2013-2014 Grant Accountability Dates

September 28, 2013	Grants Management - Completion Report for FY13 Due
January 24, 2014	Summary of Classes Report Due
April 2, 2014	Last day for Amendments Due
June 6, 2014	Grants Management - Renewal Application Due
June 27, 2014	Summary of Classes Report Due
August 8, 2014	PPICS – Annual Performance Report (APR) for FY14 Due
August 8, 2014	Site Evaluation Report for FY14 Due
August 8, 2014	Student Attendance Database for FY14 Due
September 28, 2014	Grants Management - Completion Report for FY14 Due

Profile and Performance Information Collection System (PPICS)

Annual Performance Report (APR) - yearly
Learning Point Associates (LPA) has been selected by the U.S. Department of Education to design, deploy and maintain a Web-based data collection system to capture information regarding 21st CCLC programs. The purpose of entering data on the PPICS system, including the **Annual Performance Report (APR)** and **Grantee Profile** modules, is to keep your site in compliance with federal reporting requirements. The data also supports evaluation, sustainability, continuous improvement and compliance monitoring.

ADE 21st CCLC Office - *submit to assigned Education Program Specialist*

Site Evaluation Report - yearly
The evaluation report serves as a periodic evaluation for grantees to assess their progress toward achieving their goals of providing high quality opportunities for academic enrichment. In addition, grantees should use their results to strengthen program or activities, and to refine performance measures. Results should be made available to the public upon request.

Student Attendance Database - yearly
This requirement will necessitate grantees to submit a data base to the Arizona Department of Education which includes the SAIS ID and number of days attended. This will be required for ***all students who participated at least one day in the program***. Data will be used for State Level Evaluation and for cross reference of the Annual Performance Report.

Summary of Classes Offered Report – twice a year
This spreadsheet provides ADE staff with a snapshot of what classes are being offered and the number of students that are being served. It enables ADE staff to provide technical assistance throughout the year to grantees that may need additional guidance instead of waiting to receive data at the end of the year in the APR.

Grant Management Enterprise (GME) System -Through this system, you will report:

Amendments (both budgetary and programmatic) - as needed
An amendment is a request for a change in the original grant application. It can be for a fiscal change or a programmatic change or both. In general terms, amendments **must** honor the original integrity and intent of the awarded grant proposal. Last day to submit amendments is early April. (Check with GME for exact date)

Cash Management Reports - monthly ongoing
This is a report used to submit required information showing the amount of federal project monies on hand on the report date. A **monthly** report is required for all federal projects and all budget totals, and must be submitted the 1st through the 18th of every month.

Completion Report - yearly
This is a **yearly** report of the actual expenditures for a grant/project and is required for all grants/projects.

Renewal Application - yearly
This application provides user access to enter and submit *minor* changes in the grant from year to year operation. This can include programmatic changes and budgetary changes but **must** honor the original integrity and intent of the awarded grant proposal. This application asks for some performance data to determine if full funding is to be awarded in the next school year cycle. In addition, this allows the applicant to access payments in accordance with the schedule requested.