



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 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 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 st 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.

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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 and Spring Conference.		These workshops are mandatory for project directors. 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.

Illinois Benchmarking and Data Collection – Updated Grantee Responsibilities Under New GPRA

- Staffing and demographic information about participants remain the same.
 - Grantees will upload student rosters, along with numbers and types of staff, during each term.
 - ***It is EXTREMELY IMPORTANT to have accurate student ID numbers in order for data to be pulled accurately.***
- Student participation reported in hours.
 - ALL students enrolled in programming will have attendance/participation data reported according to the hourly bands by grade level.
 - No "30-day regular attendance" goal. All students enrolled must be part of data collection.
 - Hourly bands: Less than 15 hours; 15-44 hours; 45-89 hours; 90-179 hours; 180-269 hours; 270 hours or more.
- Teacher survey required for every student enrolled in programming for Grades 1-5.
 - Grantees can choose to survey teachers of participants in other grades for local evaluation or internal program use.
 - There is not one required survey. Grantees should ensure their survey addresses changes in behavior, homework completion, and participation in class. Grantees have flexibility beyond that to ensure surveys are reflective of program goals and needs.
 - Survey should be given to a core academic teacher (math or reading preferred).
- Activities offered, reported by new Government Performance and Results Act (GPRA) measures.
 - Grantees will report hours per term each type of activity was provided.
 - Number of students participating in each activity category will also be reported.
- Many of the other new GPRA measures will be collected by ISBE and loaded into the Benchmarking tool for grantees. These include:
 - State assessment data for students in Grades 4-8.
 - GPA for students in Grades 7-8 and 10-12.
 - School day attendance data for students in Grades 1-12.
 - In-school suspension data for students in Grades 1-12.