Benchmarking and Data Collection	Illinois Report Card (myIRC)	The specific dates vary each year, but in general each window opens at the following times: Fall-January Spring-June Summer-August	Activities, Staffing, Participation, and Outcomes (Outcomes only in spring)	Data entered in this system will be automatically submitted on your behalf to the federal 21APR system. All grantees must submit data for every term, even if programming wasn't offered. (For example, some programs don't offer summer programming but still need to log in, select "not offered," and submit.)



# Annual Grantee Requirements (cont.)

Please note, grantees may be asked to provide additional data or information to ISBE upon request.

Reporting Method	System	Timeframe	Type of Data	More Information
Local Evaluation	Template on ISBE 21 <sup>st</sup> Webpage; Report submitted via email	Submission required via email at the end of November for the previous year	Thorough analysis of program data from preceding program year	Local evaluation must minimally address the information in the template that is provided. Evaluation should also be used to reflect on the previous year and inform programming for the upcoming year.
Grantee Spring Survey	Individualized link sent via email	Annually in the Spring – March/April	Overall Programmatic Information	Education Development Center, which is the statewide evaluator, will email an individualized link to the Spring Survey to each project director.
ISBE Required Professional Development	In-Person (when possible)	Fall Workshop-October/November Spring Conference-April/May		These workshops are <b>mandatory for Project Directors</b> . Other program staff, in addition to the project director, are invited to attend the Spring Conference.
Tier II and Tier III Monitoring	Email from Principal Consultant	Will occur throughout the program year. All grants must have Tier III (on-site) monitoring during the life cycle of the grant. Tier II monitoring is not a requirement to be monitored in Tier III.		These efforts are used to monitor program compliance. Both tiers will review required documentation that aligns with Program Assurances and terms that grantees are expected to maintain. Tier III monitoring will also include an on-site visit to observe programming



# IWAS Applications

- It will soon be time to submit an FY24 IWAS Application. Actual date is TBD, but we anticipate around August.
- An official application must be submitted in IWAS
- Note that no activities can occur until a substantially approvable application is received by ISBE.
- For support in completing IWAS application:
  - FY 2023 Nita M. Lowey 21st CCLC IWAS Application Webinar ([recording](#) and [slides](#))– located on ISBE 21<sup>st</sup> CCLC webpage under “Webinar Archive”



# IWAS Applications

- No funding will be disbursed until final approval of IWAS application is received.
  - 21<sup>st</sup> CCLC is a reimbursement grant, funds will be disbursed to the entity once expenditures have been submitted to ISBE.
- Budget tips:
  - See RFP for allowables/non-allowables
  - Function and object codes can be found under instructions on the budget page
  - [State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures Handbook](#)



# IWAS Application

- Extremely rare for a 21<sup>st</sup> CCLC IWAS application to be approved on the first submission
- Consultants are required to work through the queue in the order in which grants are submitted
  - Please be patient as first reviews do take a while.
- Please ensure all items on Review Checklist have been addressed before re-submitting grants
- Please ensure returned applications are corrected and resubmitted in a timely fashion.
- Also, we are working on consistency across application reviews.
  - Please understand this may result in more/different questions upon review than you've received before



# Budget Tips

- Check your math!
- Make them easy to read and understand
- Review allowable and non-allowable expenses in RFP
- An Excel template to upload your budget is located on the Budget Detail page.
  - If using Excel template, no commas can be used
- Time and effort sheets should be maintained for those being paid by the grant
  - Should indicate hours spent on each of various job functions
- MORE tips for IWAS application exist in webinar posted on 21st CCLC webpage



# Expenditure Reports

- REQUIRED to be submitted at least quarterly (even if no expenses are claimed)
  - Due the 20th of the month following the end of the quarter
  - Funds will be frozen if not submitted on time
  - May be submitted more frequently
- Goal is responsible fiscal spend down *throughout* the year
  - Ensure you're remaining in compliance with spend-down requirements in the RFP
- ISBE Funding and Disbursement Department – contacts listed by program (Title IVB)



# Monitoring Process

- Biannual Calls (Tier I) – ALL grantees will be required to complete two of these annually
  - July-December; January-June
  - Grantees are required to complete and submit a Biannual Call form in advance of their scheduled calls
  - Your Principal Consultant will email you to set up these dates/times and provide blank Biannual Call form



# Monitoring Process

- These monitoring efforts are used to monitor program compliance.
  - Both review the required documentation that aligns with Program Assurance and terms of the grant that all grantees are expected to maintain.
  - Tier II Monitoring (desktop audit) is not a prerequisite to have Tier III monitoring
- All grantees are required to have Tier III Monitoring, which includes an on-site visit, *at least* once in the lifespan of the grant





# Benchmarking and Data Collection

- Grantees will report on:
  - Activities
  - Staffing
  - Participation (tracked by hours)
  - Outcomes - in Spring only
- Data entered in this system is what will be automatically submitted on your behalf to the Federal 21APR system.
- **All grantees need to submit data for every term, even if programming wasn't offered.**



# Benchmarking and Data Collection

- Important to ensure that data sharing agreements have been established with school district and schools served
  - Districts may have their own data sharing safeguards for students' personally identifiable information that grantees need to follow
- Many Federally required data on students will be collected by ISBE and loaded into the Benchmarking tool for grantees
- **EXTREMELY IMPORTANT** to have accurate student ID numbers in order for us to pull data accurately



# Remaining FY2023 Submission Dates

- Spring 2023 Submission Window
  - May 30 – July 17, 2023
- Summer 2023 Submission Window
  - Has not been established, generally opens in August



# Local Evaluation

- Template will be provided on the ISBE 21<sup>st</sup> webpage
- Report submitted via email to EDC
- Due at the end of November for the previous program year
  - June 30<sup>th</sup> for Cohort 19
- Thorough analysis of program data from the preceding program year
- Local evaluation must minimally address the information in the template that is provided.
  - Evaluation should also be used by program staff to reflect upon the previous year and inform programming for the upcoming year.



# Professional Development

- Technical Assistance Provider Offerings:
  - Fall and Spring Conferences are Mandatory for ALL grantees – Project Director must attend
  - Special topic workshop held in February
- Out of State Travel
  - Must be marked on the IWAS application
  - Form must be submitted to ISBE 45 days before travel is to occur
  - Must be meaningful and beneficial to 21st CCLC



# 21st Century Resources

- ISBE Resources
  - [21st CCLC Webpage](#)
  - [Annual Grantee Requirements](#)
  - [Grantee Handbook](#)
  - [State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures Handbook](#)



# 21st Century Resources

- Illinois Statewide Afterschool Quality Standards
  - <https://actnowillinois.org/il-afterschool-quality-standards/>
- Illinois IQA Webpage - archived professional development and technical assistance from Illinois
  - <https://iqa.airprojects.org/>
- You 4 Youth (Federal 21st CCLC professional development and technical assistance provider)
  - <https://y4y.ed.gov/>



# Questions?

Further questions? Please reach out to your Principal Consultant or the 21<sup>st</sup> CCLC mailbox with any questions that were not addressed in this webinar.

- 21<sup>st</sup> CCLC Mailbox – [21stcclc@isbe.net](mailto:21stcclc@isbe.net)

ISBE Principal Consultants:

- Kristina Clements – [kclement@isbe.net](mailto:kclement@isbe.net)
- Damita Coleman – [dcoleman@isbe.net](mailto:dcoleman@isbe.net)
- Kenya Davis – [kedavis@isbe.net](mailto:kedavis@isbe.net)
- Melissa Kreis – [mkreis@isbe.net](mailto:mkreis@isbe.net)
- Jeff Seiler – [jseiler@isbe.net](mailto:jseiler@isbe.net)

