



21ST CENTURY COMMUNITY LEARNING CENTERS (CCLC) GRANT PROGRAM

TITLE IV, PART B, OF THE *ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965* (ESEA)
AS AMENDED

ADMINISTRATIVE HANDBOOK



Office of Program Administration and Accountability
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I. Virginia Department of Education

Staff	Area of Responsibility	Email	Phone
Marsha Granderson	Overall administration, contact for Regions 1, 2, 4, and 5, and USED APR	marsha.granderson@doe.virginia.gov	(804) 786-1993
Diane Jay	Supervision	diane.jay@doe.virginia.gov	(804) 225-2905
Dawn Dill	Procurement and payment, and contact for Regions 3, 6, 7, and 8	dawn.dill@doe.virginia.gov	(804) 786-9935
Tiffany Frierson	Monitoring, data collection for ALERT and SSWS survey, state evaluation	tiffany.frierson@doe.virginia.gov	(804) 371-2682

II. Grant Administration and Timeline

A. Funding Period and Continuation Funding

Virginia's 21st CCLC grant is a three-year grant. The initial award period is for one year. Grantees will be required to submit an annual continuation application for second- and third-year awards contingent upon the VDOE's determination that the grantee has made substantial progress toward meeting the objectives set forth in the approved application, the availability of federal funds, and operation of the grant program as submitted in the approved application. Grant funds for recipients may be reduced under the following circumstances:

- programs not serving the minimum number of students may be reduced up to ten percent; and/or
- programs not expending and claiming 85 percent of grant award funds by May 30 of each year shall be subject to a reduction in subsequent years' grant awards of the unclaimed balance above 15 percent of the award.

B. Timeline of Activities

VIRGINIA'S 21 st CCLC PROGRAM YEAR TIMELINE OF ACTIVITIES		
<u>PROGRAMMING ACTIVITIES</u>	<u>TIMEFRAME/FREQUENCY</u>	<u>NOTES</u>
Request for Proposals (RFP)	February - April	Grant competition for new program applications
Begin Program Implementation	August/September	Begin program within 30 days of award notification or 30 days from start of school year (whichever is later)
Monitor Average Daily Attendance (ADA) and Average Weekly Attendance (AWA)	Monthly	Recruit/retain students to maintain ADA/AWA outlined in original/continuation application

Submit Reimbursements for Program Operation	<i>At Least Quarterly</i>	Submit reimbursements in order to spend 85% of funds by May 30
Monitor the Implementation of Parent/Family Activities	Monthly	Plan/implement parent/family programs and activities as outlined in original/continuation application
Conduct Regular Staff Meetings	<i>At Least Quarterly</i>	As outlined in original/continuation application
Conduct Regular Partnership Meetings	<i>At Least Twice a Year</i>	As outlined in original/continuation application
Conduct Fire/Safety Drills at School and Regular Off Site Locations during Program Hours	Once Per Semester	<ul style="list-style-type: none"> • Fire/safety drills can be formal (following all guidelines for a school fire drill) or informal (practice the drill without alarms or notifying emergency workers) • Documentation of the drill must be maintained
Mid-Year Program Evaluation	January	Grantees will evaluate the effectiveness of their program using the Program Quality Self-Assessment Tool , the monitoring protocol document, assessment data, etc.
Continuation Application	February - March	<ul style="list-style-type: none"> • Continuation application webinar • Current grantees submit continuation applications
Pre-monitoring	November	<ul style="list-style-type: none"> • Monitoring visits conducted by outside consultants contracted by VDOE • Selected new grantees and grantees with State Guided Plans
Monitoring	February - June	<ul style="list-style-type: none"> • Monitoring visits conducted by outside consultants contracted by VDOE • All first year grantees, all non-LEA grantees in their second year, and second and third year grantees with findings from the previous year will be monitored

<u>REPORTING ACTIVITIES</u>	OPENING DATE	CLOSING DATE	NOTES
United States Department of Education (USED) Annual Performance Report	May	November	<ul style="list-style-type: none"> • Facilitated by USED • Data is used to report to Congress
SSWS (Single Sign-on for Web Systems) Student Attendance Data Collection Survey	September	November	<ul style="list-style-type: none"> • Accessed through SSWS • Student participant data
Quality Program Self-Assessment Tool	January	February	Facilitated by the Center for Research in Education Policy at the University of Memphis (CREP) to help grantees evaluate program effectiveness
Teacher Survey	February	March	Facilitated by the CREP to evaluate teacher perception of the program
Student Survey	March	April	Facilitated by CREP to evaluate student perception of the program
Annual Local Evaluation Report Template (ALERT)	May	July	Facilitated by CREP

<u>PROFESSIONAL DEVELOPMENT</u>	TIMEFRAME	NOTES
Coordinators' Academy (Fall)	September/October	Program management and training for coordinators of new awards and other coordinators who have not attended the academy in the past
Virginia Partnership for Out-of-School Time (VPOST) Conference	October/November	VPOST is a state organization dedicated to providing support to afterschool programs
Annual Institute (Spring)	March	Institute for all operating 21 st CCLC programs in Virginia
21 st Century Community Learning Centers Summer Institute	July	National conference

III. Fiscal Guidance

This section provides guidance for 21st CCLC program coordinators to facilitate the financial management of 21st CCLC grants. Grant funds must be used in a manner consistent with all state and federal regulations, requirements, and guidance. The following links provide references to the federal regulations and cost principles that must be followed when administering the grant:

Education Department General Administrative Regulation (EDGAR):

<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

2 CFR, Part 220 (formerly OMB Circular A-21) Cost Principals for Educational Institutions:

<http://www.whitehouse.gov/omb/circulars>

2 CFR, Part 225 (formerly OMB Circular A-87) Cost Principles for State, Local and Tribal Governments:

<http://www.whitehouse.gov/omb/circulars>

2 CFR, Part 230 (formerly OMB Circular A-122) Cost Principals for Non-Profit Organizations:

<http://www.whitehouse.gov/omb/circulars>

A. Allowable Costs

The federal cost principles provide guidance on allowable costs (see links referenced above). In order to be allowable for reimbursement, all costs must be necessary and reasonable to carry out the program goals and objectives. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. When determining if a cost is reasonable and necessary, the following shall be considered:

- whether the cost is ordinary and necessary to the operation of the agency or to the performance of the grant;
- whether restraints and requirements imposed by such factors as sound business practices, laws and regulations, and terms and conditions of the program;
- market prices for comparable goods and services;
- whether the individuals involved acted with prudence considering their responsibilities to the agency, the public at large, and the granting agency; and
- whether the cost will be incurred in accordance with the agency's established procurement policy.

When considering an expense, consider the following:

- Is this expense necessary to administer the program;
- Have the individuals involved acted with prudence considering their responsibilities to the agency, the public at large, and the granting agency;
- Will the cost be incurred in accordance with the agency's established procurement policy;
- Is this cost targeted to valid programmatic/administrative considerations;
- Does the program have the sustainable capacity to use what is being purchased for the program; and
- If this expense were in the local newspaper 'HEADLINES,' would managers of the program be comfortable or embarrassed?

The following guidance should be followed when developing an approvable budget and planning field trips, parental involvement activities, or enrichment activities for a 21st CCLC grant program.

1. The use of 21st CCLC funds for food costs are allowable **ONLY** for the following:

- staff meetings or trainings lasting at least two hours;
- parent meetings or parental involvement activities;
- instructional programs (when food is considered as part of an approved program and costs are reasonable and necessary to support the objectives of the program, i.e. cooking class); and
- overnight field trips.

2. Parental Involvement and Family Literacy

- Programs must offer families of participating students educational and personal development opportunities, particularly in the area of literacy.
- Effective 21st CCLC programs sponsor parent engagement opportunities that are different and more frequent than have been traditionally offered by the regular school day program.

- Parent and family engagement strategies may include outreach, education programs, lectures, and those strategies that strengthen parents as partners in education.
 - Activities targeting adult family members must require *ongoing and sustained participation* by the adult family member in order to achieve the acquisition of knowledge or a skill that is meant to be imparted through participation in the service or activity.
 - Examples that conform to these requirements are the following:
 - GED classes
 - Developing a resume and interview skills
 - Programming series on effective parenting strategies
 - Examples that are likely not to conform are episodic, non-recurring, or special events; (The events may still be held, but 21st CCLC funds cannot be used and the hours will not count in parent programming hours.)
 - Open house for the parents of children attending the center that involves a meal and social activities
 - Student performance showcase
 - End-of-the-Year celebration event
 - Field trips
3. Field trips are allowable when directly related to educational enrichment and are designed to meet program objectives. Trips that are non-educational and not related directly to student learning or program objectives are unallowable under federal regulations pertaining to 21st CCLC funds. If trips of this nature are planned, funds must be local or from an outside sponsor. All field trips must be pre-approved by the VDOE prior to any expenditure related to the trip. A Field Trip Request form must be submitted to the VDOE as soon as field trips are planned but **no later than 30 calendar days prior to a proposed field trip.**

Examples of unacceptable trips:

- Farm outing for corn maze, haunted barn, pumpkins, hayrides
 - Roller or ice skating
 - Christmas lights show
 - Bowling
 - Sporting events
 - Beach
 - Amusement, water, and theme parks (Busch Gardens, Kings Dominion, Dollywood, etc.)
4. Examples of other unallowable expenditures:
- Structures of any kind (pergola, gazebo, fencing, playground equipment, etc.);
 - Bounce house rentals;
 - Play structures (for use indoor or out);

- Cash or debit card incentives or rewards;
 - *Building-wide* license for remediation software or Wi-Fi;
 - Copiers, printers, computer carts, computers, etc. that are available for use by the *entire* school and not limited to 21st CCLC staff and students;
 - Subscriptions and memberships in organizations for individuals;
 - Advertising;
 - Maintenance cost of vehicle purchased with other funds;
 - Non-project related equipment or expenses;
 - Medical, dental, or clothing costs;
 - Building, repairing, or remodeling of facilities where the program or activity is conducted;
 - Meals/snacks for students during the regular before or afterschool programs, summer school, or field trips;
 - Entertainment (amusement, social activities); and
 - Expenditures that supplant rather than supplement services or activities.
5. Recreational and enrichment activities are allowable if directly related to a program objective. However, if the activity is off-site, a Field Trip Request form is required before any expenditure of funds. Plans for these activities should include some documentation of goals and objectives addressed, as well as pre- or post-trip activities that students can complete as evidence of objective achievement. These activities cannot be approved if purely for entertainment purposes.

B. Submitting Budget Transfer Requests and Requests for Reimbursement

The fiscal agent for a grant should submit budget transfer requests and reimbursements via the Virginia Department of Education’s Online Management of Education Grant Awards (OMEGA) system. OMEGA user forms to establish users, with instructions, a detailed User’s Guide, and access to online training opportunities are available at the following link:

<https://p1pe.doe.virginia.gov/ssws/login.page.do>. Click on “SSWS Instructions” in the upper right hand corner to open a PDF file containing a SSWS access guide.

The OMEGA Users Guide is located by logging into the Department’s SSWS at <https://p1pe.doe.virginia.gov/ssws/login.page.do>, clicking on the application [Online Management of Education Grant Awards-OMEGA](#), then clicking on the “Help” link in the upper right hand corner, then click on the [User's Guide](#) (PDF).

1. Conditions for Reimbursements and Budget Transfers

An *approved application* properly signed and funded constitutes a contractual agreement between the subgrantee and the VDOE. In order to assure compliance

with such an agreement in regards to the reimbursement of funds, the following conditions are delineated:

- a. The date recorded on the *Notification of Grant Award* (NGA) form becomes the beginning date for the budget period during which funds can be obligated.
- b. Project expenditures must be obligated during the budget period. Any expenditure obligated after the designated budget period (including the carryover period) cannot be reimbursed.
- c. *Reimbursements:*
 - i. Reimbursement support documents must be maintained for five years by the subgrantee which is the fiscal agent for the grant (local school division, local government agency, institution of higher education, community- or faith-based organization, or for-profit organization) to substantiate payments for which reimbursement is claimed (in accordance with federal and/or state audit guidelines).
 - ii. Claims for reimbursement must be based upon actual disbursements made by the grantee during the period for which the request is made. If an expenditure is inadvertently overlooked during the payment period, an additional reimbursement request must be made for that reimbursement period with an attached explanation.
 - iii. All OMEGA reimbursement requests **must reference the school the request is intended for** in the comments field of the reimbursement request. **Do not** include multiple programs on the same reimbursement.
 - iv. Reimbursement for claims contained in the request must not have been claimed previously by the grant recipient.
 - v. Reimbursement requests **must not cross the state fiscal year that runs from July 1 to June 30 of the following year.**
 1. Monthly reimbursement requests are preferred.
 2. At a minimum, reimbursement requests must be submitted *at least* **on a quarterly basis.**
- d. *Budget transfers:*
 - i. Budget transfer requests and program changes must be approved by program staff at the VDOE prior to the proposed expenditure and subsequent request for reimbursement by submitting an Amendment Request form.
 - ii. All OMEGA budget transfer requests must reference the school the request is intended for in the comments field of the reimbursement request.
- e. Equipment purchased with project funds must match that shown on the approved budget.
- f. Non-school division grantees serving as the fiscal agent must have an approved indirect cost rate in compliance with Education Department General Administrative Regulations (EDGAR) 34 C.F.R. §75.560 in order to claim reimbursement for indirect costs.
- g. Grant expenditures must be tracked using the Grant Balance Tracking Workbook found at the following link:

2. Expenditure Accounts Descriptions and Object Code Definitions

The following accounts are for budgeting and recording expenditures of the educational agency for activities under its control. Below are definitions of the major expenditure categories. The descriptions provided are examples only. For further clarification on the proper expenditures of funds, contact your school division budget or organization finance office, the grant specialist assigned to your region at VDOE, or refer to the appropriate federal act. Title IV, Part B, funds cannot be expended for advertising, buildings, remodeling, medical, dental, or clothing costs.

Object Code Definitions:

1000 PERSONNEL SERVICES - All compensation for the direct labor of persons in the employment of the local government. Salaries and wages paid to employees for full- and part-time work, including overtime, shift-differential, and similar compensation. Also includes payments for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.), which are earned during the reporting period.

2000 EMPLOYEE BENEFITS - Job related benefits provided employees are part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, health, disability income, etc.), and employee allowances.

3000 PURCHASED/CONTRACTUAL SERVICES - Services acquired from outside sources (i.e., private vendors, public authorities or other governmental entities). Purchase of the service is on a fee basis or fixed time contract basis. Payments for rentals and utilities are not included in this account description.

4000 INTERNAL SERVICES - Charges from an Internal Service Fund to other functions/activities/elements of the local government for the use of intra-governmental services, such as data processing, automotive/motor pool, central purchasing/central stores, print shop, and risk management.

5000 OTHER CHARGES – Includes expenditures that support the program, including utilities (maintenance and operation of plant), staff/administrative/consultant travel, travel (staff/administration), office phone charges, training, leases/rental, indirect cost, and other.

Note: Indirect cost cannot be claimed against capital outlay and equipment.

6000 MATERIALS AND SUPPLIES - Includes articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized. This includes any equipment purchased under \$5,000, unless the LEA has set a lower capitalization threshold. Therefore, computer equipment under \$5,000 would be reported in “materials and supplies.”

A supply item is any article or material that costs less than \$5,000 and is consumed in use (computers and supplies under \$5,000 are generally considered supplies). If the local threshold is less, the grant recipient would use the more restrictive standard.

8000 CAPITAL OUTLAY - Outlays that result in the acquisition of or additions to capitalized assets. An equipment item is a material unit that costs \$5,000 or more and is not consumed in use. Capital Outlay does not include the purchase of equipment costing less than \$5,000 unless the LEA has set a lower capitalization threshold. Examples of

individual items that may be under the \$5,000 threshold are computers; audio, video, electronic equipment, peripheral devices, or classroom furnishings.

The following are examples of expenditures and the correct object code for budgeting purposes:

Object Code 3000 –

- ANY catered food services (typically procured through a contract. Example: If Panera Bread was contacted and a *contract* signed for Panera to provide on-site catering services for boxed lunches in which Panera delivered the meals/catered service.
- Online subscriptions or site licenses that are handled through contracts. They may be one time purchases or renew on a revolving basis (monthly, annually etc).

Object Code 4000 –

- Food provided by the school division's food services department

Object Code 5000 –

- Conference registration and fees
- Meals specifically related to travel expenses

Object Code 6000 –

- Food related materials and supplies (typically grocery store purchases of bottled water, snacks, etc.) Example: If one were to execute a spot purchase of a dozen bagels from Panera Bread.

3. Travel Regulations

State regulations govern travel in connection with federal grants. All project directors must follow these regulations. The state travel regulations document is available on the Department's website at the following site:

http://www.doe.virginia.gov/school_finance/travel/index.shtml. Please note that the state mileage rate is now the current IRS rate. Note the following:

- Travel expenses related to the funded project must adhere to state travel regulations.
- Travel and lodging expenses may only be reimbursed at the state rate.
- Questions concerning out-of-state travel should be discussed with the assigned program specialist at the VDOE.

IV. Documenting and Reporting for Program Accountability

A. Maintaining Program Data

- Establishing electronic file folders or notebooks of information provides helpful access for accountability and monitoring purposes.
- Become familiar with the on-site monitoring protocol because the data requested during a monitoring visit should be easily accessible and collected during the year.
- The following information should be maintained throughout the grant period.
 - Attendance records or sign-in logs of those participating in events, activities, and all 21st CCLC meetings;
 - Student enrollment and attendance data;
 - Student progress/achievement data, including data sources, as cited in initial grant;
 - Copies of outreach information, such as newsletters, flyers, letters, etc. showing related communication with various stakeholders;
 - Partner, co-applicant, team, and staff meeting minutes;
 - Programming records which indicate types of academics, enrichment, and remedial services offered and related participation data;
 - Professional development plans and participation as directly relates to the 21st CCLC grant's programs and objectives according to the grant;
 - Transportation logs;
 - Employment, training, and payroll data;
 - Training and professional development records for staff;
 - System used for financial accountability between sites and business office, including a formal system of expenditures, receipts, and payroll;
 - Discussions of sustainability planning to indicate continuation of services when grant funding is no longer available; and
 - Time and effort logs.

B. Continuation Applications and Reporting Requirements

- The purpose of the continuation application is to ensure that grantees are:
 - managing grant funds awarded;
 - operating programs in compliance with regulatory requirements;
 - making satisfactory progress towards meeting the goals and objectives stated in the original approved application; and
 - making progress toward meeting Virginia's performance indicators for 21st CCLC grant programs. The information reported in the continuation application must reflect the information stated in the approved application, unless changed by amendments approved by the VDOE.
- The following are reporting requirements;
 - USED Annual Performance Report
 - Annual Local Evaluation Report Template (ALERT)
 - Single Sign-In for Web-based systems (SSWS) Student Data Collection Survey annual survey

- Program Quality Self-Assessment for Continuous Improvement Planning Tool (found on Title IV-B webpage under “Grantee Evaluation” section)
- Teacher Survey
- Student Survey

V. Grant Modifications

A. Procedures for Requesting Approval of Program Revisions

The purpose of submitting an amendment request is to assure that the federal grant requirements are being followed, that the goals of a grant project are being implemented, and to inform the Department of program changes. Grantees may submit amendment requests during the first year of operation, but the requests cannot fundamentally change the intent of the program as written in the grant application. It is important that during the first year of program operation, grantees institute the program with fidelity as written. After the first year of operation, a grantee may make more significant changes if justified with the state contact and written and approved in the continuation application.

1. When to Submit an Amendment

- A change to the grant’s scope of work is contemplated
 - Changes to a scope of work includes major programming changes, changes in program hours, location changes, changes to employee pay or hours, adding new employees or jobs, addition or subtraction of work with co-applicant, or other major strategic or structural changes in approach.
 - The approved grant and what is being implemented must match or the grant will not be in compliance.
- A budget change of 10% or more of the total grant award is being contemplated
 - As an example, if the award is for \$50,000, any single budget line change over \$4999 (10% of the total) automatically requires an amendment and approval before the expenditure can occur.

If programs submit an amendment to reduce the number of students or hours, the funding may also be reduced.

2. Amendment Request Process

- Complete the Amendment Request Form.
- If proposed changes to the program will require changes to the approved budget, include a description of proposed budget revisions. (see page 2 of Amendment Request form)
- Provide sufficient narrative to describe and justify the type of amendment being requested. Narrative should include the purpose of the amendment and a description of the amended services or budget changes – i.e. changes in scope or objectives,

changes in deliverables or work tasks and how these changes affect the original application. Any budget change will require details on the increase/decrease and how the change affects the original application.

- The grant recipient must email the Amendment Request to their assigned VDOE staff member.
- Upon receipt of the request, VDOE staff will review the request and contact the grant coordinator if additional information is needed, before approving or denying the request.

Subgrantees may submit amended budgets throughout the fiscal year, as needed. However, no amendments may be submitted between May 15th and July 1st of each fiscal year.

Note:

- Do not expend or obligate dollars for which you do not have approval; this places the funds at risk of an audit exception.
- You may not expend first and then receive a ‘post-dated’ approval after expenditure has already occurred. If changes are anticipated, ask beforehand.
- It is the grantee’s responsibility to notify the Department of any proposed changes to programs **prior to implementation** and to seek written approval.

VI. On-site Monitoring

A. Preparation for On-site Monitoring and Data Collection

- It is a goal of on-site monitoring to make the site visit a successful and positive experience.
- To prepare for the visit, all of the following areas are important.
 - Participate in the VDOE monitoring session at the Coordinators’ Academy and the VDOE spring webinar that will provide technical assistance in preparation for the visit.
 - Work with the monitoring consultant (will contact grant coordinator in the spring) to schedule a mutually agreed upon date and time for the visit.
 - Review the approved grant application and the on-site monitoring document carefully in preparing for the visit.
 - Use the on-site monitoring document as a checklist of items to gather and organize prior to the scheduled visit.
 - In advance, complete the monitoring document information and collect information suggested in the “supporting documents” columns.
 - Provide information in an organized manner to expedite the on-site process. (e.g., folders or links to documents).
 - Contact Tiffany Frierson, tiffany.frierson@doe.virginia.gov, to clarify any information on the monitoring form.
 - Plan for a full day for the visit in order to:

- review the grant with the monitor and respond to all items in the on-site monitoring document; and
- allow the monitor to observe the program in progress during hours of service.

B. Pre-monitoring Technical Assistance Visits

- It is a goal of pre-monitoring technical assistance visits to ensure that new grantees or grantees under State-Guided Plan are implementing their programs as written in their applications.
- Grantees will receive one visit during the first semester from an assigned 21st CCLC consultant to make sure that they are on-track for the monitoring visit that they will receive during the second semester.

VII. Additional Requirements

A. Program Hours

Grant recipients must serve the number of program hours stated in the original or continuation application. Any grantee receiving a monitoring that does not meet the required program hours in the application will receive a finding during the monitoring process.

- Student program hours include any time that students actively participate in activities that support the goals and objectives of the program. This includes, but is not limited to
 - academic or remediation activities;
 - enrichment activities;
 - clubs;
 - field trips; and
 - time outside regular program hours where students are actively learning or demonstrating knowledge gained during regular program hours such as during a student showcase.
- A student showcase, registration or open house will not count toward parent hours. Parent program hours includes any time that parents are actively participating in educational activities designed for adults such as the following:
 - GED classes;
 - computer classes;
 - job readiness workshops; and
 - workshops to help their children learn to be successful in school.

B. Data Requirements by USED, VDOE, and Evaluation Contractor at University of Memphis

- USED’s NEW Annual Performance Report (APR) data collection system
 - Grantees will provide data on the following topics: center description, program activities, staffing, student and family participation, and outcomes.
 - Data should be maintained and will be entered into the system during three administration windows:
 - Summer: May- June
 - Fall: June-July
 - Spring: August-November
- Annual Local Evaluation Report Template (ALERT) data using the University of Memphis’s Center for Research in Educational Policy’s (CREP) Survey System
 - This information is used to complete Virginia’s evaluation of the 21st CCLC program.
- 21st CCLC Annual Student Attendance Survey in SSWS
 - Grantees provide attendance information for any student that has participated in their 21st CCLC program.
 - Information can only be entered by authorized school division personnel.
 - Non-school division grantees must work with the school division in identifying a person in the division to enter information.
- Teacher Survey
 - One survey per student must be completed and submitted by either a school day mathematics or English/reading teacher to determine improved student academic achievement and behavior.
- Student Survey
 - Students complete a survey to evaluate their perceptions of the 21st CCLC program.

C. Attendance at Institutes, Academies, Conferences, and Webinars

Grantees will attend conferences, workshops, and trainings designed to improve the quality of the 21st CCLC programs and to give technical assistance to the staff for continuous improvement. Recommended staff attending includes grant coordinators, site coordinators, principals, and teachers. Additional staff not listed in the aforementioned categories who want to attend should seek permission from their state 21st CCLC specialist. Below is a list of required and optional conferences.

Fall: 21st CCLC Coordinators’ Academy

- required for new grant recipients and new coordinators

Spring: 21st CCLC Professional Development Institute

- required for year 1 grantees;
- recommended for years 2 and 3 grantees

Allowable conferences: optional

- 21st CCLC Summer Institute sponsored by USED
- Regional institutes held by USED
- Virginia Partnership for Out-of-School Time (VPOST) Summit
- Beyond School Hours
- National After-School Association's (NAA) Annual Conference
- Best Out-of-School Time (BOOST)
- Center for Summer Learning National Conference
- Afterschool for All Challenge Conference
- The After-School Institute Eastern Regional Conference

Grantees seeking to attend conferences beyond those listed above are required to seek prior written approval from the state specialist assigned to their program. Requests must be submitted for approval at least 45 days prior to using grant funds and must contain a justification stating how the conference will be of benefit to the program. In all cases, conferences, workshops, and trainings should be applicable to afterschool or parent engagement. Audio conferences and webinars hosted by VDOE are required and those hosted by USED are optional.

D. Miscellaneous

- Ensure grant funds are spent in a timely fashion.
 - Grant recipients who do not expend and claim 85 percent of grant award funds by May 30 of each year shall be subject to a reduction in subsequent years' grant awards of the unclaimed balance above 15 percent of the award.
- Obtain an annual audit. Grant recipients not subject to the provisions of the *Single Audit Act of 1984* with amendment in 1996 (non-federal entities that expend less than \$500,000 of federal awards in a year), must obtain an annual audit in accordance with the [Single Audit Act Amendments of 1996](#), and Compliance Supplement March 2006 at the following link:
https://www.whitehouse.gov/sites/default/files/omb/assets/omb/circulars/a133_compliance/06/compliance_supplement_march2006.pdf.
- Serve the average weekly attendance (AWA) of students outlined in application.
 - Grant recipients should serve the average weekly attendance of students approved in the grant application.
 - Those who do not serve the AWA outlined in the application shall be subject to a proportionate reduction in the subsequent years' grant awards.
- The Amendment Request form, Field Trip Request form, and Record of Inventory forms are located at:
http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml

VIII. Resources

- Virginia's 21st CCLC Web page
http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml
- U. S. Department of Education 21st CCLC Web page
<http://www.ed.gov/programs/21stcclc/index.html>
- U. S. Department of Education 21st CCLC Guidance
<http://www.ed.gov/programs/21stcclc/guidance2003.doc>
- U. S. Department of Education 21st CCLC Law (PL 107-110, Title IV-B)
<http://www.ed.gov/policy/elsec/leg/esea02/pg55.html>
- The Virginia Partnership for Out-of-School Time (VPOST) <http://v-post.org/>
- The Harvard Family Research Project <http://www.hfrp.org/>
- The Council of Chief State School Officers <http://www.ccsso.org/>
- National Institute for Out-of-School Time (NIOST) <http://www.niost.org>
- The SEDL National Center for Quality Afterschool - <http://www.sedl.org/afterschool/>
- Charles Stewart Mott Foundation Afterschool Programs
<http://www.mott.org/ourissues/Afterschool.aspx>
- The After School Institute <http://www.afterschoolinstitute.org/>
- The Afterschool Alliance <http://www.afterschoolalliance.org/>
- The School Age Care List (SAC-L) <http://ecap.crc.uiuc.edu/listservs/sac-l.html>