**New Grantee Professional Development Webinar**

**Introduction to Forms and Documentation**

**Presenter: Crystal Hall**

*Good morning everyone and welcome to what will be the first of several webinar or conference call technical support sessions for FY20. As a new grantee, you’re probably feeling a bunch of things right now. Happy to have your programming financially supported, proud to be able to serve kids at your school or site with high quality programming, happy to connect families to resources for the development of their child as a “whole being.” However, I’m sure you also might be a little nervous about the parameters of the grant and the documentation involved. This session will address these forms and will also offer some tips or guidance for completion and best possible outcomes. Questions are welcome at any time. We have a lot of information to get through today so we have scheduled 90 minutes for this first call. Moving forward, these will be an hour or less as we want to be respectful of your time.*

Note: Documents will be uploaded and/or attached via hard copy and are referenced as a link in the narrative of this webinar that will be uploaded to the website here: <https://www.iowa21cclc.com/professional-development>

Appendix A – these forms were required to be submitted with your grant application. In FY20, we made a few changes to these including the following questions for new applicants to complete. These questions should serve as a very general guide for what you should think about over these next three years. Please also note that your application for funding is your stepping stone to programming, data collection, sustainability, etc. The Iowa Department of Education (IDOE) and Iowa Afterschool Alliance (IAA) recognize that children and situations change. If you feel the need to adjust your goals and outcomes, this may be possible, but you **must** communicate with Vic to do so. These questions provide data on the effectiveness of an existing program and are monitored as required by ESSA and the Iowa Grant Agreement Performance Monitoring section of your contract.

* **Have you ever been in non-compliance (received a letter notice from Iowa Department of Education stating non-compliance) with 21CCLC rules and regulations in the past three years?** Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

*Vic and the Iowa Afterschool Alliance work very hard to support all your needs. If you find yourselves in a situation that you believe compromises your ability to be compliant, please reach out to Vic at the IDOE immediately.*

* **Did you meet your attendance goals for the past two years?** Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

*If you are worried about your attendance goals, reach out to Vic. He may direct you to an IAA staff person (most likely Crystal) to assist you with recruitment, parent communication, and/or program development.*

* **Provide your last enrollment number(s):**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
* **Provide your last average daily attendance:**\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

*Remember that your year one goal should be 70% of your enrollment, and should reach 80% by year three.*

* **Did you meet your academic goals for the past two years?** Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

*Your academic goals should be something that is held to a high standard, yet reasonable within the scope of services you are providing. You suggested a measurement in your application. You should establish reasonable goals – Vic is happy to assist you with these.*

* **How many of your local evaluation goals did you meet over the past two years? 100% \_\_\_\_** 90- 55%\_\_\_\_\_\_ Over 50% \_\_\_\_\_ Less than 50% \_\_\_\_\_\_ None \_\_\_\_\_\_

*Your local evaluation goals should also be reasonable. A general suggestion is to set your goal at 50%. This allows sites to grow and learn over the full three years.*

* **How much have office referrals been reduced over the past five years of your grant?** Over 75%\_\_\_\_\_\_ Over 50% \_\_\_\_\_ Less than 50% \_\_\_\_\_\_ None \_\_\_\_\_\_\_

*Quality, engaging, and fun programming means youth will want to show up. Many sites use the afterschool program as a way of “incentivizing” good behavior during the day.*

* **Have you provided children with the required snack?** Yes \_\_\_\_\_\_ No \_\_\_\_\_\_
* **Have you exceeded the snack requirement?** \_\_\_Yes \_\_\_\_No

*Snacks are a requirement of 21CCLC programming. Research tells us that a full meal is better as there are many educational and behavioral benefits when nutritional needs are being met. This could be a great way of working with a community partner such as a church to provide a nightly meal for your students. In Cedar Rapids, where I was previously a grantee, we contracted with the school district to provide evening meals at our 21CCLC sites. A cook remained on site and served the meal. These meals were then reimbursed through the CACFP program.*

* **How many parent engagement meetings did you have in the past year?** \_\_\_\_\_\_\_

*Sites should strive for one event per quarter. You should make sure to document expenses for these events in your quarterly budgets. If you don’t have expenses, which might be the case if you are working with your community partners effectively, you’ll want to be sure to document this in an email when you send the form to Vic. An example might be a Family Literacy Night. If your local library provides books to take home, and a local church provides food for the event, your expenses might be minimal or non-existent.*

* **How many field trips did you provide in the past year?** \_\_\_\_\_\_

*Field trips are a great way of expanding your learning opportunities with kids. While they are not a requirement of the grant, they are encouraged, but encouraged without a goal number so to speak. You have a Student Transportation line item in your budget that can be applied to field trips.*

* **After 5 years, how many community partners for sustainability have been recruited?** More than 50 \_\_\_\_ 25 \_\_\_\_ Less than 25 \_\_\_\_ Less than 10 \_\_\_\_

*As you may have noted, we’re pretty big on developing community partnerships. As a person that worked in non-profit for almost 20 years, I can share with you that schools and sites like yours allow organizations to meet the goals of their mission. It makes sense that we tear down silos to work for the greater good. However, please note that this might mean having a solid partner agreement (remember those MOUs from the application?) so that you understand that student data might be used, requested, etc. for their purpose as well. It will be very important to establish good boundaries and to communicate with your parents so that everyone is on the same page. A later session will provide some tips or guidance on working with partners. You are required to have identified 5 partners in your application - we have the expectation that this list will grow. If you need assistance with making connections, the IAA will gladly assist you in this process. We are also happy to help you with defining full partners, partial partners, and vendors to avoid confusion for reporting.*

* **Have you participated in required committee work in the last year?** Attended: \_\_\_\_All Meetings \_\_\_ Some Meetings (3-5) \_\_\_\_Rarely Participated (1-2) \_\_\_\_ None

*Committee work is required (a minimum of one, though you can certainly have representation on more – some sites assign a staff person to these committees). These are designed to be a way to have a peer to peer connection for support as well as a way to disseminate information to the entire network. We at the IAA encourage you to set a reminder to yourself to check the notes from all committees at the* <https://www.iowa21cclc.com/committees> *website link every other month. You are also free to check in with other committees via the conference call line as a guest if the agenda or topic(s) appeal to you.*

* **Have you attended required Professional Development in the last year**? Attended: \_\_\_\_All Meetings \_\_\_ Some Meetings(5-9) \_\_\_\_Rarely Participated(1-4) \_\_\_\_ None

*Professional Development is key to the success of 21CCLC programming. You are expected to expend no less than 5% of your budget on professional development. The required PD sessions from the IDOE include the Annual Impact Iowa After School Conference held in Des Moines in the spring (typically April), and attendance at one of the Institutes – there is one in the summer typically in the western part of the state and one in the fall in the eastern part of the state. There are many other state and local opportunities as we’re sure you are aware. Out of state PD requires approval from Vic so be planning for these conferences that you would like to attend. Please note that you can use PD funds to pay for substitutes in the absence of your dedicated staff to attend these offerings.*

APR Data Collection Template

Academics and youth progress are by far the most important pieces of data that you’ll be collecting for this grant. The 21CCLC Committees have put together a basic Excel spreadsheet that can act as a guide for the type of data you’ll be expected to collect and a home for that data to live until you enter it into the APR system and can be found here under the Evaluation Services section here: <https://www.iowa21cclc.com/grant-info>. You’ll be reporting data into the APR system in the following way:

Summer 2019 – entered in the spring of 2020

Fall 2019 – entered in the summer of 2020

Spring of 2020 – entered in the fall of 2021

These spreadsheets are tabbed at the bottom to systematically collect all the data you will need to input into the system starting with the types of activities you’ve done during the reporting period in question (summer, fall semester, and spring semester) including number of offerings, duration, and number in attendance. Additional tabs collect data on your staff, aggregate participation broken down by grade/gender/race, and outcomes connected to proficiency.

They are also designed to collect individual student data that is this reported in aggregate into the system. At no time will the APR system or the IDOE know that 3rd grader Johnny Smith is performing in this way, but we will be able to note that you served 15 third graders and that your group overall had a proficiency rate of 45%.

Budget Forms: D2 and D3

All sites should have in possession a copy of the *Guide to Iowa Program Budgets* document that has lots of great information about your financial expectations.

Budget form D2 is your quarterly expenditure form. You’ll need to complete one form for each site you serve and this will be submitted to Vic via email with your general ledger document and then uploaded to either the CASA or IowaGrants system (depending on if you are a school or a community partner). You can pre-populate your site name, address, and yearly budget information will be pre-populated for you. Moving forward each quarter, your financial person will need to track expenses and appropriately assign them to the correct line item for approval. Copies of receipts are not required to be sent in with your paperwork but should be kept on file (originals) in house in case of inquiry. The box on line 8 column F asks for the number of students served. This is an unduplicated count of all youth served during the quarter in question. This document should be saved internally by quarter but should then act as a cumulative document throughout the year. Please note that there is a conference call scheduled for November 5th that will focus on financials.

Budget form D3 is a cumulative budget form that can and should act as a sustainability tool for your grant as well. The document can be edited to reflect years one, two, and three for future financial planning and preparation for a successful years four and five at the 25% reduction rate.

Both documents should appropriately note in-kind contributions from your community partners. Additional trainings on finance will be coming and if you have questions at any time, please contact Vic immediately.

Site Visit/Monitoring Template

As with your budget documents, this template can act as a guide for compliance and to help guide your programming and process along the way and can be found under the Monitoring and Site Visit section here: <https://www.iowa21cclc.com/grant-info>. Some sites have developed process and procedure and staffing manuals as well as parent and student handbooks based on this template as a best practice tool. While this is not required, it can be helpful and we will address these types of documents in a future session. In year one of your grant, the IAA will be performing a site visit to offer guidance and support. This is not a punitive visit in any way but will act as a point of reference for site support and program development. In year three, or earlier at your request, Vic will be doing a comprehensive site visit at your location(s) that includes discussion with stakeholder groups such as the building administration, parents, staff, community partners, and youth as well as program observation and will require a multiple day commitment from you. This visit is designed to ensure compliance with federal and state regulations and to determine if you are eligible for funding in years four and five at the 25% reduced rate. If there are areas of non-compliance, your site may be put on a correction plan, offered technical assistance, or may be issued a non-compliance determination if the issue is severe (ex. fraud). If you have questions or concerns about your site visit, you can call Vic with concerns at any time.

Professional Development Template

This template is designed to allow sites to accurately track their professional development training by hours and category and can be found under the Professional Development section here: <https://www.iowa21cclc.com/grant-info>. Categories include Required, Whole Child, Family Engagement, Academics, etc. You can see descriptions of these categories on the document. We suggest that you update this form after each training and/or quarterly so that nothing is missed. This form will be requested at both your IAA Site Visit, the comprehensive site visit in year three, and possibly at other times per Vic’s request.

Community Partnership Template

Please note that the form I attached to the email and showed on the Zoom call today is in progress. We hope to have the template up and usable by the end of the year. Community partners are vitally important to the sustainability of your program and provide wonderful experiences and connections for youth. To be compliant with ESSA, the IAA will collect a list of your community partners and post these to the website annually. This meets the requirements, but also acts as “proof” for the IDOE that you are growing your partnerships. Remember, at the time of your application, you were required to have five partners with the expectation that this list will grow over the course of your grant. The IAA is working on a template that will be available to sites online that can be updated on a regular basis. We recommend that this form be completed at the completion of a partner provided activity (ex. a Boy/Girl Scout event) or at a minimum of quarterly. Remember that partners can be those who provide programming, goods, services, etc. Common partners include your local education agency (ex. AEA), local community college, civic groups like Rotary or Kiwanis, churches, etc.

Sustainability Template

This form should be easily completed as you will be using this section of your application as the guide for the sustainability plan as well as a way of identifying existing community partnerships and a section for planning in years four and five when you have a reduction of 25% in your funding after a successful comprehensive site visit. This form can be found under the Templates section here: <https://www.iowa21cclc.com/grant-info> List out your community partners, their contributions, and if they provide staff and the value of these goods or services. The Evaluation and Sustainability is working on guidance right now for an agreed “value” of volunteer time. *According to research done by the Points of Light Foundation – the developing entity of the Service Enterprise volunteer engagement framework – the volunteer rate of return on investment is currently $25-$27 per hour but this could increase for certain professionals. For example if you have a doctor who performs a free vision screening, this rate would increase dramatically.*  This form will be requested at both your IAA Site Visit, the comprehensive site visit in year three, and possibly at other times per Vic’s request.

Teacher Survey

This is a document that will need to be collected annually for ALL students in your programs and can be found under the Evaluation Resources section here: <https://www.iowa21cclc.com/grant-info>. We suggest that you give your teachers plenty of time to complete the documents for each child, though there are only two questions that require a simple mark to indicate the response. You are free to use the pen and paper template, can turn this into an online survey, or determine another method that meets your needs providing the necessary information is recorded. This information is reported in the APR system as well as your local evaluation document.

Local Evaluation Template

Local evaluation is your way of continuing to report data in a way that tells your individual story. In addition to the academic and progress data reported, this document allows you to talk about and to show through pictures all the other great stuff you are doing while also choosing additional goals to meet. These goals often focus on STEM activities, enrichments, family engagement, and so on. This template, which can be found under the Evaluation Resources section here: <https://www.iowa21cclc.com/grant-info>, will be completed by you/your site and your local evaluator and is to be turned in annually, typically in November. However, we are always a year behind in this process, so your first Local Evaluation report will be due in November of 2020 and will report on the summer and fall of 2019 and spring of 2020. This is a process that should not be taken lightly and requires time and attention. We recommend collecting your data and checking in with your local evaluator often. The information from this report is shared with the federal government and can be used as a tool to speak to community partners, local press, and/or your legislators. The grant also requires that this document be shared publically on your website, but could also be shared through other means such as social media. If you find that more time is needed to complete your evaluation, please contact Vic for an extension.

Annual Survey

Information is gathered by the IDOE annually and reported out to the federal government. This survey is completed by all grantees after year one. We will send the link to you ahead of time and will also include a link to a Google doc that will allow you to easily collect the information.

*This concludes this session of technical assistance for new grantees. Are there any further questions? Please feel free to reach out to myself or Vic at any time with any questions you might have. Remember want you to be successful with your grant so that kids in Iowa become the leaders of tomorrow! Our next session will be on best practice tools (such as the manuals I mentioned earlier today) and will also include follow up discussion and questions from today. The next session will be held on Friday, November 22 at 10:00am and we will be covering the topics of best practice documents. These are documents that are not required, but can make your program run much more efficiently and effectively. Examples include: process and procedure manuals, student handbooks, parent handbooks, etc.*