



GRANT CONTINUATION REPORT Deadline August 31

All Oklahoma 21st Century Community Learning Center (CCLC) grantees are required to submit an annual Continuation Report to conclude the grant year. The purpose of this process is to provide an annual review of progress toward achievement of program goals, as outlined in each program's original grant application, and efficiency with respect to the use of 21st CCLC funding. Additionally, we hope the process will assist grantees in identifying program strengths and challenges.

Please complete all sections of the attached report and follow the protocol below to submit this to the Oklahoma State Department of Education 21st CCLC Office.

1. Scan and upload the completed report within your program's close-out submission in the Grants Management System (GMS).
2. Scan and upload the following support documentation as a second upload within your program's close-out submission in the GMS:
 - a. A program calendar indicating dates and weeks program services were provided.
 - b. Minutes, an agenda, and/or sign-in sheets from your most recent Program Advisory Council meeting.
 - c. One example each of program communication with school day staff, the community, parents/families, and community partner/s.
 - d. For non-district grantees only, a copy of your most recent fiscal audit.
3. Submit your close-out submission, with both required file uploads, in the GMS **by August 31st**.

Once the completed Continuation Report has been received and reviewed, each program will be notified as to status of continuation of funding. Possible outcomes of this review could include full refunding for the coming year, technical assistance in identified areas of need, reduced funding based on benchmarks and progress, conditional funding with a required plan of improvement, or discontinuation of funding. **It is important to note that significant programmatic changes to the original scope of the grant application may only be made upon OSDE approval.**

Failure to complete and submit the required Continuation Report and supporting documentation by August 31st may result in loss of 21st CCLC funds. Our goal is to assist each program in meeting grant requirements and application goals in order to ensure future funding at both the state and program levels. We welcome your questions and encourage you to reach out for assistance as we continue to refine and improve this process.

Family and Community Engagement/21st CCLC
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Suite 414
Oklahoma City, Oklahoma 73105
405-522-6225



Continuation Report

Date: _____

District/Organization: _____

Address: _____

Phone: _____

Contact Person, Title, and Email: _____

Individual Completing Report, Title, and Email: _____

Section 1: Program Attendance and Schedule

(A) Projections: Please complete table by referring to "Program Detail" section of original grant application	Site 1	Site 2 (if applicable)
A1: Projected annual number of students targeted for 21 st CCLC programming at each site		
A2: Projected annual number of regular attendees (30+ program days) from targeted population at each site		
A3: Number of weeks annually services are to be provided during school year		
A4: Number of weeks annually services are to be offered during summer		

(B) Results: Please complete table by referring to your completed 2016-2017 Data Management Spreadsheet (DMS) Participation and Outcomes tab	Site 1	Site 2 (if applicable)
B1: Total number of students served within program (1 or more days during program year).		
B2: Total number of regularly attending students (30 or more days during program year). <i>Helpful hint: Use column X in DMS as a place to add together entries in columns O, P, and Q for each line, then sort data by column X to order students by frequency of attendance.</i>		
B3: Average attendance events per student. Calculate by adding together all numbers entered in columns O, P, and Q and dividing by total number of students served. <i>Helpful hint: Total all entries from column X in DMS (created for question B2 above) and divide by answer to question B1 above.</i>		
B4: Average daily attendance. Calculate by adding together all numbers entered in columns O, P, and Q and dividing by the total number of program days offered for the year. <i>Helpful hint: Total all entries from column X (created for question B2 above) and divide by total number of program days offered for the year (Summer 16 - Spring 17).</i>		

(C) Please complete table by referring to your 2016-2017 program calendar (upload copy of program calendar)	Site 1	Site 2 (if applicable)
C1: Summer 2016 programming start date		
C2: Summer 2016 programming end date		
C3: Summer program days of week services offered		
C4: Summer program daily hours of operation		
C5: School year 2016-2017 program start date		
C6: School year 2016-2017 program end date		
C7: School year 2016-2017 program days of week		
C8: School year 2016-2017 program daily hours of operation		
C9: Total number of weeks programming offered during Summer 2016, Fall 2016 and Spring 2017 terms.		

Section 2: Program Highlights, Challenges & Changes

Please provide a brief summary, including any highlights, changes or challenges, for each of the following aspects of your 2016-2017 21st CCLC program. Please also include any planned modifications for the program in the coming year with respect to each area.

- A. Youth offerings and activities:

- B. Literacy and educational opportunities for families of students:

- C. Community partner involvement and communication:

- D. Advisory Committee involvement and recommendations:

- E. School day alignment and communication:

F. Sustainability efforts:

G. Staff professional development:

H. Use of all non-21st CCLC funds (student/activity fees, grants, in-kind/donations) :

Section 3: Improvement Planning, Objectives & Progress

Please summarize one YPQI improvement goal from last year and one major program objective from your original grant application and describe efforts and progress made with respect to each during the 2016-2017 grant year.

A. YPQI Program Improvement Goal:

B. Program Objective as outlined in grant application (Note: Federal law authorizing 21st CCLC clearly states that strategies employed should be evidence- based.):

Section 4: Program Supports

Describe how the 21st CCLC Team, coaches and staff, can better support your efforts toward offering quality, 21st CCLC services to the children, youth and families in your community.

Section 5: Program Contact Information

Please update contact information for your 21st CCLC program.

Name	Position or Function	Phone	Email
	Program Director		
	Site 1 Coordinator		
	Site 2 Coordinator		
	Lead Teacher		
	Family engagement		
	Claims and/or payroll		
	Data collection		
	Superintendent or organization CEO		