



MEMO

To: Race to the Top – Early Learning Challenge Sub-Recipients
From: Governor's Office of Early Childhood Development
Date: April 15th, 2015
RE: Getting Started on the Race to the Top-Early Learning Challenge Grant

The Race to the Top-Early Learning Challenge has multiple reporting requirements, and it is the goal of the Governor's Office of Early Childhood Development (OECD) to make these requirements as streamlined and simple as possible for all sub-recipients. The OECD is required to report to our federal grant officers on the first Thursday of every month the status of the Scope of Work and the budget spending. The state is also required to have a monitoring protocol for all sub-recipients, which will be explained in more detail later in the memo. To facilitate reporting and monitoring, the OECD has created a reporting system that has regular and consistent days in which reports and updates must be submitted.

The memo below outlines the requirements for reporting beyond your signed contract with the Department of Human Services and/or the Illinois State Board of Education. Please note that your project lead in the OECD may request additional meetings specific to projects. These meetings will not take the place of the standard monitoring meetings listed below. All questions about monitoring can be directed to Christi Chadwick at Christi.Chadwick@illinois.gov.

Monitoring Protocol

Below are the basic requirements for sub-recipients for our regular monitoring. We will discuss these in detail later in the memo.

- **Scope of Work Updates:** Sub-recipients are required to update the Scope of Work for their project on a monthly basis using SmartSheet..
- **Monitoring Calls:** All sub-recipients with contracts over \$10,000 are subject to either a monthly conference call or a quarterly conference call. All sub-recipients that have contracts over \$200,000 for a grant year will have monthly conference calls, and those with contracts under \$200,000 will have quarterly calls with OECD.
- **Quarterly Reports:** All sub-recipients will submit a quarterly report in the standard format to Brett Czekaj (Brett.Czekaj@illinois.gov) and a report to the contracting agency as outlined in the contract.
- **Quarterly Meetings:** All sub-recipients will also participate in the quarterly sub-recipient meeting.
- **Budgets and Monthly Invoicing:** All sub-recipients are required to have approved budgets on file with OECD and are asked to bill on a monthly basis.

Scope of Work

The Scope of Work is the document that outlines the required timeline and deliverables that the State and its contractors have committed to upon receiving grant funds.

- Sub-recipients are required to update the Scope of Work by the 17th of each month using SmartSheet. At minimum, updates should be made on the following:
 - **Tasks that have not started by planned date:** Provide justification current status, and the expected date that the task will be started.
 - **Tasks that are overdue:** Provide justification, current status, and the expected date that the task should be completed.
 - **Proposed data changes:** Provide justification
- See “SmartSheet Instructions” section for detailed information on logging in and using SmartSheet to make Scope of Work updates.
- It is very important to have this returned monthly in a timely fashion, as this is a key part of our monthly reporting to our federal officers and an integral part of our monthly and quarterly monitoring calls.

Conference Calls

The OECD will host monthly conference calls with all sub-recipients that have a contract over \$10,000 in the fiscal year.

- **Monthly Calls:** All sub-recipients that have contracts over \$200,000 for a grant year will have monthly conference calls. These will be held the fourth week of every month.
- **Quarterly Calls:** All sub-recipients with contracts under \$200,000 in a fiscal year will have quarterly calls with OECD.
 - These will be held the fourth week of one month each quarter.

Each call will include the following agenda items:

- Major accomplishments
- Budget: (On-track or behind, areas where lapsing funds, budget changes needed, unexpected Challenges)
- Scope of Work: (Please make sure this is completed and submitted on time to be used for the call.)
 - Dashboard review
 - Projects that are ahead/behind
 - Revisions that need to be made
 - Major challenges or barriers to implementation

Minutes from each of the calls will be taken by the sub-recipient and shared with Brett Czekaj (Brett.Czekaj@illinois.gov) at OECD and the agency holding the contract.

Quarterly Reports

Sub-recipients are required to submit a quarterly report detailing the work they have completed over the prior quarter, as well as reports and/or deliverables outlined in the sub-recipients’ contract.

Quarterly reports will be due two weeks prior to quarterly sub-recipient meetings (detailed below), and should be sent to Brett Czekaj (Brett.Czekaj@illinois.gov) at OECD, who will ensure the OECD representative working with you on these projects has access to them.

Quarterly Sub-recipient Meetings

The OECD will host a quarterly group in-person meeting with all sub-recipients to review the overall progress of the grant towards its deliverables, discuss challenges and needs for technical assistance, and review possible needs for budget and/or changes to the Scope of Work. Prior to this meeting the OECD will review each of the sub-recipient's quarterly report. This meeting will also include key members of the state agencies. Meetings will generally be held on the 4th Monday in January, April, July, and October from 10:30am-1pm at DePaul University's Naperville Campus (150 W. Warrville Rd., Naperville, IL 60563).

Final Budget

All sub-recipients are required to have a final signed and approved budget by fiscal year on file with the OECD. The budget template is the same as your billing voucher. Any changes to the budget will require approval from OECD and the agency holding your contract. Please send any budget change requests to Christi Chadwick (Christi.Chadwick@illinois.gov) and Molly Daily (Molly.Daily@illinois.gov) as well as the representative from the agency holding your contract. For DHS this is Lesa Hilligoss (Lesa.Hilligoss@illinois.gov) and for ISBE this is Alicia Lynch-Deatherage (alynchde@isbe.net).

Please note that if you elect to claim indirect costs, the State of Illinois allows a claim of up to 15% or your state negotiated rate, whichever is lower on Race to the Top- Early Learning Challenge grants and contracts.

Billing

Sub-recipients will bill based on the timeline outlined in their contract. We request that you try to bill monthly to the degree possible. All entities with contracts with DHS (except for CCR&Rs) should email their monthly voucher to Lesa Hilligoss (Lesa.Hilligoss@illinois.gov), Christi Chadwick (Christi.Chadwick@illinois.gov), and Molly Daily (Molly.Daily@illinois.gov) by the 15th of the month. All vouchers need to be signed and have the personnel tab completed. All entities with contracts through ISBE should follow the protocol required by ISBE. (Please contact Alicia Lynch-Deatherage (alynchde@isbe.net) if you need more information. Each voucher should also be sent to Christi.Chadwick@illinois.gov).

Reporting Calendar

For your convenience, below is a summary of the dates related to monitoring and submitting reports.

Monthly Dates:

- 15th of the month: Spending vouchers due for the work completed the month prior
- 17th of the month: All updates to the Scope of Work must be submitted using SmartSheet.
- Fourth Week: Monthly monitoring calls (for those to whom this applies)

Quarterly dates:

- Fourth Week: Quarterly Monitoring calls (for those to whom this applies)
- Fourth Monday: Quarterly Sub-recipient meetings

SmartSheet Instructions

To get started using SmartSheet:

1. Make sure Internet Explorer is up to date.
 - a. To download latest version, go to <http://www.microsoft.com/en-us/download/internet-explorer-11-for-windows-7-details.aspx>.
 - b. Note: Smartsheet will work with Google Chrome, but not as smoothly.
2. Set up SmartSheet account.
 - a. Open a message in your e-mail inbox from “Brett Czekaj via Smartsheet”.
 - i. If you did not receive this message, reach out to brett.czekaj@illinois.gov
 - b. Click on the link to the Scope of Work sheet
 - i. Currently titled “RTT-ELC Scope of Work”
 - c. Create a password when prompted to do so.
 - d. You will be automatically logged in & able to edit the sheet.

To edit the Scope of Work using Smartsheet:

1. Go to www.smartsheet.com.
2. Log in using your e-mail address & the password you created above.
3. Filter the columns as you see helpful (by assignee, status, start date, end date, etc.). The following represents instructions for filtering by assignee:

- a. Move to where the head of the red arrow is located. A small grey arrow will appear. Click on the small grey arrow.

	Status	Start Date	End Date	Progress	Assignee	April 2015 Notes	March 2015 Notes
	In Progress	01/01/13	12/31/16				
ing m	In progress	01/01/13	12/31/16				
ctor, ger, ctor	Operational	01/01/13	09/30/14		Governor's Office		
ing	Operational	06/30/13	09/30/13		Governor's Office		
	Operational	01/01/14	04/30/14		ISBE		
	Operational	10/01/13	11/30/13		Governor's Office		
tation	Operational	01/01/14	09/30/14		DHS		
C item	Operational	01/01/13	12/31/13		Governor's Office		
t with	Operational	04/15/13	04/16/13		Governor's		

- b. Click on "Filter Column..."

ks	Status	Start Date	End Date	Progress	Assignee	April 2015 Notes	March 2015 Notes
t	In Progress	01/01/13	12/31/16				
arning o Team es 1	In progress	01/01/13	12/31/16				
t, and / Director, Manager, Director	Operational	01/01/13	09/30/14		Governor's Office		
t, and icensing	Operational	06/30/13	09/30/13		Governor's Office		
t, and tger	Operational	01/01/14	04/30/14		ISBE		
ing	Operational	10/01/13	11/30/13		Governor's Office		
ementation	Operational	01/01/14	09/30/14		DHS		
s (ELC ent ig system	Operational	01/01/13	12/31/13		Governor's Office		

c. Click on “choose from a list of values”

The screenshot shows a 'Filter: Assignee' dialog box overlaid on a table. The dialog has a title bar with a question mark and a close button. Below the title, it says 'Select filter criteria or [choose from a list of values](#)'. A red arrow points to this link. Below the link is a dropdown menu set to 'contains' and an empty text input field. Underneath is a list box with a blue header bar and an empty list. At the bottom of the dialog are two checkboxes: 'Show parent rows' (checked) and 'Exclude selected items' (unchecked). There are also 'Remove' and 'Apply' buttons.

Outcomes and Subtasks	Status	Start Date	End Date	Progress	Assignee
Child Trends to help develop outcome measures with TA resources.					Governor's Office
Meet with Child Trends to finalize work plan	Operational	05/01/13	05/15/13		Governor's Office
Develop and Execute Contract with Child Trends	Operational	05/10/13	08/01/13		Governor's Office
Milestone: OECD Team fully	Operational	05/31/13	09/30/13		Governor's

d. Select the name of the Assignee whose tasks you wish to view.

The screenshot shows the same 'Filter: Assignee' dialog box. This time, the text says 'Select values to display or [define custom criteria](#)'. Below this is a list box containing several assignee names. A red arrow points to 'OECD', which has a blue checkmark next to it. The other options in the list are MCECL, NIU Education Systems Center at NIU, OECD & IDHS, OECD, ECC, OECD, INCCRRA, ECC, IBHE, OECD/INCCRRA, Ounce, Ounce of Prevention, and Ounce of Prevention Fund. At the bottom are the same 'Show parent rows' (checked) and 'Exclude selected items' (unchecked) checkboxes, and 'Remove' and 'Apply' buttons.

Outcomes and Subtasks	Status	Start Date	End Date	Progress	Assignee
Child Trends to help develop outcome measures with TA resources.					Governor's Office
Meet with Child Trends to finalize work plan	Operational	05/01/13	05/15/13		Governor's Office
Develop and Execute Contract with Child Trends	Operational	05/10/13	08/01/13		Governor's Office
Milestone: OECD Team fully	Operational	05/31/13	09/30/13		Governor's

e. Click “Apply”

id	Outcomes and Subtasks	Status	Start Date	End Date	Progress	Assignee
1						
1.1						
1.1.1						Governor's Office
1.1.1.1						Governor's Office
1.1.1.2						ISBE
1.1.1.3						Governor's Office
1.1.1.4						DHS
1.1.2						Governor's Office
1.1.3						Governor's Office
	Child Trends to help develop outcome measures with TA resources.					Governor's Office
1.1.4	Meet with Child Trends to finalize work plan	Operational	05/01/13	05/15/13		Governor's Office
1.1.5	Develop and Execute Contract	Operational	05/10/13	08/01/13		Governor's

Filter: Assignee

Select values to display or [define custom criteria](#)

- MCECL
- NIU Education Systems Center at NIU
- OECD
- OECD & IDHS
- OECD, ECC
- OECD, INCCRRA, ECC, IBHE
- OECD/INCCRRA
- Ounce
- Ounce of Prevention
- Ounce of Prevention Fund
- UUC

Show parent rows
 Exclude selected items

4. Make needed updates to any boxes for which you are the assignee.

- a. Be sure to change any boxes you update to red by highlighting the text, clicking on the font color icon (below), and selecting red.

	Code	Outcomes and Subtasks
1442	13.1.5	Milestone: All communities have approved "planning phase" plans and budgets for any activities in FY 2014
1443	13.1.6	Milestone: All communities have approved plans and budgets for FY2015
1444	13.1.7	Milestone: All communities have approved plans and budgets for FY2016
1446	13.1.9	Select communities based on criteria outlined in Executive Summary
1447	13.1.10	Provide initial guidance to communities on process
1451	13.2	Implement community-specific supports
1452	13.2.1	Initial implementation of strategies (in those communities who are ready for initial implementation)
	13.2.2	Semi-annual review of community plans, including

5. Provide notes in the "Month Year Notes" column. Notes from past months will continue to be stored on Smartsheet.
- a. Include the name and date of the person leaving the note. For example:
 - i. "Joe Smith (4/2/15): Blah blah blah blah." Another individual can follow up on the comment in the same box.
 - b. Be sure to include notes about the following:
 - i. **Tasks that have not started by planned date:** Provide justification current status, and the expected date that the task will be started.
 - ii. **Tasks that are overdue:** Provide justification, current status, and the expected date that the task should be completed.
 - iii. **Proposed date changes:** Provide justification
 - iv. **Additional information that might be helpful**

6. Save regularly, by clicking on the save icon (below).

	Code	Outcomes and Subtasks	Status	Start Date	End
743	3.13.1	Interagency Team ad-hoc workgroup (with input from ELC Committees) studies "instructional excellence" to better define what the State is seeking in terms of EC instruction	Operational	07/01/13	0
744	3.13.2	Workgroup receives TA around what constitutes "instructional excellence" and strategies that best support its implementation at scale	Operational	07/01/13	0
745	3.13.3	Milestone: Statewide symposium launches Community of Practice for supporting Continuous Quality Improvement	Operational	10/15/13	1
746	3.13.4	Workgroup shares draft plans for supports for instructional excellence with ELC Exec	Operational	01/01/14	0

7. When you are finished, remove any filters you may have added so that the sheet is ready to go for other collaborators.

	End Date	Progress	Assignee	April 2015 Notes	March 2015 Notes
13	01/31/14		OECD		
13	01/31/14		OECD		
13	10/15/13		OECD		
14	03/31/14		OECD		
14	06/30/14		OECD		
14	11/30/14				