

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

### Local Evaluation Frequently Asked Questions

September 2021

Local evaluations are due to the Education Development Center (EDC) on or before November 30, 2021. Evaluations should be sent to [21stCCLC.Evaluation@edc.org](mailto:21stCCLC.Evaluation@edc.org).

Per the grant assurances that can be found in your continuation application, which is located in the ISBE Web Application Security system, “Grantees will evaluate their programs annually as described in the approved proposal. Copies of the evaluation will be made available to the Illinois State Board of Education (ISBE) or others upon request. In addition to the local evaluation report, grantees will be required to participate in the state evaluation process.”

“Failure of the grantee to submit information requested by the timelines indicated in the continuation application may result in the loss of continuation funding or the freezing of funds until such times as the requirements are fulfilled.”

#### **What is the local evaluation?**

The local evaluation is conducted by an internal or external evaluator of the grantee’s choice to reflect and improve on program activities, program operations, and progress toward program objectives.

#### **What does the EDC do with the local evaluation?**

EDC reviews the local evaluation data and analyzes it to inform ISBE about the extent to which grantees are fulfilling their data and reporting requirements. The local evaluation is also used to provide information with respect to grantee progress toward the objectives for the statewide evaluation. Information provided by grantees allows ISBE staff to propose improvements to be made to the 21<sup>st</sup> Century program statewide.

#### **I have multiple grants. How many reports do I need to submit?**

All grantees are required to submit *one evaluation per grant*. If you have multiple grants, you must submit an evaluation for each grant.

If grantees do not submit an evaluation for each grant, funds will be frozen until an evaluation is submitted for each grant.

#### **Do I have to use the template provided?**

Grantees are not required to strictly adhere to the report template, but they are instructed to include the information that is requested in the template in some format in their report.

The local evaluation should not be simply completing the template. The evaluator should reflect on their data, provide analysis of progress, and provide recommendations on areas for program improvement.

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**Should my evaluator provide any recommendations?**

This section is an essential element in the evaluation, as it is the mechanism for reflecting on what the data shows and areas for program improvement based on the data.

An organization that has multiple grants may make similar recommendations across those grants. However, the evaluation should provide specific examples or context of how that recommendation applies for each grant. The recommendation should not be copied and pasted from another grant.

**I am having trouble obtaining data for my local evaluation from the school district. What should I do?**

Grantees should work with their local school district to obtain necessary student information. Procedures to obtain data should be outlined in the memorandum of understanding between the district and the program. The local evaluation is due in November; therefore, grantees should begin working with the school district to obtain necessary data weeks before the November due date.