

Extended Learning and Integrated Student Supports (ELISS) Competitive Grant Program Monitoring and Reporting

**Technical Assistance Webinar
October 7, 2020**

Kathleen Mooney– Evaluation Specialist, SERVE Center at UNCG

Jennifer Smith – Program Administrator, Federal Program Monitoring and Support, NCDPI



Housekeeping

- How to ask questions
- Recording and presentation slides available via email



Agenda

- Overview of Required Monitoring Process
- Overview of Monitoring Protocol
- Walk through of Monitoring Desk Review Instrument
- Tentative Monitoring Calendar
- Subgrantee Monthly Reporting Q&A



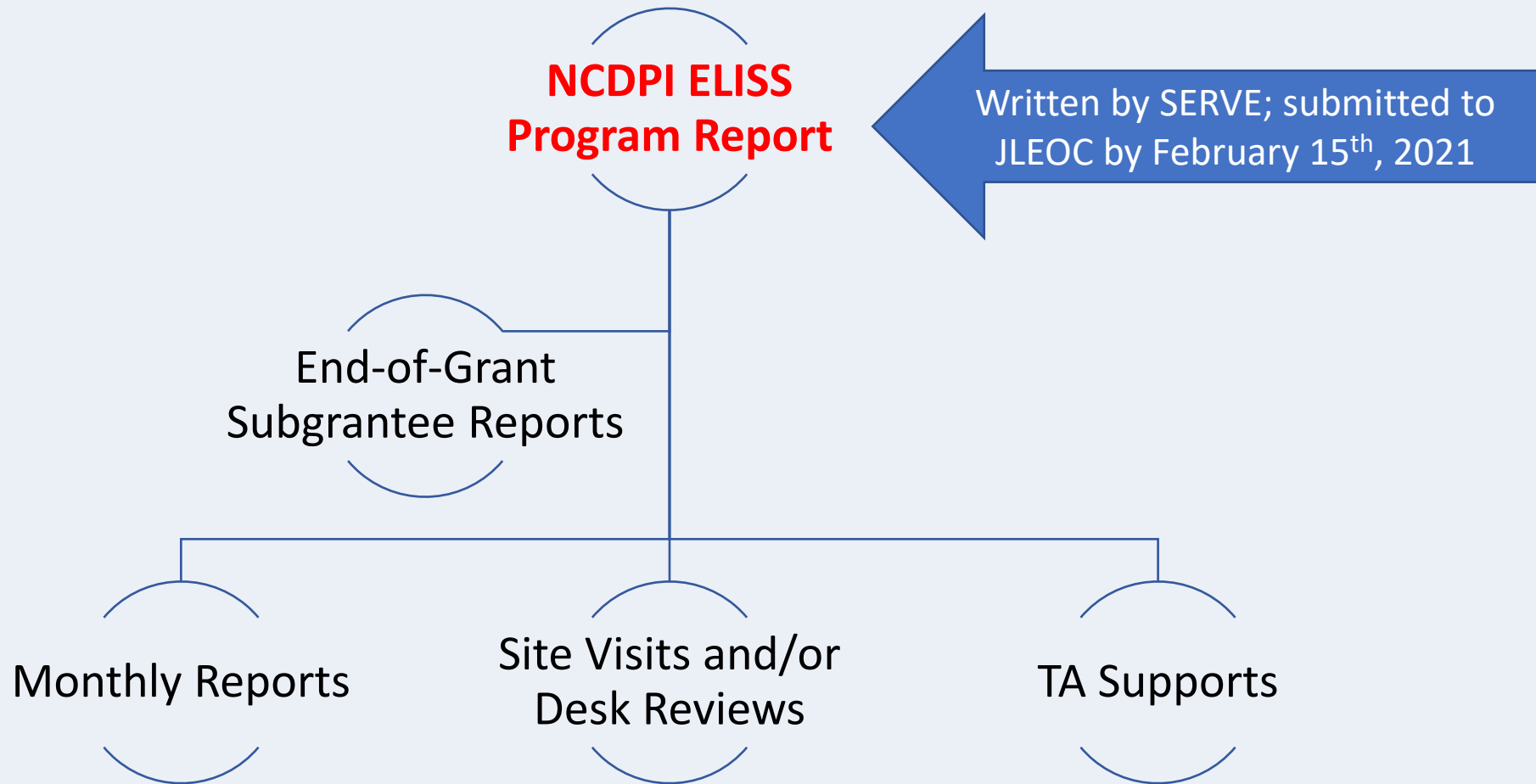
ELISS-Level Program Reporting

The Department of Public Instruction shall provide a report on the Program to the Joint Legislative Education Oversight Committee.

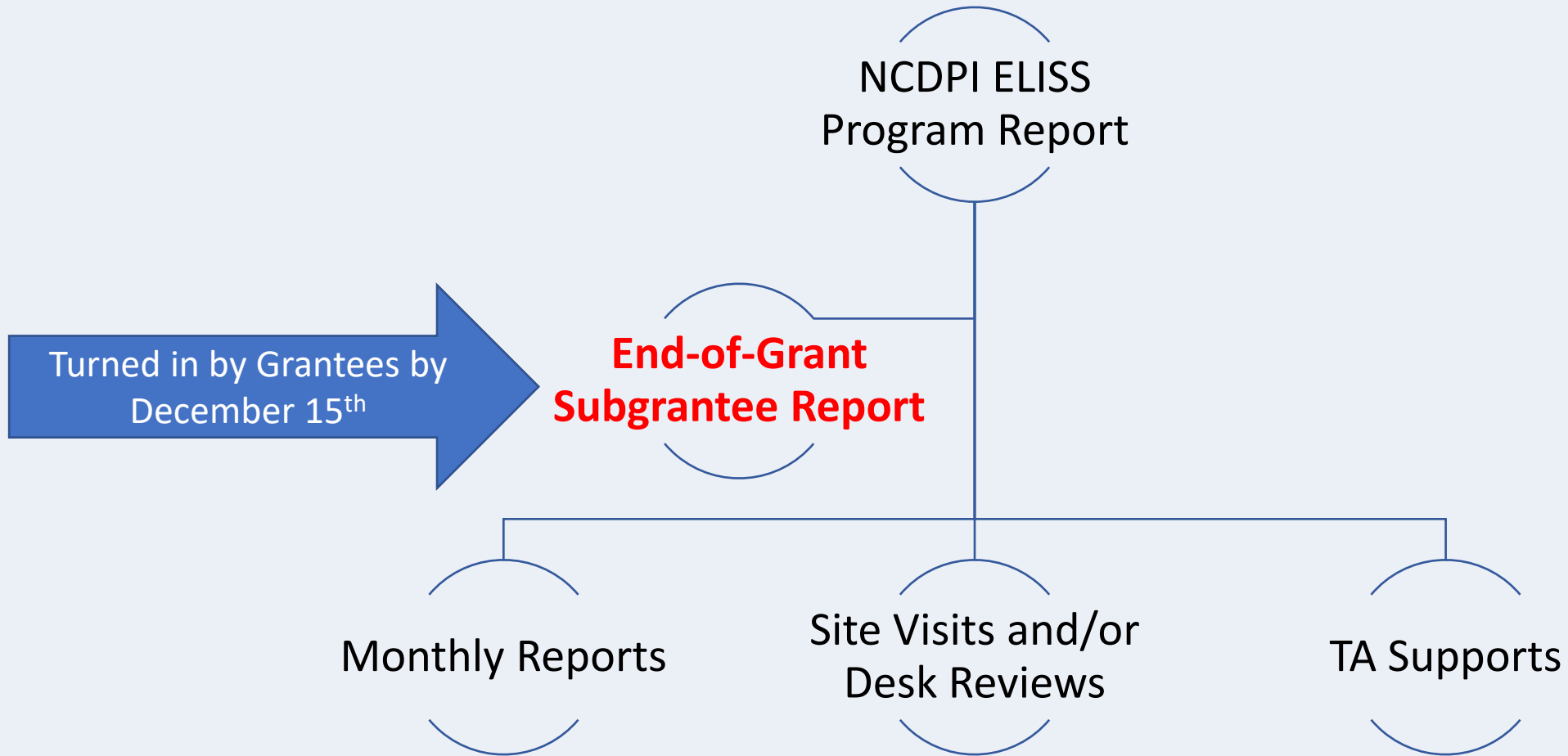
The report shall include the final results of the Program and recommendations regarding effective program models, standards, and performance measures based on student performance, leveraging of community-based resources to expand student access to learning activities, academic and behavioral support services, and potential opportunities for the State to invest in proven models for future grants programs.[Session Law 2020-4, SECTION 3.3.(18)]



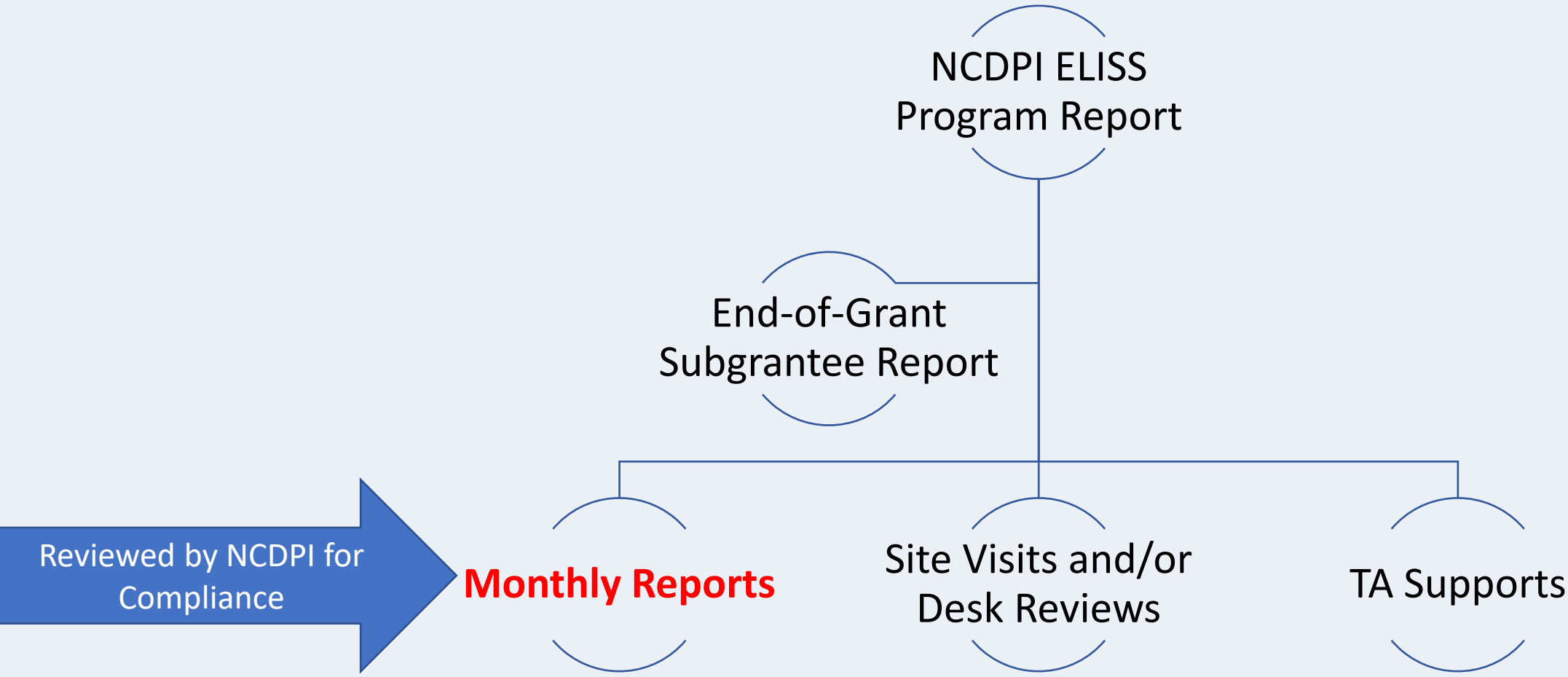
ELISS-Level Program Reporting



End-of-Grant Subgrantee Report



ELISS Monthly Reports



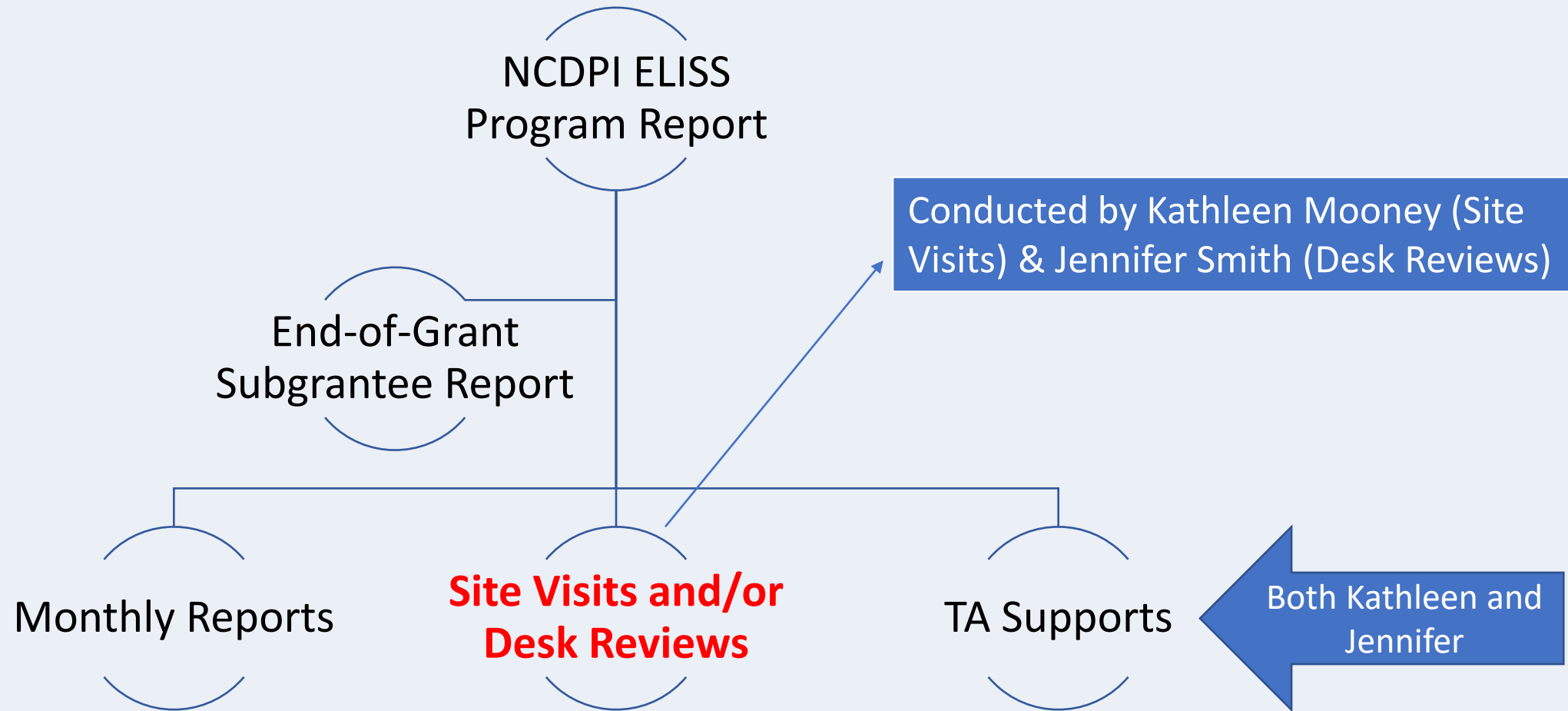
ELISS Monthly Reporting

Date Link Sent to Subgrantees	Monthly Report Due Date
September 30	October 7
October 30	November 6
November 30	December 7
December 15	December 22

← Monthly Reports Used for Compliance Monitoring



ELISS Site Visits



ELISS Desk Review Protocol

- Notification Letter sent to grantees 30 days prior to scheduled date of monitoring
- Program Administrator (PA) will follow up via email to arrange the time of day for the virtual WebEx meeting interviews
- Prior to date of interview, PA will review previously submitted monthly report(s), submitted Logic Model, and submitted budget to add comments to the Desk Review Instrument
- Virtual Interviews can add context and clarify any remaining questions
- Completed Desk Review Report will be sent to grantees within 30 days of the date of monitoring



Desk Review Instrument

Extended Learning and Integrated Student Supports (ELISS) – 2020 COVID-19 Recovery Act Programmatic Desk Review Instrument and Feedback Report

The State Educational Agency (SEA) is required to monitor the usage and allowability of funds provided to nonprofit corporations operating ELISS programs with funds provided through HB1043 the 2020 Covid-19 Recovery Act ([HB1043 Full Text](#)). Monitoring of the ELISS subgrantee’s program focuses on indicators across three (3) compliance categories: Program Implementation; Response to the COVID-19 Pandemic; and ELISS Services Received and Impact on Students. Each compliance category is rated in the ELISS Desk Review Report (hereafter referred to as Report) as follows:



Meets Requirements	Meets Requirements with Recommendation(s)	Finding(s)	NA – Not Applicable
<p>Compliance indicator is 100% met and supported by all required evidence(s).</p> <p>All required documents are provided and support compliance.</p> <p>Interviews support documentation, processes, and implementation.</p> <p>Compliance is consistent at program level and sites sampled.</p>	<p>Basic compliance requirements are met; recommendation(s) are provided for improvement.</p>	<p>Evidence or lack of evidence shows compliance indicator has not been met.</p> <p>Incomplete or lack of required documentation.</p> <p>Interviews lack understanding or support of documentation, processes, and/or implementation.</p> <p>Compliance is inconsistent at program level and sites sampled.</p>	<p>Accountability standard is not applicable.</p>



Strand A: Program Implementation

ELISS Compliance Categories

PART A: Program Implementation

ELISS programs must be managed as described in the approved project focusing on serving (i) at-risk students not performing at grade level as demonstrated by statewide assessments or not on-track to meet year-end expectations as of March 16, 2020, as demonstrated by existing indicators, including teacher identification, (ii) students at risk of dropout, and (iii) students at risk of school displacement due to suspension or expulsion as a result of antisocial behaviors. **(Section 3.3(18))**

Indicator	Description	Comments	Final Rating
A.1	Grantee focuses services and programs in schools that are designated as Low-Performing, pursuant to G.S. 115C-105.37.		
A.2	Grantee implements the program type (Extended Learning, Integrated Student Supports, or Both) as described in approved application addendum or most recent approved programmatic amendment.		
A.3	Program targets and enrolls students defined as at-risk per the legislation.		
A.4	Program serves projected number of students and/or average number of contact hours according to the description in the approved project.		



Strand A: Program Implementation

Sample Documentation

- Proposed Feeder School and Low-Performing Status File
- Approved Programmatic Amendments if feeder schools or type of program have changed
- Enrollment Forms/Attendance Records
- Submitted Monthly Reports on your enrollment numbers, average contact hours
- Approved Addendums

B. Students Served by ELISS Funds

Describe the process your program uses to invite students to participate in your program/services funded by ELISS.

Based on your current budget, public safety constraints, and/or shifting student needs, what is the total number of students you project to serve with ELISS funding? (center column) What is the total number of students you have currently served to-date with ELISS funding? (right column)

Type of Programming	Proposed # of Students to be Served	# Students Served To-Date
Extended Learning/After School Programming (EL)		
Integrated Student Supports Programming (ISS)		
Other:		

Did your program use ELISS funds to provide services to students prior to being awarded the grant (i.e., before August 10, 2020)?

Yes

No

[If yes was selected] What is the total number of students served prior to being awarded the ELISS grant (i.e., between July 1st and August 10th)?

Type of Programming	# of Students Served between July 1 st and August 10 th
Extended Learning/After School Programming (EL)	
Integrated Student Supports Programming (ISS)	
Other:	

Of the students you are serving, what percentage are at-risk in terms of various COVID-19 impacts (e.g., lack of access to technology, lack of parental supervision, lack of food/shelter, exposure to trauma, etc.)? ____



Strand B: Response to the COVID-19 Pandemic

PART B: Response to the COVID-19 Pandemic			
ELISS programs must demonstrate awarded funds were used to provide necessary and appropriate relief and assistance from the effect of COVID-19; specifically, to serve students whose learning has been negatively impacted by the COVID-19 pandemic. (Section 4201(a)(2); Section 4204(b)(2))			
<i>Indicator</i>	<i>Description</i>	<i>Comments</i>	<i>Final Rating</i>
B.1	Program uses grant funds for necessary expenditures incurred due to the public health emergency with respect to COVID-19.		
B.2	Grantee submits expenditure reimbursements in accordance with the approved project Budget 208 form and maintains and submits documentation to support reimbursement requests in a timely manner.		



Strand B: Response to the COVID-19 Pandemic

Sample Documentation

- Approved Budget 208 Form and Narrative
- Approved Budget Amendment 209
- ERaCA Drawdown Submissions (codes in alignment to approved Budget)
- ERaCA Drawdown Supporting Documentation (reconciliation; supports approved expenses)
- Monthly Report submissions which collect details on funded strategies offered
- COVID-19 District Collaboration Form

Federal Programs
Expenditure/Cash Request Data Inquiry Screen

Fiscal Year : 2021
 Calendar Month : September
 Submitted Date :
 Unit Number :
 Program Report Code : 133 - CRF-Extended Learning and Integrated Student Support (ELISS) Fund : State
 Submitted Time : 08:27 am
 Submitted Status: P

Account Description	Account Code	Expenditure
Remedial & Suppl K-12 - Salary - Teacher	5330-133-121	\$1,256.25
Extended Day/Year Instr - Salary - Director and/or Super	5350-133-113	\$466.50
Extended Day/Year Instr - Supplies and Materials	5350-133-411	\$430.09
Alternative Progs Support & Development - Salary - Director and/or Super	6300-133-113	\$8,080.00
Alternative Progs Support & Develop. - Contracted Services	6300-133-311	\$12,556.25
Alternative Progs Support & Develop. - Supplies and Materials	6300-133-411	\$8,704.50
Alternative Progs Support & Develop. - Computer Software and Supplies	6300-133-418	\$2,384.68
Alternative Progs Support & Develop. - Computer Equipment - Inventoried	6300-133-462	\$23,967.98

row(s) 1 - 8 of 8

Expenditure Total for Program : 133 Total : **\$57,846.25**
 ATS_Amount : \$295,000.00

Request Cash Yes Cash Request Amount : **\$57,846.25**
 No

ATD Amount : \$295,000.00 Fund Requirement Date : 09/25/2020

Cash Request is Approved
 Amount : \$57,846.25



Strand C: ELISS Services Received and Key Impacts on Students

PART C: ELISS Services Received and Key Impacts on Students

ELISS programs must use awarded funds to offer students a broad array of services and activities that are designed to raise standards for student academic outcomes of participating students described in the grant. (*Section 3.3 (18)*)

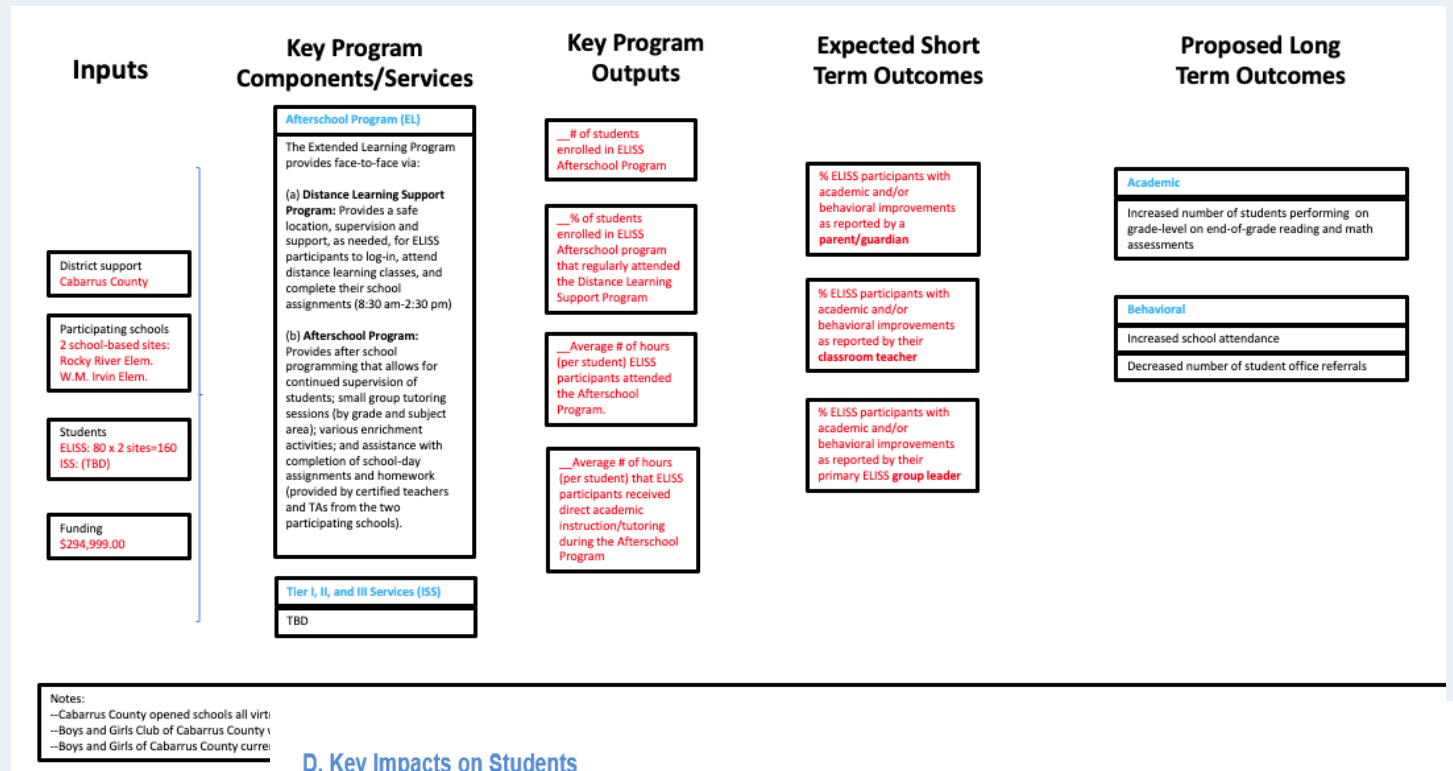
<i>Indicator</i>	<i>Description</i>	<i>Comments</i>	<i>Final Rating</i>
C.1	Program offers a broad array of services, programs, and activities allowable by the legislation aimed at raising student academic performance.		
C.2	Grantee has designated an academic, behavioral, or social-emotional impact of the funded program on student participants.		
C.3	Grantee has made documented progress in collaborating with NCDPI and the SERVE Center at UNCG to submit the required final report on the impact of the funded program.		



Strand C: ELISS Services Received and Key Impacts on Students

Sample Documentation

- Monthly Report submissions which collect detail on services offered
- Budget Narrative Reviews
- Sample Program Schedules
- Logic Models created with the SERVE team



D. Key Impacts on Students

In terms of data collection, which key impact(s) does your program intended to track and report on in the End-of-Grant Report due December 15, 2020? [check all that apply]

- academic impact of program on participants
- behavioral impact of program on participants
- social-emotional impact of program on participants
- mitigation of COVID-19 impacts



Desk Review Feedback

ELISS Report Feedback:

Commendations:

Concerns:

Recommendations:



How Compliance is Achieved

- NCDPI Program Administrator can ensure a Grantee has achieved Compliance in each of the Strands via:
 - Review of Submitted Documentation
 - Observation
 - Interview Confirmation
- If there are no Compliance Findings, a Closing Letter will be included with the Report



How to Respond to Findings

- The organization must respond in writing to each item marked as Finding(s) within ten (10) business days of receipt of the report.
- The organization's response must:
 - 1) demonstrate the required action has already been addressed by including supporting documentation with the response, or
 - 2) describe a specific action plan for completing the required action with a detailed timeline and persons responsible.
- Then, a Final Closing Letter will be sent after Findings are resolved.



Tentative Monitoring Calendar

November/Early December (15)

- Book Harvest
- Boys and Girls Club Cabarrus
- Boys and Girls Club High Point
- CIS of Buncombe
- CIS Brunswick
- CIS Rowan
- CIS Cape Fear
- CIS Montgomery
- CIS Robeson
- FBC-W
- Kinetic Minds
- Student U
- United Way of Pitt County
- Wilson Youth United
- YMCA of NW NC

December/Early January (11)

- Abundant Life Community Services
- Alliance for Children/CIS Gaston
- CIS of Lincoln
- EDCI
- Jehovah Rapha International
- Math & Esther Christian, Inc.
- MeckEd
- Piedmont Conservation Council
- RAM Organization
- Reeves Community Center Foundation
- Family Institute for Health and Human Services



Monthly Reporting Reminders

- The ELISS September Report must be submitted tonight (10/7) by midnight.
- If you have any issues, please email Kathleen Mooney (kmooney@serve.org)
- Policy regarding reports not submitted on time:
 - Triggers email from NCDPI to subgrantee Program Director
 - NCDPI will issue a three-day due date extension
 - If report not submitted within the three-day extension period, the subgrantee will be disabled in the ERaCA system



Monthly Report Questions?



Key Dates...

- **October 21, 2020-** ELISS TA Virtual Office Hours 1pm-2pm
- **November 4, 2020-** ELISS TA Webinar (Topic TBD)
- **November 18, 2020-** ELISS TA Virtual Office Hours 1pm-2pm
- **December 2, 2020-** ELISS TA Webinar End-of-Grant Sub-grantee Report
- **December 9, 2020-** ELISS TA Virtual Office Hours 1pm-2pm
- **December 15, 2020** – Evaluation Report Due to NCDPI
- **December 30, 2020-** Unspent grant funds revert back to State



Remaining Questions?



Contact information

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