21st CCLC Grant
Management: The Basics

https://dpi.wi.gov/sspww/clc
Meet Your Presenters

Teri LeSage  

Tanya Morin
Introduction: How This Webinar Will Work

● **Sound:**
  ○ Everyone is muted

● **Introduce Yourself:**
  ○ Please type your name in the IM box

● **Questions:**
  ○ Use the IM feature (speech bubble)

● **Helpful Handout:**
  ○ Have available: your application
Objectives

- Grantees will understand programming requirements of 21st CCLC grant.
- Grantees will understand evaluation requirements and monitoring processes.
- Grantees will understand self-assessment timeline.
- Grantees will understand budget requirements and processes.
- Grantees will understand support systems in place for grant success.
Overview of 21st CCLC Grant

- Federal grant
- Administered by DPI
- Funding for before, after, and summer school programming
- 132 Community Learning Centers (CLCs) across state

Learn more:
  - You for Youth (Y4Y) Course - Introduction to 21st CCLCs
  - Y4Y Course - Managing Your 21st CCLC Program
Goals of 21st CCLC Grant

Create CLCs that provide:

- Opportunities for academic enrichment
- Broad array of additional activities
- Opportunities for families for active and meaningful engagement in children’s education
Grant Requirements

To familiarize yourself with the 21st CCLC grant requirements, review:

- Competitive Application
- Grant Guidelines
- Monitoring Self-Assessment Checklist
Primary and Feeder Schools

● **Primary school:**
  ○ School from which program draws majority of participants
  ○ At least 51% of projected ADA

● **Feeder school(s):**
  ○ Additional school(s) served by grant
  ○ Must be served at same site as students from primary school
  ○ Funds may not be used to operate multiple sites
<table>
<thead>
<tr>
<th>Minimum Average Daily Attendance (ADA)</th>
<th>Funding Tier</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 - 40</td>
<td>$80,000</td>
</tr>
<tr>
<td>41 - 55</td>
<td>$100,000</td>
</tr>
<tr>
<td>56 - 70</td>
<td>$115,000</td>
</tr>
<tr>
<td>71 - 85</td>
<td>$130,000</td>
</tr>
<tr>
<td>86+</td>
<td>$145,000</td>
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</tbody>
</table>
Compliance Process

- Non-compliant status #1:
  - Improvement plan
  - Additional technical assistance (TA)
- Non-compliant status #2:
  - Improvement plan
  - DPI captures carryover
  - Additional TA
- Non-compliant status #3:
  - Grant award reduced
- Summary document available here
Grant Requirements: Program Schedule

- Minimum of 115 days per year
- Minimum of 10 hours per week
- Academic enrichment activities
- At least two other allowable activities (See pages 8-9 in Application Guidelines for list)
- AM Program Requirements (See Application Guidelines, Appendix D)
Grant Requirements: Accessibility

- Safe and easily accessible facility
- If located in facility other than school, at least as available and accessible
- Transportation cannot be a barrier
  - Safe transportation to and from program
  - Parent/guardian pickup not only means of transportation
- See Section XIV, Question A for proposed transportation plan
Grant Requirements: Dissemination of Information

- Public must be made aware of program
- Private school students and families in service area must be offered opportunity to participate
- CLC evaluation reports must be made available to public
Grant Requirements: Funding & Sustainability

- Comprehensive sustainability plan
- Partnerships and other funding sources
- Coordination of funds
- Examples: Afterschool Snack, Fund 80, Title I, local businesses, charitable and civic organizations, etc.
Grant Requirements: Evaluation

Three levels of required evaluation:

- State
- Federal
- Local program level
Program Evaluation: State

- DPI required to evaluate WI CLC programs
- Four statewide goals
  - Program environment
  - Academic growth
  - Youth development
  - Family engagement
- Statewide evaluation system collects data needed to measure progress towards goals
Program Evaluation: Statewide System

- First year of full implementation of statewide evaluation system for WI CLC programs
- Name of system: Cayen or AS21
- Tracks data related to activities, staffing, participation, and outcomes
- All funded sites receive a license
- Training: August 23, 2019
Program Evaluation: Federal

- 21APR: Federal data collection system for 21st CCLC grant
- One primary contact/user per fiscal agent
- Previously - Data entered by grantees
- 2019-20 program year - Data uploaded from statewide evaluation system
- Statewide system collects all required APR data
Things To Consider

● Who will be responsible for entering data into statewide system?
● How often will data be entered into system?
Program Evaluation: Local Goals & Process

- All CLCs required to evaluate program on local level
- All programs have proposed local goals aligned with statewide goals
- Local goals are tied to measurable outcomes
- Required to collect and analyze data to measure progress towards goals and outcomes
- Refer to Section XI, Question A in application
Program Evaluation: Local Plan

All programs have a proposed evaluation plan that includes:

- Performance measures and evaluation procedures
- How results will be used to improve program
- How results will be shared with public
- See: Section XI, Questions C & D in application
<table>
<thead>
<tr>
<th>Grant Year</th>
<th>Requirement</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Identify self-assessment tool</td>
<td>With submission of 21st CCLC Yearly Progress Report (YPR)</td>
</tr>
<tr>
<td>Year 2</td>
<td>Conduct self-assessment and develop improvement plan</td>
<td>Summary reported with submission of 21st CCLC YPR</td>
</tr>
<tr>
<td>Year 3</td>
<td>Implement improvement plan</td>
<td>Summary and results reported with submission of 21st CCLC YPR</td>
</tr>
<tr>
<td>Year 4</td>
<td>Continue to implement improvement plan</td>
<td>Summarize plans for continuous improvement in 21st CCLC YPR</td>
</tr>
<tr>
<td>Year 5</td>
<td>Continue to revise and implement improvement plan</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Things to Consider

- How often will data be collected?
- Who will collect the data?
- How often will data be analyzed?
- Who will analyze the data?
Ongoing desk monitoring:

- Competitive application
- Mid-Year Report
  - ADA
  - Hours and days
- Yearly Progress Report (YPR)
- Fiscal
Yearly Progress Report (YPR)

- Required by state
- Survey submitted at end of year
- Typically due early May
- Ensures grantee is meeting basic requirements
- Opportunity to reflect on past performance and describe proposed changes
- Reviewed by DPI consultants
- Tied to continuation of grant funds
Monitoring: In-Person

- Typically once per 5-year cycle
- During visit: interviews and observation
- Documentation review
  - CLC Self-Assessment Form
- After visit: written report issued to grantee
Things to Consider

- Who will assemble documentation?
- When will you begin keeping historical records?
- Where will you keep records?
Budget: Overview

Approval based upon:

- Alignment with Program Plan/Goals
- Reasonable and necessary costs
- Allowable costs
Budget: Budget Change Requests

- Required only when a line item (e.g., salaries, non-caps, etc.) needs more than a 10% change
- Submit to your CLC liaison
- Final Deadline: May 30, 2020
Budget: Budget Change Requests Cont’d

- **Budget Change Request Form**
  - Available on DPI CLC webpage

- **How to complete the form:**
  - Rationale (p1)
  - Amount Requested (p2)
  - Revisions (p2)
Budget: Claims for Reimbursement

- **DPI Fiscal Reimbursement Claim Form** (PI-1086)
  - Send claims to Ryan Egan: ryan.egan@dpi.wi.gov
  - Final Claims Due September 30, 2020
- Obligation period: July 1, 2019 - June 30, 2020
- Recommend at least quarterly claims
Budget: Technology Purchases

● Prohibited during the 5th (final) year
● Must complete Assurances for Technology Form
Budget: Food Expenditures

- In general, grant funds may not be used to cover food costs
- Resources:
  - National School Lunch Program- Afterschool Snacks
  - Summer Food Service Program
  - Child and Adult Care Food Program
Budget: Income

- Includes fees, fundraising, and donations
- Must be spent within grant period
- Must be spent on allowable costs
- Must be spent on CLC-related expenses
- Must be tracked
Budget: Fees

- Strongly discouraged
- Must be nominal
- Cannot be a barrier under any circumstance
- Must complete fee application and receive approval from DPI prior to collecting fees
Budget: Carryover

- Not guaranteed
- Announced in late fall/early winter
- Revised budget required
- New award issued
- May be tied to ADA
- Unspent funds remaining after final (5th) year of grant cycle considered “lapsed”
Budget: Common Issues

- Subcontractors
- Capital objects
- Incentives
- Pre-award costs
- School hours
Record Keeping

- Maintain records for required amount of time
- Plan for program transition periods
- Types of information to track:
  - ADA/Enrollment records
  - Data needed for statewide and federal reporting
  - Inventory of items purchased with CLC funds
  - Financial records (e.g., timesheets, signed agreements, receipts, etc.)
Training and Technical Assistance

- **Fall Conference:** September 23 - 24, 2019
- **Other:**
  - Statewide Evaluation: August 23, 2019
  - Spring Training: March, 2020
  - Regional Communities of Practice: Youth Development
  - Archived DPI [webinars](#)
  - [Wisconsin Afterschool Network](#) (WAN) Trainings
  - [You for Youth](#) (Y4Y)
21st CCLC Mentor Program

Who:
● New fiscal agents
● Other sites can apply

What:
● Peer support around issues common for new grantees

Mentee’s responsibility:
● Communicate regularly
● Visit mentor’s program at least once
● Host on-site visit at least once
# Grant Timeline

<table>
<thead>
<tr>
<th>June and July</th>
<th>August and September</th>
<th>October, November, December</th>
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<tbody>
<tr>
<td>• Complete and submit requested revisions to proposal and budget</td>
<td>• Update DPI if primary contact changes</td>
<td>• Continue entering data into statewide evaluation system</td>
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<td>• July 1 – Start of fiscal year</td>
<td>• Attend statewide evaluation system training</td>
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<td></td>
<td>• Enter student information and fall activities into statewide evaluation system</td>
<td></td>
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<tr>
<td></td>
<td>• Start tracking attendance data</td>
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<tr>
<td></td>
<td>• Attend fall conference</td>
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**Grant Timeline, cont.**

<table>
<thead>
<tr>
<th>January</th>
<th>February, March, and April</th>
<th>May and June</th>
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</thead>
<tbody>
<tr>
<td>• Submit mid-year report to DPI</td>
<td>• Continue entering data into statewide evaluation system</td>
<td>• Continue entering data into statewide evaluation system</td>
</tr>
<tr>
<td>• Submit improvement plan, if applicable</td>
<td>• Attend CLC spring training event</td>
<td>• Complete and submit Yearly Progress Report (YPR) to DPI</td>
</tr>
<tr>
<td>• Set up activities for spring term in statewide evaluation system</td>
<td>• Administer teacher surveys</td>
<td>• Deadline for budget change requests – May 30</td>
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<td>• Last day of fiscal year – June 30</td>
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Questions
CLC Liaisons

- Tanya - CESA 1, except Racine
- Alison - CESAs 2, 6, 8, 11
- Teri - CESAs 3, 4, 5, 7, 9, 10, 12, and Racine
- List by fiscal agent
For More Information

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For more information, visit: https://dpi.wi.gov/sspw/clc

To join the listserv: contact Alison Wineberg

Join us on Google+