



COLORADO
Department of Education

2023-24

Back to School Webinar

For Cohorts IX, X and E2 OST

Tuesday, August 22, 2023



WELCOME!

Gearing Up for 2023-24



- State Office Updates
- Starting Your School Year
- Data Reporting
- Evaluation
- Fiscal Reminders

Welcome, from CDE!

Dana Scott, Director of Office of Student Support

Other CDE staff supporting 21st CCLC

Bonnie Brett,
Evaluation
& Research
Consultant

Susanna Spear,
Program
Assistant

Gloria Kochan,
Grants
Fiscal
Analyst

Dr. Jes Stroop,
FSCP
Senior
Consultant

Cody Buchanan,
21st CCLC
LC

Jacqueline Chavez,
21st CCLC
LC

Shannon Allen,
E2OST
LC

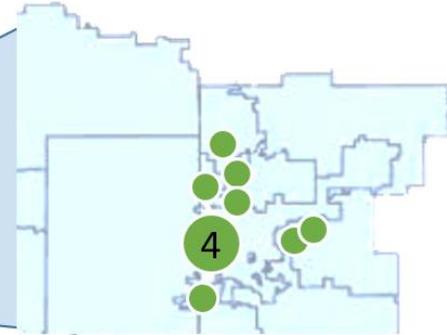
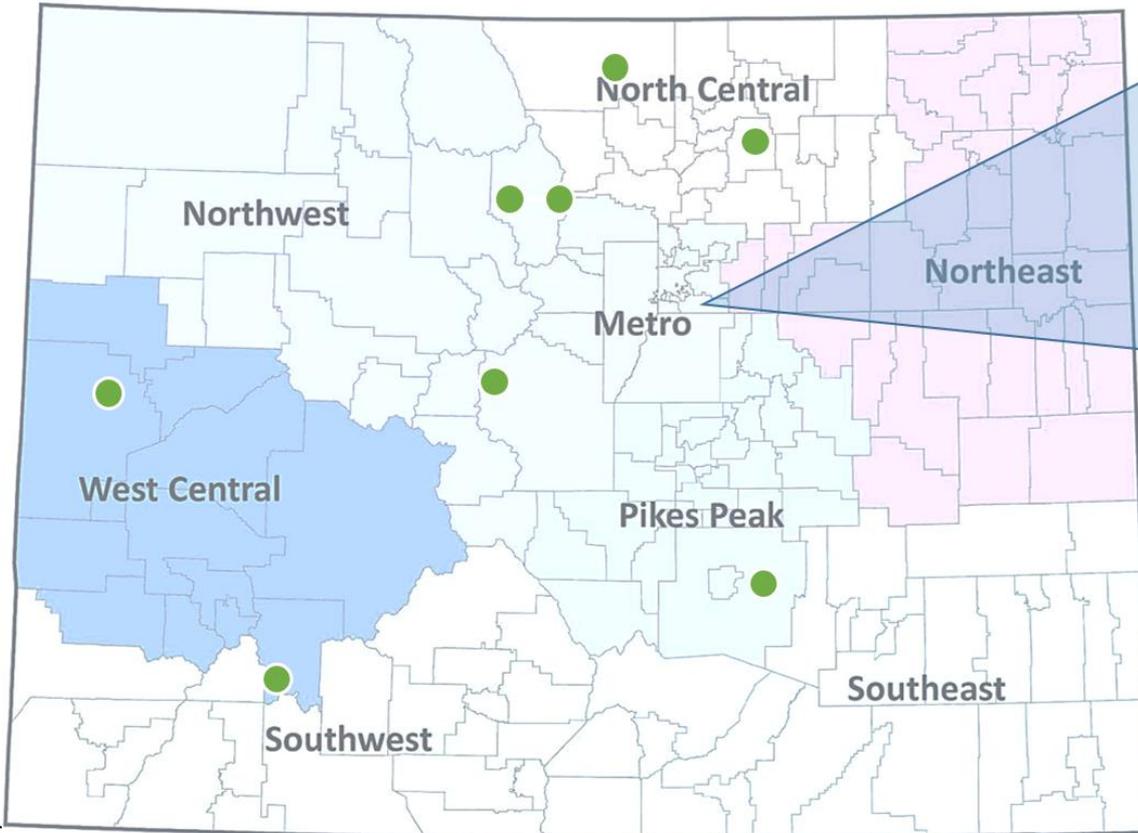
Larry Blackshear,
Youth
Engagement
Specialist

Welcome, Cohort X!

- Adams 12 Five Star Schools
- Asian Pacific Development Center
- Boys & Girls Clubs of Metro Denver
- Boys & Girls Clubs of Pueblo County
- Colorado AeroLab Inc.
- Colorado UpLift
- CSI - Vega Collegiate Academy
- Denver Public Schools - DELCS
- EUREKA! McConnell Science Museum
- Greeley-Evans School District 6
- Lake County School District
- Mapleton Public Schools - Trailside Academy
- Mapleton Public Schools - York International
- Poudre School District
- Silverton School District
- Scholars Unlimited
- YMCA of Metro Denver

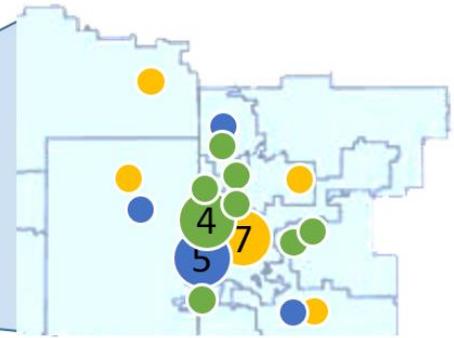
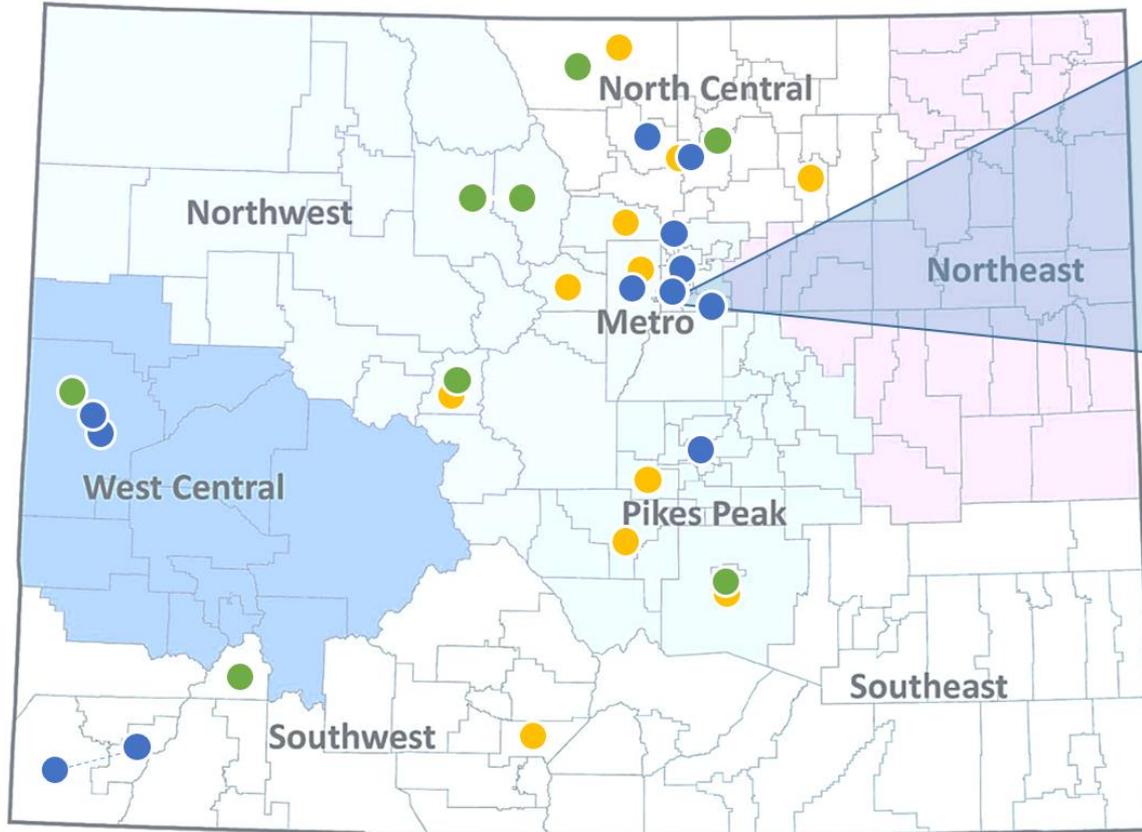


Cohort X Across Colorado



17 subgrantees
42 centers
\$5.7 million

All OST Cohorts Across Colorado



51 subgrantees
112 centers

-  = Cohort X
\$5.7 million
-  = Cohort IX
\$5.3 million
-  = Cohort E2
\$4.2 million



What's Coming Up?



Sept. 21

- [Peer-to-Peer Learning Series](#) – Summer Debrief with Ron Fairchild
- Virtual, 10 am-11 am

Oct. 2-4

- [2nd Annual Statewide OST Conference](#)
- Pueblo Convention Center

Oct - Dec

- Welcome Site Visits for new sites - LCs will meet with Program Directors, principals, key stakeholders

Professional Development Supplemental Fund

- For the second year, CDE is offering an opportunity for all subgrantees to apply for supplemental funds that would allow for grant program staff to participate in statewide and national in-person events to support their professional learning
- All subgrantees can apply for up to **\$2,000 for each center** for FY2023-24 (July 1, 2023-June 30, 2024)
- More information on allowable events and expenses are outlined in the application found on [Subgrantee Resources](#)
- Subgrantees will submit the application and budget revision for approval by **September 15, 2023** (and on a rolling basis as needed)



Peer Learning Program

- CDE is continuing the [OST Peer Learning Program](#) this year
- Open to all 21st CCLC/E2 OST Program Directors to accelerate their professional development, become more engaged and effective in their roles, and strengthen connections among OST professionals across Colorado
- Peer matches will participate in monthly check-in calls, periodic in-person meetings, and program observations from October 2023 to September 2024
- Based on participant feedback, this year will be more structured than last year's pilot
- Applications are due October 31, 2023
- For questions, reach out to [Cody Buchanan](#)



Peer-to-Peer Learning Series

CDE hosts monthly peer-to-peer conversations for all subgrantees

- September 21: Planning for Summer Programs
- October 19: Staff Recruitment & Retention
- November 16: Sustainability Planning
- January 18: Health Equity
- February 22: Preventing Summer Slide
- March 14: Evaluation & Reporting
- April 18: EZReports & EOY Closeout



Program Best Practices and Exemplars

- ***Do you have an employee handbook, registration process, outreach strategy that has been successful in your program? SHARE IT WITH US!***
- CDE will begin collecting forms, templates and process documents from subgrantees for sharing across cohorts
- Materials will be shared securely using Syncplicity - contact your LC for a link!



Starting Your School Year

Welcome New Staff!

- [Important Dates for 2023-2024](#)
- [Operations Manual](#)
- [Assigned Lead Consultants \(LCs\)](#)
- Reach out to your LC for access to the new staff course



Get Ready for the Fall Semester

- Know your approved grant, including assurances, Performance Measures, and Participation Targets
- Hire and train program staff
- Finalize your program schedule and space usage in your building
- Connect with school leadership and administration, including revisiting data sharing and building use agreements
- Revisit or finalize MOUs with all partners
- Conduct outreach to students and families and finalize registration processes
- Establish the evaluation plan to use toward the end of the year
- Gain EZReports access for new staff and set up your database for the new year

Submit Required Forms Annually

Center Expectations and Principal Sign Off Form

- Ideally program directors and principals are sitting together and discussing each item on the form ensuring appropriate access and coordination (including summer), and then signing electronically
- Great chance to discuss space usage, data access and to schedule ongoing check-ins
- Cohort X only - this form was included in the 21st CCLC Cohort X application.

Non-Public Schools Consultation Form

- LEAs should coordinate with their district Federal Programs team
- Others can use [this link](#) to identify non-public schools in their area

*Both forms due via SmartSheets on **September 1***

Program Logistics Reminders

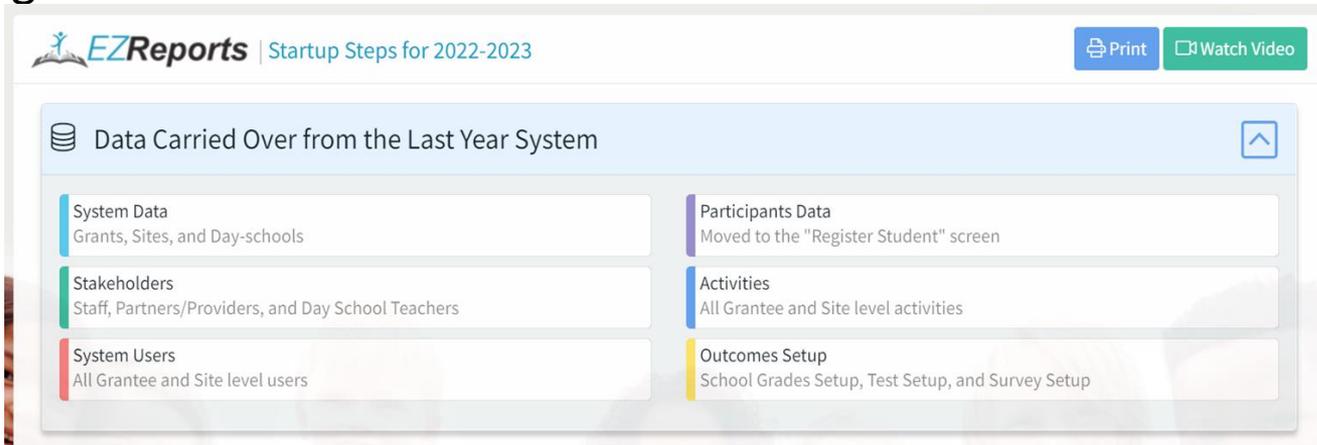
- Out-of-School time only, 12 hours per week for 26 weeks during school year, and 60 hours during the summer.
- Confirming Program Space and Snacks
- Transportation planning
- Planning ongoing coordination with the school day and school leadership
- [Field Trip Requests](#)
- [EZReports Access Requests](#)



Data Reporting

Setting up 2023-24 EZReports

- Check/review staff access
- Add grant and verify grant dates (grantee and center)
- Verify grant and semester dates
- Set up activities and sessions
- Register students with SASIDs



The screenshot displays the EZReports interface for the 2022-2023 startup steps. At the top, the logo 'EZReports' is followed by the text 'Startup Steps for 2022-2023'. To the right are 'Print' and 'Watch Video' buttons. Below this is a section titled 'Data Carried Over from the Last Year System' with a collapse icon. This section contains six data categories:

Category	Description
System Data	Grants, Sites, and Day-schools
Stakeholders	Staff, Partners/Providers, and Day School Teachers
System Users	All Grantee and Site level users
Participants Data	Moved to the "Register Student" screen
Activities	All Grantee and Site level activities
Outcomes Setup	School Grades Setup, Test Setup, and Survey Setup

Government Performance and Results Act (GPRA)

GPRA Measures (federal reporting)	Applies to Certain Students	Program Actions	Timeline
Outcomes			
Academic Outcomes (CMAS ELA and Math)	All participating students <i>in grades 4-8 who have attended 4 or more hours of programming</i>	Obtain and upload SASIDs into EZReports (student demographic upload or individual registration)	All student-level data must be entered into EZReports by July 15.
Attendance (school day)	All participating students <i>in grades 1-12 who have attended 4 or more hours of programming</i>		
GPA*	All participating student <i>in grades 7-8 and 10-12 who have attended 4 or more hours of programming</i>	Obtain and upload prior and current year data into EZReports (sources: school records, teacher report, student self-report)	
Behavior* (in-school suspensions)	All participating students <i>in grades 1-12 who have attended 4 or more hours of programming</i>		
Student Engagement (school day)	All participating students <i>in grades 1-12 who attended at least 75 hours of programming during the school year only</i>	Collect and submit teacher surveys using EZReports through bulk send function	Start having conversations about what to anticipate and the purpose of teacher surveys early and often! Send out surveys in early May. Surveys due by June 15.

GPRA Resources

- 21st CCLC/E2 OST [GPRA Data and Reporting FAQs](#) (21st CCLC only)
- GPRA Data Collection and Reporting [Webinar](#) (21st CCLC only)





Evaluation

General Evaluation Reminders

Evaluation Resources are available on [Out-of-School Time Resources](#)

- All approved applications have an evaluation plan, revisit to plan for this year
- Evaluation can be formal and informal, you are not required to use an external evaluator
- Plan proactively to collect all required data to meet reporting requirements
 - all participation data (students and families)
 - data needed to report on GPRA and State Performance Measures from the grant
 - teacher surveys are due June 15 each year

Evaluation Support - Help is here!

For support with designing or analyzing your local evaluations, contact Bonnie!

Bonnie Brett

Evaluation and Research Principal Consultant

Brett_B@cde.state.co.us

Fiscal Reminders

Authorized Representatives

- Fill out the [Authorized Representative Designation Form](#) and follow the instructions at the bottom of the form
- Typically, a subgrantee has only one AR who can approve Requests for Funds (RFFs)
- Email [Patrick Mueller](#) (CDE Grants Fiscal) for any changes in AR

Using the Request for Funds Form

- Funds are requested via [Formsite](#)
- All cohorts will be listed under the “All Competitive Grants” link

Formsite

Links to Request for Funds

If you are requesting funds using one of the forms you have not used before, you must create a log in to that form. The log in information can be the same as the other forms, but you must go through that process when you first access each separate form.

<ul style="list-style-type: none">• All Competitive Grants	Request Funds for All Competitive Grants	15th of the month
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Using the Request for Funds Form

1. Select

- Grant/Cohort
- Organization
- Site
- Fiscal year

2. Enter

- Total expenditures to date
- How much has been previously requested

3. Click calculate

4. Enter contact info and submit

Select the Grant you wish to request funds for * 

21st Century After School Learning Center- 84.287, CDE Grant Code 7287 Cohort IX

Cohort IX Organizations: *

1420 Jefferson County R-1 

Cohort IX 1420 Schools: *

6848 Peak Expeditionary - Pennington 

Select the Fiscal Year in which the Expenses Occurred: (State Fiscal Year runs from July 1st to June 30th) * 

FY1920

FY2021

FY2122

FY2223

FY2324

State Fiscal Year Dates:

FY18-19 : 7/1/2018-6/30/2019

FY19-20 : 7/1/2019-6/30/2020

FY20-21 : 7/1/2020-6/30/2021

FY21-22 : 7/1/2021-6/30/2022

District/Organization Expenditures to Date (do not include obligations, encumbrances or salaries accrued but not yet disbursed): * 

1000

Previously Requested Funds: * 

500

Total Amount of Current Request: 

500.00

Time & Effort Reminders

- For most subgrantees, salaries are the largest costs for their grant
- It is critical to ensure proper Time & Effort tracking is being followed to avoid findings during monitoring
- Anyone working on a grant project is required to complete a regular Time & Effort report, regardless of funding sources
- If someone is working on 21st CCLC/E2 OST at 100%, they complete a semiannual certification

* The [Uniform Guidance Standards for Documentation of Personnel Expenses](#)

31 §200.430 (i) (1) provides guidance for these costs.



Other Fiscal Reminders

- FY2022-23 funds must be drawn down by October 15, 2023
- Annual Financial Reports for FY2022-23 will be sent this week and will be due on 9/30
- Carryover of funds is not allowed for any cohort
- Subgrantees can revert up to 10% of their funds by center without penalty; any leftover of funds exceeding 10% of center allocation will be noted for Exemplar Criteria and future grant funding considerations
- Subgrantees must draw down funds at least quarterly via Request for Funds Form (RFF) to comply with grant requirements

Ongoing Fiscal Support

For support or assistance with any fiscal matters, please reach out to Gloria!

Gloria Kochan

Grants Fiscal Analyst

720-916-6488

Kochan_G@cde.state.co.us



Resources

[You4Youth](#)

[Peer Learning Program](#)

[Fall OST Conference](#)

LearnWorlds

External Organizations List

[CAP](#)

[Peer Learning Series](#)

[PD Supplemental Funds](#)

21st CCLC Exemplars

[OST Resources](#)



Contact us!

- **Anna Young** – OST Manager & 21st CCLC State Coordinator
Young_A@cde.state.co.us | (720) 614-8666
- **Cody Buchanan** – Program Development Specialist
Buchanan_C@cde.state.co.us | (720) 614-8665
- **Jacqueline Chavez** – OST Programs & Partnerships Specialist
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- **Shannon Allen** – OST Programs & Partnerships Specialist
Allen_S@cde.state.co.us | (720) 498-4675
- **Gloria Kochan** – Grants Fiscal Analyst
Kochan_G@cde.state.co.us | (720) 916-6488
- **Larry Blackshear** – Youth Engagement Specialist
Blackshear_L@cde.state.co.us | (phone number pending)
- **Susanna Spear** - 21st CCLC Program Assistant
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We're
here to
help!