



# **21<sup>st</sup> Century Community Learning Centers End of Grant Toolkit 2018**



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## **End of Grant Toolkit Table of Contents**

Each 21<sup>st</sup> CCLC grantee is responsible for a variety of tasks and reports as you end the grant cycle. This toolkit provides both a timeline for when the activities and/or reports are due and descriptions of what is required.

End-of-Year Reporting .....	2
Transferring APR data from EZ Reports .....	5
Records Retention.....	6
Equipment.....	7
Supplies .....	8
Post-Closeout Adjustments and Continuing Responsibilities .....	8
Final Closeout.....	8
Grant Closeout Checklist.....	9

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The Oregon Department of Education (ODE) 21<sup>st</sup> Century Community Learning Centers (CCLC) program has developed the following guidance to ensure Oregon’s compliance with Federal regulations for sub-grantees preparing for the close of a five-year funding cycle. As you review this information, we have taken into consideration that your program falls into one of three scenarios:

- The grant is coming to a close but the program is staying open;
- The grant is coming to a close and the program is ending;
- The program may receive another 21<sup>st</sup> CCLC grant.

Sub-grantees are required to review this guidance and other applicable State and Federal regulations concerning the close-out of this grant.

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### *End-of-Year Reporting*

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All end-of-year reporting must be submitted to ODE by the due dates listed below. Please note the Actual Program Spending Form is new. All other reports were shared at the November Conference.

Please submit all reports electronically by email to [Ann Kaltenbach](#).

Required Reports	Date Due
1. <b>Actual Program Spending Form for Year 5 (See Excel template attachment)</b>	6/30/2018
2. <b>Annual Evaluation</b>	9/30/2018
3. <b>Five (5) Year Summary</b>	9/30/2018
4. <b>End-of-Year Report (See Excel template attachment)</b>	6/30/2018
5. <b>APR</b>	See below for Term Open/Close Dates

#### 1. **Financial Reports (New!)**

ODE will conduct a review of close-out sub-grantee financial records. The review will be conducted via a desk audit. Sub-grantees must submit the following:

**Actual Program Spending Form for Year 5:** This report details the actual expenditures as compared to the Program Spending Form sub-grantees submitted for year 5. Please use the template in the Excel document sent via email.

#### 2. **Annual Evaluation**

The ODE recommends the use of an external evaluator. If an external evaluator is used to complete this report, identify the organization, qualifications and responsibilities of the evaluator.

**The Evaluation must include:**

- All annual goals and objectives;
- Program strengths and opportunities for improvement/growth;
- Identification of the instruments and methods for the project evaluation including data analysis methods;
- Demonstration of site visits and the use of surveys as part of the data collection;
- The Four Leading indicators.

**Recommended Format and Categories for Annual Evaluation Report**

- 1. Summary:** Includes background and overview on the grantee, sites, enrollment
- 2. Evaluation Process and Methodology**
- 3. Conclusions:** Overall findings of the evaluation
- 4. Analysis of the Four Leading Indicators:** See table below
- 5. Supporting Documents:** Survey tools, results, APR data used for the evaluation

Four Leading Indicators	Definition
<b>1. Collaboration and leadership</b>	a) Partners associated with the center are actively involved in planning, decision making, evaluating, and supporting the operations of the afterschool program. b) Staff from partner organizations is meaningfully involved in the provision of activities at the center. c) Staff at the center will be engaged in intentional efforts to collaborate and communicate frequently about ways to improve program quality. d) Steps are taken by the center to establish linkages to the school day and use data on student academic achievement to inform programming.
<b>2. Staff</b>	a) Staff at the center is provided with training and/or professional development. b) Staff at the center completes one or more self-assessment during the programming period. c) Staff at the center is periodically evaluated/assessed during the program period.
<b>3. Intentionality in Student Program Offerings</b>	a) There is evidence of alignment between (a) program objectives relative to supporting youth development, (b) student needs, and (c) program philosophy/model AND frequency/extent to which key opportunities and supports are provided to youth. b) There is evidence of alignment between(a) program objectives relative to the academic development of students, (b) student needs, and (c) program philosophy/model AND activities being provided at the center. c) Intentionality in activity and session design among staff responsible for the delivery of activities meant to support student growth and development in mathematics and reading/language arts.
<b>4. Intentionality in Family Program Offerings</b>	a) Steps are taken by the center to reach out and communicate with parents and adult family members of participating students. b) There is evidence of alignment between (a) program objectives relative to supporting family literacy and related development, (b) family needs,

	and(c) program philosophy/ model AND activities being provided at the center.
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**3. Five (5) Year Summary**

This summary can be included in the Annual Evaluation or as a separate document. The ODE is not looking for a lengthy report, approximately 2-3 pages. The five-year summary shall include but not be limited to:

- Summative analysis/reflection of the past 5 years
- Significant learning and changes that were made to create a quality program
- Challenges and Successes during the 5 years
- Overall Impact on Students. If you have supporting data to this response, please include.

**4. End-of-Year Report**

Each Center/Site in your program must complete this report. Please duplicate this report for each of your Centers/Sites. End-of-Year reports must be submitted using the Excel document sent via email. (See Excel template attachment)

**5. Annual Performance Report (APR)**

All performance reports and other reports as a condition of the grant must be submitted by the required due date. Sun-setting sub-grantees will still submit the APR for year five of the grant award. Please make arrangements for submission if the current Program Director is no longer in the position.

Link: <https://21apr.ed.gov>

APR Term Open/Close Dates

Summer 2017	
Open 4-24-2018	Close 5-22-2018

  

Fall 2017	
Open 5-23-2018	Close 7-2-2018

  

Spring 2018	
Open 8-1-2018	Close 12-3-2018

*All activities/reports due to Oregon Department of Education (ODE) with the exception of Summer, Winter and Spring Annual Program Reports which are submitted to the US Department of Education.*

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## *Transferring APR data from EZ Reports*

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### **Summer 2017**

#### **In EZ Reports**

1. At the district/grantee or the site level, click on **Reports>DOE**. You will see a button for APR and a button for APR Warnings. The APR Warnings button will give you a report that indicates any session days (as specified by you in Manage Activities) that do not have attendance recorded. If you have easily accessible attendance data for last summer that has not been entered, you should enter it before generating your report. Be sure to filter by semester and select summer so that you do not get warnings for fall and spring at this time. When you have done what you can with the warnings, proceed.
2. At the district/grantee level, click on **Reports>DOE>APR**. Select the semester you are reporting, in this case, summer. Click Activities, Staffing and Participation. (For subsequent reports, if you have entered the Teacher Surveys into EZ Reports instead of tabulating them separately, click on that as well. Teacher Surveys are not required for summer and you are unlikely to have any students over 30 days anyway.)
3. Generate the report. For each site in your program, it lists those items that need to be entered into the federal APR reporting system.

#### **In the federal APR reporting system (<https://21apr.ed.gov>)**

1. Pull up the home page and enter your email address and password. The system requires password resets every few months, so you will probably need to click on “Forgot Your Password?” then follow the email instructions to reset your password.
2. Once you are in the system, you will see a list of your sites. If a site does not have summer school, click the button to the left of the site name and you are done with that site for this reporting round.
3. For each site you are reporting on, click the **down arrow** to the right of the site name and then on **Edit** and make sure the information about the site is accurate. After editing make sure to click **Continue to Review** or the edited information will not be saved.
4. Once the site information is accurate, click on a site, then on **Enter APR Data**. (You can also click on the little Menu button on the upper left and click on a site, then the category you want to report on.) The Activities screen will come up for that site. Get your printout from EZ Reports. On the first page for each school, Activities will be listed. For each activity that is listed, locate the button for that activity and click on it. You can ignore any activities not listed on the EZ Reports printout.
5. When you are finished with Activities, click on the button for the next category in the upper right hand corner at the top of the screen and it will take you to Staffing. Be sure your staffing report includes everyone who regularly worked the program (not substitutes). Sometimes people leave volunteers and other helpers off the EZ Reports staffing list, but they need to be reported as well. If you know there were others, add them in the appropriate categories.

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6. When you are finished with Staffing, click on the next button for Participation. Again, follow your EZ Reports printout, which will include everything that was put in. If there is a category you do not have information for and cannot get it in a timely fashion, click the Data Not Provided button for that category.
  7. For summer reporting, that is it. Outcomes are only reported for students who were 30 days or more in the program, which is rare in summer school, and Teacher Surveys are not required for summer anyway.

If you have any questions, email [Kathy Kollasch](mailto:kathy.kollasch@ode.state.or.us) or call 503-435-9477.

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### *Records Retention*

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Sub-grantees are required to maintain all:

- Financial Records: (1) the amount of funds under the sub-award, (2) how the sub-grantee used those funds, (3) the total cost of each program, (4) the total match/in-kind cost of each program, and (5) other records to facilitate an effective audit.
- Project Experience Records: (1) the results of grant goals and objectives, (2) State & Federal Annual Reports, (3) monitoring reports, (4) evaluation reports, and (5) other records to facilitate an effective audit.

While 2 C.F.R §200.333 states that all sub-grant related records must be retained for 3 years after the award cycle expires, the statute of limitations is five years after the award cycle expires. Therefore, in Oregon, the requirement is that all 21<sup>st</sup> CCLC sub-grantees must retain the records described above for five years after the award cycle expires.

The retention period for the records begins on the day that sub-grantees submit final expenditure reports to ODE. It is to be noted that the right of access to records remains for as long as the records are retained. It is also to be noted that if any litigation, claim or audit is started before the end of the five year period, the records shall be retained until all litigation, claim or audit findings have been resolved and final action taken.

All records for contractors compensated with 21<sup>st</sup> CCLC funds must be retained following the same procedures listed in the preceding paragraph. This includes retaining purchase orders, invoices, receipts and any and all documentation supporting expenditures associated with the implementation of the grant award services. For further guidance pertaining to this requirement, please see 2 C.F.R §200.333.

When establishing storage locations and records access protocols, the sub-grantee must inform the ODE 21<sup>st</sup> CCLC Education Specialist in writing as to who the designated custodian of the records is and where and how the records may be accessed should the sub-grantee be subject to an audit, monitoring, or other authorized investigation.

**What this means for you:** You must keep all your program documents for five years after your grant closes. You must also inform ODE in writing who is the custodian of the records and where they are located.

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## Equipment

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Per EDGAR, 2 C.F.R §200.33 *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

All equipment costs acquired with 21<sup>st</sup> CCLC grant funds must retain property records and be identifiable with 21<sup>st</sup> CCLC property and records for equipment must be retained for 5 years after the grant ends.

Per EDGAR, 2 C.F.R. §200.313 (c) (i) and (ii); if the program continues once grant funds cease, the program may continue to use the equipment that was previously acquired. If the equipment is no longer needed they must offer to transfer 21<sup>st</sup> CCLC equipment/capital outlay items to other programs or projects currently or previously supported by Federal funds, such as other 21<sup>st</sup> CCLC programs located within the district/area of the current grant first and then to other federal educational programs such as Title I.

***If no Federal program accepts the equipment,*** disposition of the equipment must be made as follows: Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to ODE. Items over \$5,000 require approval from the 21<sup>st</sup> CCLC Education Specialist prior to disposal and procedures outlined in 2 C.F.R §200.313 will be followed. ODE will provide written approval/denial of the equipment disposition request within 30 days after receipt of request.

**What this means for you:** Any equipment with a value of \$5,000 or greater must be reported to ODE and the disposition status approved prior to action taken.

Equipment Inventory and Disposition Records: Below is the required Inventory and Disposition Records regarding equipment including computer hardware and software, with a current per-unit fair market value of more than \$250 individually or cumulative value or greater (regardless of original cost):

Copy and paste the information below into a document and keep with your records. You do not need to send this form to ODE unless requested.

Equipment			All tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$_____						
Serial/ID Number	Item Description	Item Location	Purchase Price	Purchase Date	Percentage of 21 <sup>st</sup> CCLC funds used for purchase	Current Per Unit Fair Market Value	Condition: Good, Fair, Poor	Disposition Status: Retain, Sold, Etc.	If transferred: Organization & Location Transferred To



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## *Supplies*

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Supplies (2 C.F.R. §200.94): All tangible personal property other than those described in equipment and/or a computing device is a supply if the acquisition cost is less than \$250.

If there is residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon the termination or completion of the project or program and the supplies are not needed for any other Federal award, the non-Federal entity must retain the supplies for use on other activities or sell them, but must, in either case, compensate the Federal government for its share. (2 C.F.R. §200.314 (a))

***What this means for you: Any supplies with an aggregated value of \$5,000 or greater must be reported to ODE and the disposition status approved prior to action taken.***

Below is the required Supply Inventory and Disposition Records. Copy and paste the information below into a document and keep with your records. You do not need to send this form to ODE unless requested.

Serial/ ID Number	Item Description	Item Location	Purchase Price	Purchase Date	Percentage of 21 <sup>st</sup> CCLC Funds Used for Purchase	Current Per Unit Fair Market Value	Condition: Good, Fair, Poor	Disposition Status: Retain, Sold, Etc. (If sold indicate date and amount sold for)	If Transferred: Organization & Location Transferred To

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## *Post-Closeout Adjustments and Continuing Responsibilities*

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The termination or closing of the Federal award does not affect any of the following: 1) ODE’s right to disallow costs and recover funds on the basis of a later audit or other review; 2) the sub-grantee’s obligation to return any funds due as a result of later refunds, corrections, or other transactions; 3) audit requirements; 4) the sub-grantees obligation to manage and dispose of property; 5) records retention as required by ODE; 6) the sub-grantees responsibility to complete all federal reporting requirements. (2 C.F.R. §200.314 (a))

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## *Final Closeout*

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ODE will close out a grant when it determines that all applicable administrative actions and all required work of the sub-grantee have been completed. Ten percent of (10%) of the fifth year grant funding will be held until all close-out requirements are completed.

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## *Grant Closeout Checklist*

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The following are items to consider tracking when you are planning for or are in the process of closing out your 21<sup>st</sup> CCLC program grant award. This is not all inclusive, and some items may not apply to your particular situation. Additional actions unique to your situation may also need to occur.

1. Notify the following persons, in writing, of your program's closing:
  - School district officials;
  - Your staff;
  - Your partners;
  - Parents/Families/Legal guardians and their students;
  - Governing authorities/board; and
  - Any other program stakeholders.
2. Notify families of other possible programs including contact information, if appropriate and available.
3. Develop a comprehensive action timeline for your closeout procedures to occur. The timeline should detail the roles and responsibilities of all impacted individuals and include due dates.
4. Properly close out all vendor contracts and finalize all payment requirements so that nothing remains due or in question.
5. Take appropriate action on all pending invoices to ensure complete payment for goods and services delivered.
6. Notify transportation providers, Child Nutrition, etc.
7. Update website and social media.
8. Finalize any outstanding monitoring review corrective actions.
9. Submit your final reports as required by ODE.
10. Update Equipment and Supply Inventory and Disposition Records.
11. Make arrangements to retain all records associated with this grant for 5 years.