



# **Nita M. Lowey**

# **21st Century Community**

# **Learning Centers**

FY23 New Award Webinar  
August 2022

Equity • Quality • Collaboration • Community



# Purpose of Funds

This federal program supports the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools.



# Purpose of Funds

- The 21<sup>st</sup> CCLC program helps students:
  - Meet state and local academic standards in core academic subjects.
  - Offer a broad array of enrichment activities that complement their regular academic programs.
  - Offer literacy and other educational services to the families of participating children.



## Did You Know?

Nearly 2 million  
youth are served  
nationwide

\$1.25 Billion awarded  
to states in 2021

All 50 states plus District  
of Columbia, Bureau of  
Indian Education, and  
U.S Territories receive  
funding

Source: U.S. Department of Education (2021)



## List of Don'ts

Instead...

- Breathe
- Ask questions
- Reach out to your Principal Consultant



Don't be afraid




Don't panic



Don't feel alone



# Lists of Dos

-  Read and understand your approved 21<sup>st</sup> CCLC grant application
-  Implement what is written in the original awarded grant
-  Keep proper records

- ✓ Review the RFP and your approved proposal
- ✓ Submit requirements on or before the deadline
- ✓ Carefully read emails sent from the listserv
- ✓ Implement good record keeping practices
- ✓ Request technical assistance if needed



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

- ISBE Principal Consultants –
  - Provide information regarding programming, expenses, and other information and support
  - Every grantee is assigned to a principal consultant who is your point of contact at ISBE

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## 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>





## Where to start?

- Know your grant!
  - Read the original RFP (found on ISBE's 21<sup>st</sup> CCLC website)
  - Thoroughly read your original (paper) approved proposal
- Communicate with others in your organization
  - Superintendent/CEO, Program Staff, Finance
  - Be sure to share grant requirements and timelines with key personnel
- Communicate with co-applicant and partners
  - Share the funded proposal with these stakeholders so they are fully aware of your program plan
- Talk with your partner schools/school districts
  - Discuss data sharing, student rosters/IDs, resources, facilities, expectations of program, recruitment and retention of students



# Where to start?

- Determine internal organizational structures
  - Project Director
    - **1 Project Director per grant**
    - Represents the fiscal agent on the grant
    - Responsible for meeting grantee requirements
    - THE point of contact with ISBE and all affiliated personnel (EDC, NIU, etc.)
      - Listserv messages
      - Reporting notifications
      - Monitoring notices



## Where to start?

- Determine Needs
  - IWAS Accounts and Access
  - Evaluation
- Work on completing the following requirements:
  - Grantee must register and complete the Internal Controls Questionnaire (ICQ) ([Illinois GATA Grantee Portal](https://grants.illinois.gov/portal) - <https://grants.illinois.gov/portal>)
  - Complete and submit the Organizational Risk Assessment via IWAS. Results will apply to all FY 2023 grants.
    - ISBE Grant-Specific Assessments will be included in each FY 2023 grant.
    - A combination of the results of the two risk assessments will generate the Programmatic Risk Conditions in each grant.

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## 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
  - Summer program is a minimum of 3 weeks
- Must serve the proposed schools and grades indicated in awarded application
- Maintain attendance records throughout the program
  - Student attendance needs to be tracked hourly
- 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](#)



# 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
New Award/ 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.
<div style="background-color: #c00000; color: white; padding: 5px; border-radius: 10px; text-align: center;"> <b>This is the first requirement you'll need to work on.</b> </div>				
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).
<div style="background-color: #0056b3; color: white; padding: 10px; border-radius: 15px; text-align: center;"> <b>Cannot be submitted until IWAS application is fully approved.</b> </div>				
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.)
<div style="background-color: #00a0c0; color: white; padding: 10px; border-radius: 15px; text-align: center;"> <b>FY23 grants WILL be required to report for Fall 2022.</b> </div>				



# 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.
Will be required to submit an evaluation for 2022-2023 program 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.
Will be required in Spring of 2022				
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.
Project Director Attendance Required				
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
Eligible for these next year				



# FY23 IWAS Applications

- An official application must be submitted in IWAS
  - Transfer information from your approved application into the template within 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”





## FY23 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](#)



## 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



## Budget Tips

- 50% or more of funding must support student and family programming.
- Funding allocated for administrative cost should be 5% or less.
  - This is for the 2300 function and includes all object codes aligned to this function.
- Purchased items are to be used during the project year. Stockpiling items is not allowed.
- Funding allocated for evaluation cost should be 10% or less.
  - This is for the 2620 function and includes all object codes aligned to this function.
  - This is for contracted evaluators and/or any other persons whose salary is allocated in this function code.



# 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 ensure all items on Review Checklist have been addressed before re-submitting grants



## 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



## 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.**

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## 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





# FY2023 Submission Dates

- Fall 2022 Submission Window
  - January 9 - February 14, 2023
  - \*Cohort 23 Grantees will be required to submit data beginning with this term**
- 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
  - Cohort 23 grantees will submit first report on 2022-2023 year by November 30, 2023
- 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.



## Annual Spring Survey

- Will be access through an individualized link sent via email by EDC to each project director
  - Multiple logins will be provided if you have multiple grants
- Distributed annually in the Spring –April/May
- Survey asks information about overall program goals and progress during the year



## Professional Development

- Technical Assistance Provider Offerings:
  - Fall and Spring Conferences are Mandatory for ALL grantees – Project Director must attend
  - Webinars on a variety of topics are held monthly
  - 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



## Monitoring Process

- Cohort 23 grants will be eligible for Tier II and Tier III Monitoring beginning with fiscal year 2024
  - 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

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# 21st Century Resources

- ISBE Resources
  - [21st CCLC Webpage](#)
  - [Fiscal Year 2023 RFP](#)
  - [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 with any questions that were not addressed in this webinar.

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