21st Century Community Learning Centers

Grant Year Close Out Packet

What you need to do by the end of <u>this year</u> to close out your grant year in compliance and prepare for the start of a new 21st CCLC year-

ALL IN ONE PLACE![1]

1. Fiscal Information

2. Continuing/Renewal Application

3. General Statement of Assurance

4. Programmatic Reporting

5. AzEDS Student Attendance Reporting

6. Annual Verification Checklist for 21st CCLC Site Leaders

7. Professional Development Requirements

8. Safety Plan

9. End of Grant (Year 5) Closeout

The 21st Century Community Learning Centers afterschool program is funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education.
For more information visit: http://www.azed.gov/21stcclc/

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[1] This packet replaces the multiple emails that have normally been sent out as reminders of grant obligations at the end of the 21st CCLC program year. As such, it is in no way intended to provide the fully comprehensive guidance which is offered on our website at www.azed.gov/21stCCLC and in the *21st CCLC Fiscal and Program Accountability Guidance Handbook* found by clicking the link near the top of the Federal & State Regulations page.

Grant Year Close Out Checklist

END OF YEAR REQUIREMENTS:

- ☐ Fiscal Information
  - a. Grant Application Revisions
  - b. Reimbursement Requests
  - c. Completion Reports
- ☐ Continuing/Renewal Application
- ☐ General Statement of Assurance
- ☐ Programmatic Reporting
  - a. Spring Summary of Classes
  - b. Spring 2018 APR
  - c. Site Evaluation Report
- ☐ AzEDS Student Attendance Reporting
- ☐ Annual Verification Checklist for 21st CCLC Site Leaders
- ☐ Professional Development Requirements
- ☐ Safety Plan
- ☐ End of Grant (Year 5) Closeout

Date	Report	Notes
1/25/2019	Summary of Classes (I) 18-19	*Submit to Assigned Program Specialist*
2/15/2019	APR Fall 18-19 Reporting	*Submit to Evaluation Specialist (Kim Logan)*
5/31/19	Annual Verification Checklist	*Submit to Assigned Specialist*
6/1/2019	Revisions FY19- Last Day for Revisions	*Submit to GME*
6/7/2019	Continuing Application FY20	*Submit to GME*
6/19/2019	Reimbursement Request FY19 Last Day for Request	*Submit to GME*
6/26/2019	APR Spring 18-19 Reporting	*Submit to Evaluation Specialist (Kim Logan)*
6/28/2019	Summary of Classes (II) 18-19	*Submit to Assigned Program Specialist*
8/9/2019	Site Evaluation Report 18-19	*Submit to Evaluation Specialist (Kim Logan) AND Program Specialist*
9/27/2019	APR Summer 19-20 Reporting	*Submit to Evaluation Specialist (Kim Logan)*
9/28/2019	Completion Report FY19	*Submit to GME*

Be sure to observe updated reporting guidance and deadlines from the Required Reporting page of the website: www.azed.gov/21stCCLC

1. FISCAL INFORMATION

Please review, then forward information needed to your fiscal department.

Here are important deadlines for the close out of your year for fiscal/Grants Management reporting:

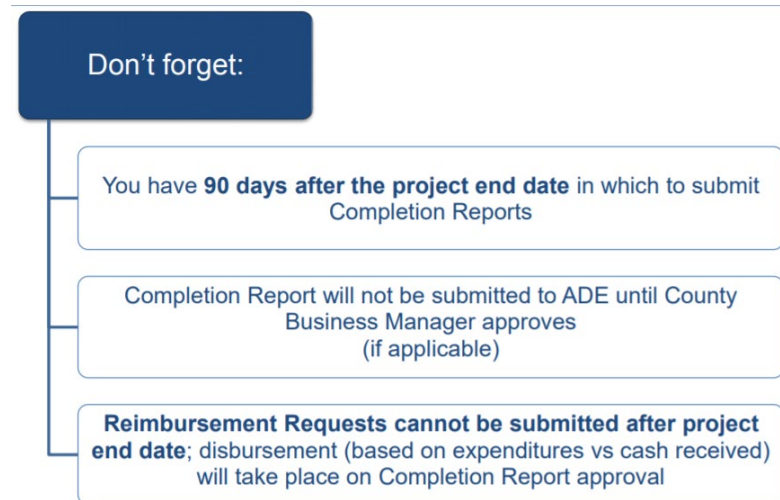**Note the ADE 21st CCLC Unit deadline for submission of current grant application Revisions to ADE.** Please contact your assigned ADE 21st CCLC program specialist if you have any questions about allowability of Revisions and for technical assistance.

Note the ADE Grants Management deadline for submission of Reimbursement Requests. LEAs will have an opportunity to request reimbursement for any remaining expenditures after that date in their Completion Reports (see below).

COMPLETION REPORTING

Completion Reports* must be submitted to ADE no later than the deadline posted by Grants Management. Submitting your grant Completion Report as early as possible helps assure payout within the 90-day closeout period.

Don't forget:

You have **90 days after the project end date** in which to submit Completion Reports

Completion Report will not be submitted to ADE until County Business Manager approves (if applicable)

Reimbursement Requests cannot be submitted after project end date; disbursement (based on expenditures vs cash received) will take place on Completion Report approval

LEA Responsibilities
- ☐ Submits Completion Reports within 90-day closeout period
- ☐ Provides accurate and complete information on each Report

<u>ADE Grants Management Responsibilities</u>
- ☐ Provides training on submitting Completion Reports*
- ☐ Reaches out to LEAs that have not submitted Completion Report
- ☐ Following submission by LEA:
  - Reviews and approves submitted Completion Reports or
  - Initiates Completion Report revisions, when necessary

<u>ADE Accounting Responsibilities</u>
- ☐ Processes payment or refund

For your fiscal office:
Is carryover of funds available in the 21st CCLC grant?
No, 21st CCLC funds are not allowed to be carried over from one fiscal year to the next.

* **Please refer to the *Completion Reports Overview Presentation* document for clearly detailed information about the Completion Report Process**.

To find the *Completion Reports Overview Presentation* document and other resources online:

Go to the Arizona Department of Education home page at www.azed.gov then
> click on the ADECONNECT tab at the top right of the page.
> Click on Grants Management.
On the Grants Management (GME) home page,
> click on "Grants Management Resource Library" in the list of links on the left hand side of the page.
Scroll down to GME User Reference Guides and
> select the "+" symbol to expand the list, then
> the "+" symbol to expand the list for GME User Reference Guides, then
> the "+" symbol again for Completion Reports.
Open the document titled *Completion Reports Overview Presentation*.

There are other Completion Reports resources available in the same section that may also be reviewed.

2. CONTINUING/RENEWAL APPLICATION

Please refer to the Required Reporting page of the 21st CCLC website at www.azed.gov/21stCCLC for critical information:

☐ **The ADE 21st CCLC Unit deadline for submission of next year's Continuing/Renewal grant application.**

☐ Open the 21st CCLC Required Reporting website at http://www.azed.gov/21stcclc/required-reporting/ and go to the Continuing (Renewal) Application – Annually dropdown tab for

- o updated Continuing (Renewal) Application guidance and
- o a Word version of the Continuing (Renewal) Application. The Word version of the Application can be used to gather data prior to the opening of the application online in ADE's Grants Management (GME) system.
- o Do not forget to budget funds for 21st CCLC leaders (site coordinators and principals) to attend the 21st CCLC Leadership Conference. The budget should include conference registration, per diem, hotel, and travel costs if applicable.

3. GENERAL STATEMENT OF ASSURANCE

The General Statement of Assurance (GSA)* for next Fiscal Year's application must be submitted and processed no later than June 1 to ensure there is no impact to next year's funding.

Annual Process – GSA submission generally open in the Grants Management (GME) system in February. In addition to the GSA, the LEA Self-Assessment and other GME actions must be completed annually:

☐ LEA Business Manager
☐ LEA User Access Administrator
☐ LEA Self-Assessment Update

☐   LEA General Statement of Assurance Update
☐   LEA Entity Authorized Signer

LEAs are strongly encouraged to submit these annual materials early to avoid impacting the final approval of their Funding Applications.
Please see the GME Home page for dates and other training information. Training materials can be found in the Grant Management Resource Library tab found on the GME home page.

For direct assistance on GME-related topics, please contact Grants Management at 602-542-3901 or via email at grants@azed.gov.

4. PROGRAMMATIC REPORTING

Important Reminder: It is beneficial to you, if possible, to collect all mandatory reporting information from your staff before they leave for summer. This ensures that the required reports will be completed correctly in case some of your excellent staff move on to other employment.

☐   **Spring Summary of Classes- For updated reporting guidance and deadlines,** see the Required Reporting page of the website www.azed.gov/21stCCLC.
   - Remember, this Summary of Classes report should include all of the Program Year Spring programming *added onto* the report submitted in January with Summer + Fall 2018.
   - Guidance on completing the Summary of Classes can be found on the Required Reporting page of our website under the Summary of Classes Report drop down under Guidance on Completing the Summary of Classes Report.
      o   Email your Assigned Program Specialist if you do not have the first report that was submitted in January so they can provide you the excel document where you will add Spring information to the Report.
   - This report should be emailed to your Specialist.
☐   **Spring APR- For updated reporting guidance and deadlines,** see the Required Reporting page of the website www.azed.gov/21stCCLC.

- Remember, this report should be submitted via the latest *21st CCLC APR Data Collection Template and Guidance* document to Kim Logan at Kim.Logan@azed.gov.
  - The spring template can be found on the Required Reporting page of our website under the Annual Performance Report (APR) drop down.
- Spring 2019 data INCLUDES PARTNERSHIPS AND OUTCOMES. Be sure to include at least one external partnership and to report on the Teacher Survey and Grade Change information for your site.
  - Complete updated guidance is included in the document.

- ☐ **Site Evaluation Report- For updated reporting guidance and deadlines,** see the Required Reporting page of the website www.azed.gov/21stCCLC.
  - Guidance and the template for this report can be found on the Required Reporting page of our website under the Site Evaluation Report dropdown.
  - This report should be emailed to your Specialist with Kim Logan cc'd.

5. AzEDS STUDENT ATTENDANCE REPORTING

Student Program Attendance Reporting- For updated reporting guidance and deadlines, see the Required Reporting page of the website www.azed.gov/21stCCLC.

- All 21st CCLC student level daily attendance data is entered into each site's Student Information System (SIS), the same system school sites use to report school day attendance.
- **This attendance should be entered in full and uploaded to AzEDS by the end of the program year (May 2019) for all attendance that occurred during the 18-19 program year (including Summer 2018, Fall 2018, and Spring 2019 attendance).**
- **Summer 2019:** Attendance for Summer 2019 must be back entered, starting in August 2019, after the SIS has rolled over into the new year.
- This data is submitted through the SIS into the AzEDS system, **NOT SENT VIA EMAIL.** Sending student level data via email is a violation of FERPA.

If you have further questions, please send them to the 21stCCLCInbox@azed.gov and look for the responses under the AzEDS FAQs on our Required Reporting page.

6. ANNUAL VERIFICATION CHECKLIST FOR 21ST CCLC SITE LEADERS

The Annual Verification Checklist for 21st CCLC Site Leaders should be signed by the 21st CCLC Principal/Site Administrator or your 21st CCLC Program District Administrator and emailed to your ADE 21st CCLC Program Specialist by May 31.

Please refer to the Required Reporting page of the 21st CCLC website at www.azed.gov/21stCCLC under Annual Verification Checklist for 21st CCLC Site Leaders for the fillable template.

In order to ensure that all required 21st CCLC components/necessary documents are at hand should transition of positions at 21st CCLC Sites occur, this Checklist is a requirement this year. An updated *Annual Verification Checklist for 21st CCLC Site Leaders* is completed at the end of each program year. The checklist is a fillable form which can be emailed electronically to your assigned Program Specialist.

We have developed this fillable form with the input of 21st CCLC Vision Team members to help reduce stress in case of 21st CCLC program leadership transitions.

HOT TIP: Other transition checklists for site use are available on the 21st CCLC Program Resources page under the Communication tab to help incoming and outgoing 21st CCLC leaders think about what they need to leave behind if they are moving on, and what incoming people should do as a new 21st CCLC leader.

Thank you in advance for completing your 21st CCLC required reporting on time.
Early submissions of reports are always welcome.

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7. PROFESSIONAL DEVELOPMENT REQUIREMENTS

21st CCLC requires 21st CCLC grant program district directors, site coordinators and site principals to participate in annual Professional Development (PD) related to the success of their afterschool program. Information documenting compliance is entered in the **Continuing/Renewal Application** and the **Site Evaluation** reports.

For the Program Year 2018-2019:
If one of your leaders has not completed the PD requirement for the year, do not worry! You for Youth (Y4Y) has informative webinars and trainings that can be viewed online to meet this requirement at no cost. See the Professional Development page of our website under the Webinars drop down tab.

For the Program Year 2019-2020:
All 21st CCLC Principals, Site Program Coordinators and District Directors are expected to attend the 21st CCLC Leadership Conference to meet the 21st CCLC Professional Development requirement. Do not forget to budget funds for 21st CCLC leaders (site coordinators and principals) to attend the 21st CCLC Leadership Conference. The budget should include conference registration, per diem, hotel, and travel costs if applicable There are tracks for both new and returning grant leaders:

21st CCLC Leadership Conference	
Friday, Oct. 18, 2019 at the Phoenix Convention Center	
New Grant Leader Orientation[1]	**Continuing Leader Track[2]**
Fiscal Management	Sustainability
Reporting Expectations & Alignment	High Quality 21st CCLC Practices
[1]Grant Leaders Orientation (GLO) The GLO portion of the Leadership Conference provides 21st CCLC leaders new to the grant with guidance focused on federal and state fiscal and program accountability.	**[2]Grant Leadership Track** The Grant Leadership Track portion of the Leadership Conference provides returning, more experienced 21st CCLC leaders with professional development relevant to building, growing and maintaining impactful 21st CCLC programs.
Arizona Center for Afterschool Excellence State Conference	
Saturday, Oct. 19, 2019 at the Phoenix Convention Center	
★ Reduced AzCASE Conference registration fee for 21st CCLC Conference attendees	★ Meet vendors and other potential 21st CCLC program partners/resources
★ Same location as the 21st CCLC Conference	★ Enables 21st CCLC staff to obtain two full conference days of high quality afterschool specific PD

8. SAFETY PLAN

Please forward this information to the appropriate personnel at your site or LEA.

Refer to the 21st CCLC Federal and State Regulations webpage under Safety and Transportation for guidance and resources:
http://www.azed.gov/21stcclc/federal-and-state-regulations/.

The Arizona Department of Education 21st CCLC grant requires sites ensure a safe and easily accessible learning environment and safe transportation for students. New in FY20, sites will need to demonstrate these requirements by completing a *21st CCLC Program Basic Emergency Plan* that *must be made available, along with any supporting documentation, to your Assigned Program Specialist (by request).*

21st CCLC Program Basic Emergency Plan*
In FY20, your LEA or Site will adapt an existing Emergency Operation Plan, or develop a new one if necessary, as a *21st CCLC Program Basic Emergency Plan* document for your site. If needed, a sample *21st CCLC Program Basic Emergency Plan* template can be found on the 21st CCLC website, on the Federal and State Regulations page under Safety and Transportation.

The deadline for completing your site's *21st CCLC Program Basic Emergency Plan* is prior to the start of the program in the fall. Please contact your assigned program specialist if you have any questions and/or for technical assistance.

*Note: Beginning FY21, the 21st CCLC Program Basic Emergency Plan document will be a compliance requirement for all sites. Any updates made throughout the year should be communicated to the Assigned Program Specialist through the *Annual Verification Checklist for 21st CCLC Site Leaders*, due at the end of each year.

9. END OF GRANT (YEAR 5) CLOSEOUT

Grantees are responsible for the closure of 21st CCLC programs at the end of their last year of grant award (usually at the end of five years). Grant leaders should be aware of the following:

1) **Official Records:** Federal grant programs must maintain official records for five years for possible audit purposes. Grant leaders must ensure that their LEA/fiscal agent assists in archiving documents properly (such as attendance, time and effort, and timesheets) because the LEA will provide the latest archival requirements. Official guidance regarding maintenance of documentation for federal grants can be found at Arizona State Library, Archives & Public Records link at www.azlibrary.gov/arm/retention-schedules.

2) **Program Supplies:** ADE allows the school site whose students were the recipient of the 21st CCLC program services to keep any capital items and instructional supplies that were purchased through 21st CCLC funding to further support afterschool efforts at the site. *Reason*: The intent of the funding is to support the students who attend a particular school site.

3) **Required Reporting:** It is necessary to complete the last year of the site's 21st CCLC grant program with all reports submitted on time and complete, to ensure that the LEA/fiscal agent will remain in good standing with the Arizona Department of Education. While leaders of 21st CCLC programs in the last year of the grant do not complete a continuing (renewal) application at the end of their last year, **you must still complete the following**:
- ☐ APR
- ☐ Summary of Classes
- ☐ Site Evaluation*
- ☐ Annual Verification Checklist
- ☐ Student Attendance Reported online in AzEDS through the school's Student Information System (SIS) for the last year of your 21st CCLC grant

* For 21st CCLC program(s) that are ending their 5th year, there is special guidance regarding your last Site Evaluation Report.
  a. *Please do complete the Compliance Self-Assessment and Objectives Worksheets portions of the report. The Continuous Improvement Worksheet portion is optional for Year 5.*
  b. *If you choose not to complete the Continuous Improvement Worksheets of the Site Evaluation Report, please write into that section of the report an explanation that the site is in the last year of the grant when submitting the abbreviated Site Evaluation Report.*

The Required Reporting page on the 21st CCLC website at www.azed.gov/21stcclc provides information on all 21st CCLC reporting requirements.

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4) **Re-applying:** If the LEA/fiscal agent is interested in applying again for 21st CCLC funding in the future, please visit the 21st CCLC website at www.azed.gov/21stcclc for the most recent year's application information on the Application Information page. This will help prepare a competitive application in the future for LEA sites and, please note, application requirements do not generally change much from year to year.

If a site which closed their previous grant out of compliance is successful in obtaining a new 21st CCLC grant award, the site will enter under Special Conditions. Special Conditions do apply if required reporting was not completed at the closeout of the grant.
Special Conditions:
   a. If required reporting was not submitted during the previous grant award, ADE's 21st CCLC unit will place a Program Hold on the Application in the new grant cycle. The Program Hold cannot be lifted until the required reporting from the previous Cycle is completed.
   b. A site awarded under Special Conditions will receive more intensive technical assistance and monitoring during year 1 to ensure site capacity.
   c. In order to be eligible to apply for continued funding beyond Year 1, a new grant which was awarded under Special Conditions must demonstrate Substantial Compliance by the close of the first year of the award.

5) **Sustainability**: Whether the site successfully wins another 21st CCLC award or not, the site should focus on planning for the future of services for students outside of the school day. At a minimum, program leaders should determine:
   ☐ What key services are most important to keep program moving ahead?
   ☐ What resources can be committed to their continuation?
   ☐ Can other resources (including funding, new partnerships) be developed to maintain critical services?

Please refer to the Sustainability section of the 21st CCLC Program Resources page of the 21st CCLC website at www.azed.gov/21stcclc for additional resources.

6) **Summer School**: Because the 21st CCLC program year begins with summer and ends with the following academic year, ADE does not require Arizona's 21st CCLC programs to offer summer school at the end of the 5th year of the grant. However, as long as all grant services are completed by the end of the fiscal year (June 30th) summer school may be offered at the site's discretion. No additional expenditures may be incurred after the end of the final fiscal year of the grant award.