21st CCLC
Summer 2018 Subgrantee Orientation and Training

Shiloh House Family Pavilion

July 10, 11, & 12, 2018

Meet the team!

Katy Anthes

Colorado Commissioner of Education

Misti Ruthven

Executive Director of Innovation and Pathways

Judith Martinez

Director of Dropout Prevention and Student Re-engagement

Dana Scott

21st CCLC State Coordinator and Program Supervisor

Cody Buchanan	**Mandy Christensen**	**Juliana Rosa**	**Marti Rodriguez**
21st CCLC Lead Consultant	21st CCLC Lead Consultant	Research and Evaluation Consultant	Lead Grants Fiscal Analyst

21ˢᵗ CCLC State Office
We are here to help!

Role of 21ˢᵗ CCLC State Office:

- Conduct strategic visioning for the program
- Assure state and local compliance and quality assurance with federal law
- Develop RFAs through competitive grant competitions
- Budget state-level funds
- Design state-level program evaluation
- Provide professional development at state and local levels
- Give final approval of all budgets, modifications to State Performance Measures, and issuance of compliance findings

21st CCLC CDE Lead Consultants:
- Single points of contact for 21st CCLC subgrantees at the state
- Provide technical assistance and coaching
- Help subgrantees navigate compliance expectations
- Support high quality programming at all 21st CCLC centers
- Conduct regular onsite visits
- Review data submissions and End of Year Reporting Surveys
- Provide the initial review of subgrantee budgets

Research and Evaluation Consultant for the 21st CCLC program:
- Leads evaluation and monitoring design process to support quality and compliance at the local and state levels
- Available to provide subgrantees with resources, best practices recommendations, and technical assistance related to evaluation

Fiscal Oversight

Lead Grants Fiscal Analyst:

- Responsible for monitoring the fiscal management of 21st CCLC grants
- Includes processing Requests for Funds (RFFs), Annual and Interim Financial Reports (AFRs and IFRs), and Grant Award Notices (GANs)
- Advises the 21st CCLC office on allowable expenditures, state and federal fiscal compliance issues, and other issues relating to fiscal
- Authorization is necessary for final budget approvals

Don't be intimidated by the manual!
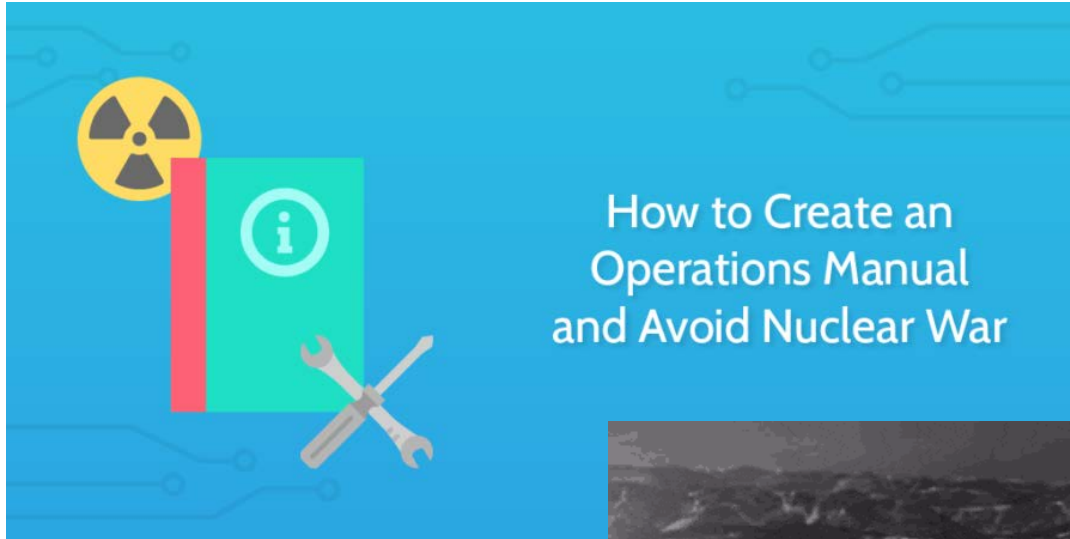
How to Create an Operations Manual and Avoid Nuclear War

21st CCLC at the National and State Level

- In 2001, NCLB authorized CDE to administer the 21st CCLC grant program
- 21st CCLC provides multi-year grant funding to establish or expand out-of-school time programming to K-12 students
- Priority is given to students attending:
  - Low performing and high poverty schools across the state
- Reauthorization in 2015 through: **ESSA – Title IV, Part B**
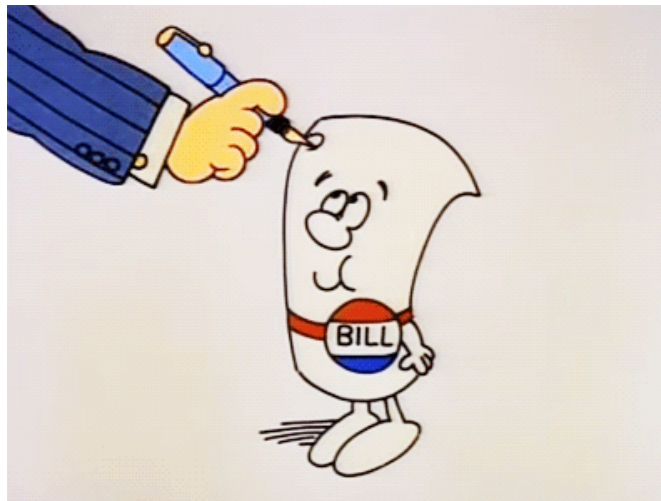
What is a 21st CCLC?

A "community learning center" is an entity that:

- Assists students to meet the challenging State academic standards by providing the students with academic enrichment activities and other activities during non-school hours or periods when school is not in session
- 21st CCLCs:
  - Reinforce and complement academic programs of the school
  - Target the students' academic needs and align with school day instruction
  - Offers families of students served active and meaningful engagement in their children's education, including opportunities for literacy and related educational development

21st CCLC Purpose

The purpose of the 21st Century Community Learning Center (CCLC) program is to provide opportunities for communities to establish or expand out-of-school time or extended day activities that focus on:

- Improved academic achievement such as…
- Enrichment services that reinforce and complement the academic program and focus on building essential skills such as…
- Offer families of students served by Community Learning Centers opportunities for active and meaningful engagement in their children's education such as…

- All levels of the 21ˢᵗ CCLC grant program are accountable for reporting on the outcomes of the program
- USDOE uses a system called 21APR to collect performance data from states and reported to Congress
- CDE collects this performance data directly from subgrantees, and submits it to USDOE through 21APR
- CDE has the option to report student outcome data to the federal government in three forms; student grades, standardized test results, and teacher surveys
- CDE is also charged with ensuring ongoing compliance through regular program and fiscal monitoring and reporting. More to come on this subject…

21st CCLC National Data and Resources

21st CCLC supports the following nationwide:
- 1.7 million students (of note, for every student in afterschool, 2 more would participate if a program were available)
- 183,461 family members
- 11,512 school-based and community centers

Afterschool Alliance Factsheets and other resources:

www.afterschoolalliance.org/researchFactSheets.cfm

21st CCLC in Colorado

- As of 7/1/18, CO initiated eight individual cohorts of subgrantees
- Currently there are two active 21st CCLC grant cohorts
- Cohort VII is in Year 4 of their five-year grant cycle
- Cohort VIII is beginning Year 1 of their three-year grant cycle
- Cohort VIII subgrantees are eligible for renewability in Years 4 and 5 if they meet the exemplar program and fiscal criteria

21st CCLC in Colorado

170 total grants given to date (through competitive grant processes) serving hundreds of thousands of students

In FY16-17 the program served: # of Subgrantees? Centers? Students? Regular Attendees? Family Members?

- 55 subgrantees with 103 centers
- 23,974 students
- 6,698 regular attendees
- 3,612 family members

Positive Results!

- Teachers who completed FY16-17 end-of-year surveys for regular students noted improvements in academic performance and behavior:
  - 76% of students were rated as improving in academic performance
  - 73% improved participation in class
  - 66% showed improvement in being attentive in class
  - 66% demonstrated improvement in coming to school motivated to learn
- In addition, the student success stories and reflections provided positive examples of student growth, both academically and socially, and benefits for families.

Managing Your Grant: Your Approved Application

The approved application is your strategic plan and road map throughout the grant cycle:

- Be familiar with the information in it
- Keep your implementation chart handy
- Know your state Performance Measures
- Provide the services, professional development and partnerships you stated in the application
- Start thinking about evaluation today
- Contact your 21st CCLC Lead Consultant if changes should occur that alters the content of your approved application
- Fiscal is your friend - Program is your friend- connect and stay connected!
- Read emails from the 21st CCLC state office

21st CCLC Assurances:

- In order to receive federal funds subgrantees must sign off on a number of assurances
- Assurances can be found in the RFA for each individual cohort
- Assurances must be adhered to throughout the grant cycle in order to remain in compliance and eligible for continued funding
- It is important that all organization, district, school, and program staff members in funded programs are familiar with the assurances that are relevant to their positions

I know how to do it

GREAT THINGS HAPPEN
WHEN PEOPLE COME TOGETHER.

Subgrantee Meetings:

- Subgrantees are required to attend a one-time grant orientation at the beginning of the grant cycle
- In each year of the grant, subgrantees are required to participate in two annual trainings held by the CDE's 21st CCLC team, generally in the fall and the spring
- Subgrantees trainings are designed to update subgrantees on 21st CCLC policies and procedures at the state and federal levels, provide relevant professional development, and provide opportunities for networking with fellow subgrantees
- The program director and primary fiscal contact are expected to attend these trainings
- Costs associated with attendance at these trainings (mileage, per diem, hotel, etc.) should be built in to the program budget

Managing Your Grant

Approved Application

- Programmatic roadmap
- Defines parameters (target population, schedule, numbers served)

State Performance Measures

- All grant activities should tie to one or more PMs
- Subgrantees track, report, and share outcomes

Partnering for Quality

Sustainability
- Starts on Day One
- Quality Matters
- Identifying Champions
- Sharing Successes
- Sustainability Plan

Implementing Your Grant: Required Hours

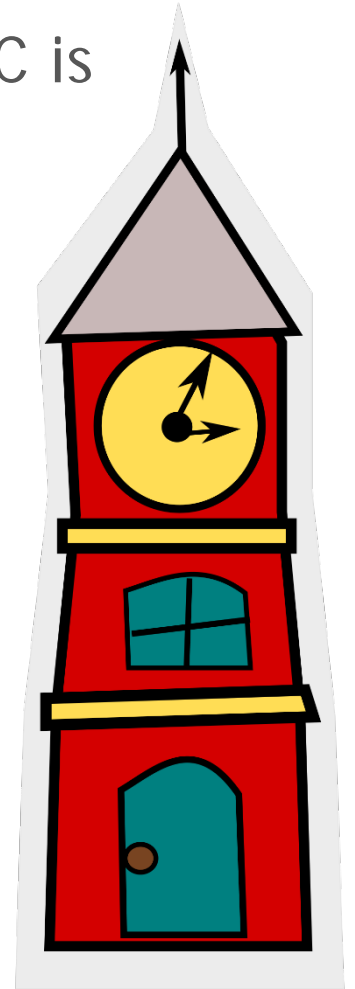Required hours are the hours that the 21st CCLC is "open" in any given week:
- Inclusive of any parent and family or weekend programming offered.
- Programs running during the same time block are only counted once towards the required hours.

Cohort VII:
- Must average 14 hours per week.

Cohort VIII:
- Must have at least 12 hours per week.

Summer Programming

- 21st CCLC programs are also required to conduct summer programming in each program year.
  - **Cohort VII:** Not obligated to a specific number of hours - required to provide the programing described in their approved grant application.
  - **Cohort VIII:** Minimum of 75 hours of programming each summer.

Implementing Your Grant: Participants

Eligible Participants

- Services are prioritized for students described in the "target population" section of the grant application.

Counting Participants

- **Unduplicated:** Any participant (student or family member) that attends any programming session
- **Regular Attendee:** Any student that attends 30 days or more of programming during the academic year
- **Average Daily Attendance:** Average number of unduplicated students attending during a specific month or year

Drop-In Enrollment

- Open to all students in the target population who have registered and who are attending the program on a regular or semi-regular basis at their discretion.

Rostered Enrollment

- Programs have a designated number of spots available for participants in the program, and a roster of students who are enrolled in the program and expected to attend on a regular schedule.

View the Important Dates document online at CDE's 21st CCLC Website www.cde.state.co.us/21stcclc.

Reporting Requirements
- End-of-Year Report
- Data Collection

Fiscal Deadlines
- IFRs/AFRs
- Budget Revisions

Event Reminders
- 21st CCLC State Trainings
- National Afterschool Events

Building Your team:
- Identifying Staffing Needs
- Recruiting and Retaining Staff
- Sharing Staff Members

Building Your Team (continued)

Ongoing Support
- Professional Development
- Performance Management
- Program Handbooks
- Organizational Chart

Program Monitoring

Goals of Program Monitoring:
- Compliance
- Implementation Efforts
- Program Quality

Program Monitoring Activities:
- Reviewing and Approving Fiscal and Program Reports
- Desk Reviews
- Site Visits

Program Monitoring

Program Site Visits

- **Implementation and Monitoring:** Assessment of compliance of your program to ensure the effective use of federal dollars.

- **Program Quality:** CDE staff will observe the centers using the Out-of-School Time Observation Instrument.

- **Student and Parent Voice:** CDE may conduct focus groups or brief survey collections with youth and adults served by the program.

Data Collection and Reporting

Track and collect the data to demonstrate progress made towards participation and outcome goals:

- **Data Reporting System:** Staffing, schedules, partnerships, student demographics, participation, teacher surveys, state assigned student identification numbers (SASIDs)

- **Qualtrics:** Other online surveys and End-of-Year Reporting

Federal Reporting and Monitoring

Grant and Center Level Process Tracking
- Track and report on subgrantee level and center level characteristics through Data Management System

Teacher Surveys
- Collect Teacher Surveys for each student who attended a program for 30 days or more and report aggregate results to CDE

State Assigned Student Identifiers
- Submit SASIDs for every student served in the program

End-of-Year Reporting

- **Performance Measure Ratings:** Rate objectives and provide quantitative evidence

- **Share Successes and Challenges:** Student stories and open ended responses

- **Implementation:** Self-assessment of program implementation

- **Continuation Application:** Projection for upcoming year and completed funding chart

State Evaluation and Reporting

Optional State Evaluation:

- **Mid-Year Exemplar Survey with Continuation Application Cohort VIII):** Apply for an additional two years of funding in Year 3.

- **Exit Interviews:** CDE staff will close out grants by conducting a phone interview during the last year of funding.

Local Evaluation

Develop and Implement an Evaluation Plan:
- High Quality Program
- Outcomes and Impact
- Identify Program Strengths
- Identify Specific Recommendations for Program Improvement

Monitoring and Evaluation Timeline

Data Collection Type	Year 1	Year 2	Year 3	Year 4	Year 5
Compliance and Fiscal Monitoring /Desk Reviews	X	X	X	X	X
Program Site Visits		X		X	
Sustainability Plan		X			
Grant and Center Level Process Tracking	X	X	X	X	X
Teacher Surveys	X	X	X	X	X
State Assigned Student Identifiers*	X	X	X	X	X
End-of-Year Reporting	X	X	X	X	X
Local Evaluations and Reporting*	X	X	X	X	X

*Note: Required for Cohort VIII, recommended for Cohort VII

Materials will be posted on our webpage at
https://www.cde.state.co.us/21stcclc.

See what determination, Perseverance and HARD WORK can get you?

You were awarded the grant!!

Let's Get Started

Budget Document

Grant Award Letter / Notice (GAL or GAN)

Request for Funds (RFF)

Uniform Grant Guidance (UGG)
- Allowable Expenditures
- Vendors and Partners
- Program Income

Interim Financial Reports (IFRs)

Annual Financial Report (AFRs)

Budget

The 21st CCLC budget document will be a 12-month record of each program's activity – what you planned, what was changed, and, finally, what was actually spent.

To ensure compliance with the Uniform Grant Guidance §200.61 Internal Controls – the budget document provides CDE with your agency's ability to set out a projected plan for the upcoming year. It must be a team effort and it must be monitored to ensure revisions, if needed, are submitted in a timely manner.
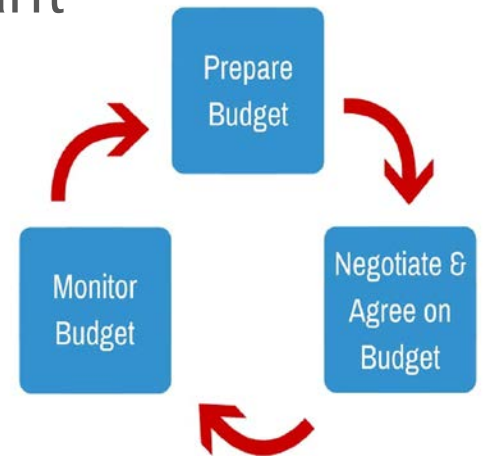
Grant Award Letter / Notice (GAL or GAN)

Effective July 1, 2018, CDE will be issuing grant award documents that are written as a contract. In previous years, CDE issued a one page award document - now you will be receiving a 26 page contract.

Major Differences for CDE:
- CDE is required to have wet signatures on our original documents, PDF documents will be e-mailed to districts.
- CDE and programs are required to maintain all contracts over life of grant.

Major Differences for Subgrantees:

- Non-profits are required to submit verification of insurance prior to receiving grant award document - this is an annual requirement.
- Non-profits are required to return a signed copy of the contract before the Request for Funds (RFF) form will be released.
- CDE will be mailing all Grant Award Documents to the Non-profit via certified mailings for signature by the agency's authorized representative.
- Non-profits will be required to return the signed document to CDE via certified mailing.
- Upon receipt of the signed grant award document, the RFF will be released.

Requests for Funds (RFFs)

- The 21st CCLC grant is a reimbursement grant.
- Only the authorizer is able to submit an RFF to CDE. Authorizers can be districts, non-profits, or institutes of higher education.
- Schools cannot submit an RFF to CDE - they are required to work with their authorizer.
- The Office of Grants Fiscal processes the 21st CCLC payments as well as all other competitive grants awarded by CDE on the 15th of every month.
- It typically takes two weeks from the 15th to receive your reimbursement via check.

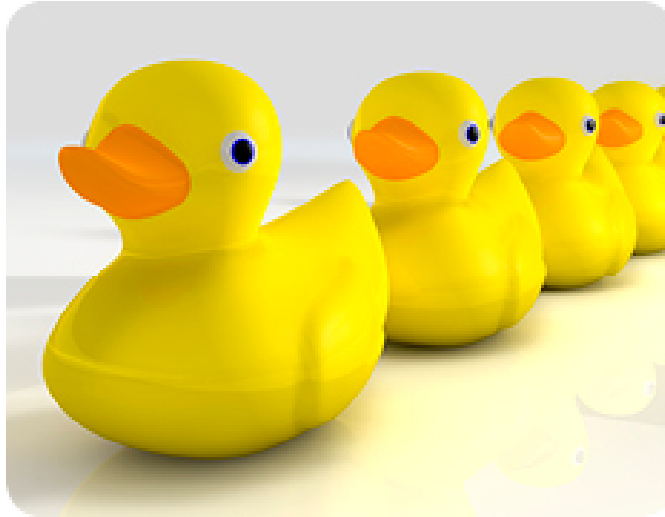# Uniform Grant Guidance (UGG) – 2 C.F.R. Part 200

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

This is binding for anyone receiving federal funding.

Sections:
- Subpart A - Acronyms and Definitions
- Subpart B - General Provisions
- Subpart C - Pre-Award Requirements and Contents of Federal Awards
- Subpart D - Post Federal Award Requirements - Standards for Financial and Program
- Subpart E - Cost Principles
- Subpart F - Audit Requirements

https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html

In Closing – Get Your...

Someone has to be responsible for administering the grant, complying with regulations, and reporting to CDE.

Establishing a strong working relationship from the beginning will help ensure compliance with the processes and programming.

Interim Financial Reports (IFRs)
Annual Financial Reports (AFRs)

The 21st CCLC grant requires Interim Financial Reports (IFRs) be submitted by:
- October 1, 2018: 07/01/18 – 09/30/18 Expenditures
- January 15, 2019: 07/01/18 – 12/31/18 Expenditures
- March 1, 2019: 07/01/18 – 02/18/19 Expenditures

These reports are to be generated from your accounting system and the following must be included:
- Budget – as reflected on approved budget with CDE
- Expenditures to Date
- Encumbrances
- Remaining Funds

Interim Financial Reports

- IFRs will be reviewed to ensure programs are on track for expending 21st CCLC funds;
- Determine if there are any significant variances from the approved budget to actual expenditures; and
- Review funds requested to ensure only funds that have been expended have been drawn down.

Annual Financial Reports

- The Annual Financial Report (AFR) is the report of total expenditures for the year.
- Due September 30, 2019. This is a federal requirement.
- This report will reflect the amount of funds not obligated for the year.

Questions? Call us!