

WELLNESS DEPARTMENT

GRANTEE NAME	CONTACT PERSON
COHORT YEAR(S)	GRANT NUMBER
ISBE CONSULTANT	DATE OF CALL

STANDARD COMMUNICATION ITEMS FOR EACH BIANNUAL COMMUNICATION

Program Organization	1.	Have you had any changes to the contact information (e.g., grantee names, superintendent, program directors, etc.) for your grant? (If yes, submit an amended application with updates to the Applicant Information Pages tab).
Project Design	2.	Describe your registration process, noting any recent changes.
Project Design	3.	How many students do you have registered? How does this number compare to the number you projected to serve in your IWAS application? (If you have multiple grants, please list the numbers for each grant.)
Project Design	4.	How many regular attendees do you have? (A regular attendee attends 46 or more hours of programming.) How does the number of registrations compare to the number of attendees?
Project Design	5.	Did you need to upload a recruitment-and-retention plan in your most recently submitted application?
Building Supportive Relationships in After School	6.	What are you doing to involve families in a continuous and ongoing manner this year?

Building Supportive Relationships in After School	7.	How is your family programming aligned with what was stated in your most recently submitted application?
Fiscal	8.	Do you have staff time-and-effort sheets in place and available for review if you would receive a monitoring visit or be subject to a fiscal audit?
Fiscal	9.	Are you collecting any program income or fees? If yes, are you maintaining a ledger in the event of an audit? If yes, how will you be spending these funds before the end of the grant cycle?
Sustainability	10.	Please describe the progress that has been made toward ensuring sustainability of programming at the end of grant funding? (If you have multiple [21 st CCLC] grants, please provide a response for each grant.)
Sustainability	11.	What key program elements will likely continue or need to be discontinued if your grant funding decreases or ends? (If you have multiple grants, please provide a response for each grant.)
Sustainability	12.	Identify any factors that are preventing you from achieving sustainability? (If you have multiple grants, please provide a response for each grant.)
Sustainability	13.	<p>What is the status of your sustainability timeline? Do you feel your plan is on target? (If you have multiple grants, please provide a response for each grant.)</p> <ul style="list-style-type: none"> • If "Yes," What steps are you currently working on? • If "No," What assistance can we, our technical assistance partners, or other grantees in the field provide to ensure that you stay on track with this plan?

JANUARY - JUNE

Program Organization	1.	How have you modified your recruitment/retention efforts to continue working toward meeting your projected number of students served?
Building Supportive Relationships in After School	2.	Identify the individual family engagement events that have been or will be held separate from the school district's events/activities.
Program Organization	3.	What professional development efforts provided by ISBE's technical assistant or any other entities have taken place separate from the school district?
Quality Assurance	4.	How are you continuing to coordinate with your evaluator to inform programming since submitting your most recent evaluation?
Data Collection	5.	How are the data collection and evaluation methods that you have in place proving to be effective?
Fiscal	6.	Identify any factors that are preventing you from achieving sustainability?
Fiscal	7.	To date, are there discrepancies between the budget expenditures and what was proposed? Will you need to submit an amendment?
Program Organization	8.	What preparations have you made for the next grant year (e.g., Memoranda of Understanding, principal letters, private school forms, etc.)?
	9.	What questions do you have for me?
	10.	(Additional box for added ISBE consultant questions)
	11.	Do you need technical assistance with anything? If yes, please specify what type of assistance is needed.