

# 21st CCLC Grant Management: The Basics

<https://dpi.wi.gov/sspw/clc>



WISCONSIN DEPARTMENT OF  
PUBLIC INSTRUCTION  
Tony Evers, PhD, State Superintendent

# 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

# Funding Tiers

Minimum Average Daily Attendance (ADA)	Funding Tier
25 - 40	\$80,000
41 - 55	\$100,000
56 - 70	\$115,000
71 - 85	\$130,000
86+	\$145,000

# 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

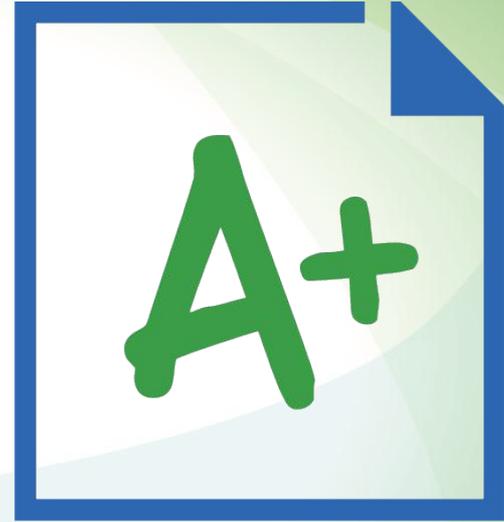
- **Comprehensive sustainability plan**
- **Partnerships and other funding sources**
- **Coordination of funds**
- **Examples: Afterschool Snack, Fund 80, Title I, local businesses, charitable and civic organizations, etc.**



# 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 21<sup>st</sup> 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

# Program Evaluation: Self-Assessment

Grant Year	Requirement	Due
Year 1	Identify self-assessment tool	With submission of 21st CCLC Yearly Progress Report (YPR)
Year 2	Conduct self-assessment and develop improvement plan	Summary reported with submission of 21st CCLC YPR
Year 3	Implement improvement plan	Summary and results reported with submission of 21st CCLC YPR
Year 4	Continue to implement improvement plan	Summarize plans for continuous improvement in 21st CCLC YPR
Year 5	Continue to revise and implement improvement plan	N/A

# 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?



# Monitoring: Desk

## 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

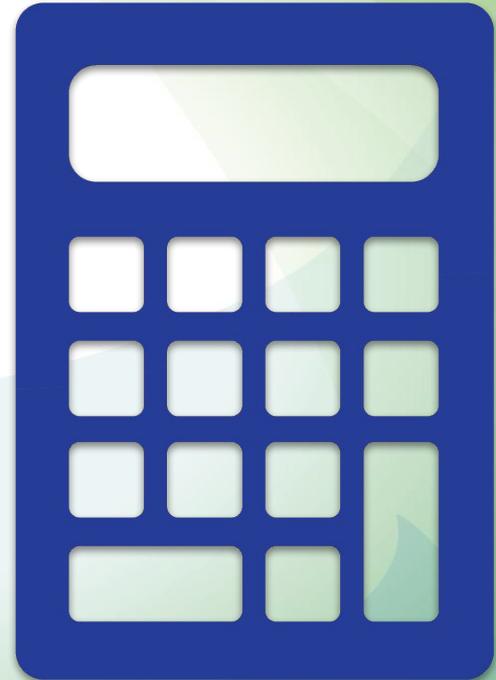
Approval based upon:

- **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](mailto:ryan.egan@dpi.wi.gov)
  - Final Claims Due September 30, 2020
- Obligation period: July 1, 2019 - June 30, 2020
- Recommend at least quarterly claims

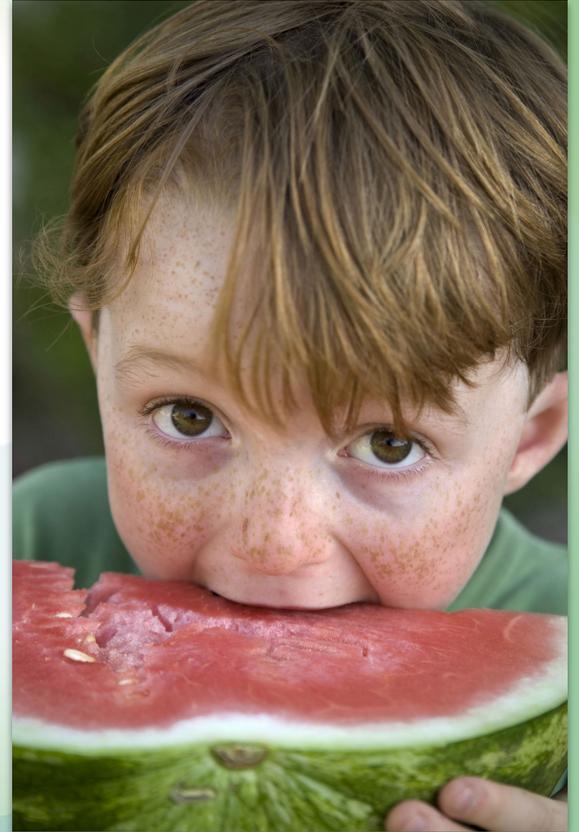
# Budget: Technology Purchases

- Prohibited during the 5<sup>th</sup> (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 (5<sup>th</sup>) 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

## June and July

- Complete and submit requested revisions to proposal and budget
- July 1 – Start of fiscal year

## August and September

- Update DPI if primary contact changes
- Attend statewide evaluation system training
- Enter student information and fall activities into statewide evaluation system
- Start tracking attendance data
- Attend fall conference

## October, November, December

- Continue entering data into statewide evaluation system

# Grant Timeline, cont.

## January

- Submit mid-year report to DPI
- Submit improvement plan, if applicable
- Set up activities for spring term in statewide evaluation system

## February, March, and April

- Continue entering data into statewide evaluation system
- Attend CLC spring training event
- Administer teacher surveys

## May and June

- Continue entering data into statewide evaluation system
- Complete and submit Yearly Progress Report (YPR) to DPI
- Deadline for budget change requests – May 30
- Last day of fiscal year – June 30

# 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](#)

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