NITA M. LOWEY 21ST CENTURY COMMUNITY LEARNING CENTERS

End of Grant Year Tips and Reminders – Spring 2023

Nita M. Lowey 21st Century Community Learning Centers

End of Grant Year Tips and Reminders

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

Contents

The Nita M. Lowey 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/

Grant Year Close Out Checklist

! This checklist was created to guide you through all of the steps of closing out the 21st CCLC year. This is only a tool and not a required document to submit.

END OF YEAR REQUIREMENTS:

☐ Fiscal Information/Reminders
- ☐ Completed all Grant Application Revisions before due date.
- ☐ Submitted all Reimbursement Requests before due date.
- ☐ Will submit Completion Report by September due date.

☐ Continuing Application
- ☐ Completed Continuing Application by due date. Continuing Application guidance can be found under the Fiscal Reporting drop down here.

☐ Completed the Self-Assessment and General Statement of Assurance in GME before due date.

☐ Programmatic Reporting
- ☐ Completed Spring Summary of Classes in EMAC before due date.
  - a. Guidance and training videos can be found on our EMAC tab here.
- ☐ Completed Site Evaluation Report in EMAC before due date.
  - a. Guidance and training videos can be found on our EMAC tab here.
- ☐ Completed Process forms of Annual Performance Report (APR) in 21st CCLC APR system before due date.
  - a. Guidance and training videos can be found on our APR tab here.
- ☐ Will complete and submit APR Student Data reporting in APR system for all required Outcomes data by due date.
  - a. Guidance and training videos can be found on our APR tab here.
- ☐ Completed all AzEDS Student Attendance Reporting by confirming all data was complete and accurate in the AzEDS Portal by due date.
  - a. FAQs and information in how to review reports in the AzEDS Portal can be found on our Attendance FAQs here.

06/01/2023	**Revisions FY23- Last Day for Revisions**	*Submit to GME*
06/02/2023	**Continuing Application FY24**	*Submit to GME*
06/02/2023	**Spring 2023 Student Attendance in AzEDS**	*Confirm Spring 2023 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)*
06/02/2023	**Summary of Classes (II) 2022-2023**	*Submit to EMAC*
06/16/2023	**Site Evaluation Report 2022-2023**	*Submit to EMAC*
06/16/2023	**APR *Summer and Academic* Term 2022-2023 -- Process Evaluation tabs**	*Submit in 21st CCLC APR Data Reporting System*
09/15/2023	**APR *Summer and Academic* Term 2022-2023 – Outcome Data Reporting**	*Submit in 21st CCLC APR Data Reporting System*
09/30/2023	**Completion Report FY23**	*Submit to GME*

Calendar Color	Definition
RED	End of Year Reporting. Must be submitted on or before due dates to maintain substantial compliance. FAILURE TO SUBMIT ON OR BEFORE DUE DATES AS CONTRACTUALLY OBLIGATED WILL RESULT IN OUT OF COMPLIANCE STATUS which may result in reduction or termination of funds.
YELLOW	Required documentation that must be submitted on or before due dates to maintain compliance.

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

Updated 3-6-23

1. FISCAL INFORMATION

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

Here are important deadlines for the close out of 21st CCLC grant for Fiscal/Grants Management reporting:

GRANT APPLICATION REVISIONS

The ADE 21st CCLC Unit deadline for submission of current grant application Revisions to ADE is 06/1/2023. Please contact your Assigned ADE 21st CCLC Education Program Specialist if you have any questions about allowability of Revisions and for technical assistance.

REIMBURSEMENT REQUESTS

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

COMPLETION REPORTS

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

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

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

ADE Accounting Responsibilities
- ☐ 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 VIEW APPLICATIONS to access the Grants Management Enterprise System
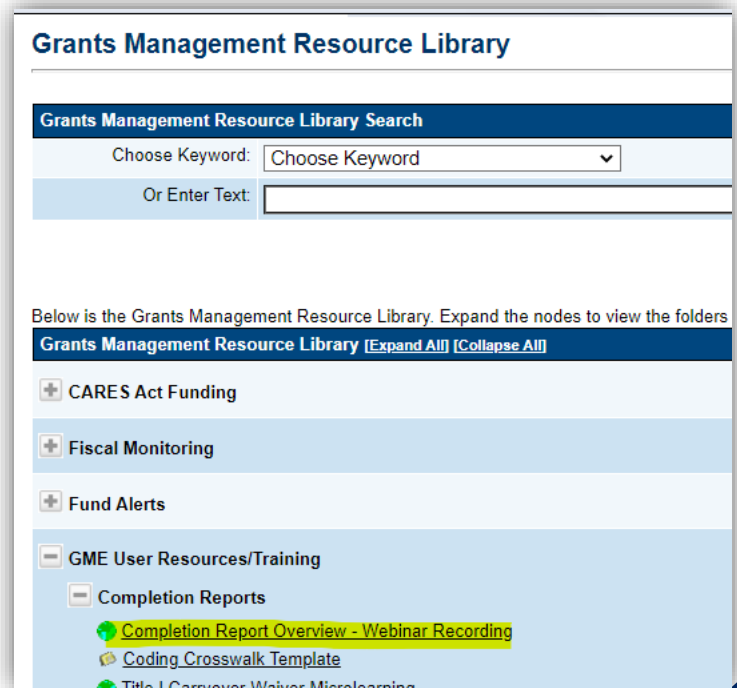→ Click on GRANTS MANAGEMENT.
→ Click on "Grants Management Resource Library" in the list of links on the left-hand side of the page.
Scroll down to GME User Resources/Training
→ Select the "+" symbol to expand the list, then
→ Select the "+" symbol again for Completion Reports.
Open the document titled Completion Report Overview Webinar Recording

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

2. CONTINUING APPLICATION

The ADE 21st CCLC Unit deadline for submission of next year's Continuing grant application can be found on the 21st CCLC website at http://www.azed.gov/21stcclc/required-reporting/ then go to the Fiscal Reporting dropdown tab for:

- o Updated Continuing Application guidance and a Word version of the Continuing 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 Please note: Budgets must include funds for $150 registration fee to attend the FY24 Title IV A-B Symposium: Engage-Inspire-Support in September 2023 for all site leaders including principal, coordinator and when applicable, district director. Symposium will be offered in a Virtual format.
- o All continuing sites must upload the FY24 Affirmation of Consultation (AOC) form by September 30th. For assistance in completing the document, please consult your internal Federal Programs Directors because they are familiar with the form and its new procedures.
    - Federal Programs Directors will be required to upload the completed AOC form into EMAC by September 30th.
    - 21st CCLC Directors/Coordinators must secure a copy of the completed AOC and upload it into the Grants Management System as part of the FY24 continuing application by September 30th.
    - The AOC form is located at https://www.azed.gov/titlei/privateschools under the "FY24 Required Documentation" tab.

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

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3. SELF-ASSESSMENT AND GENERAL STATEMENT OF ASSURANCE

To apply for funding or to draw down approved funds, LEAs must complete two submission requirements in the Grants Management Enterprise (GME) system prior to the beginning of each fiscal year. Both requirements must be met to prevent a Global Hold (withholding of funds).

The submission requirements:

1. Complete Self-Assessment

a. The Self-Assessment link is found on the Entity Information page in GME.

b. The user role required is LEA Self-Assessment Update or LEA Business Manager. Either role can start, fill out and submit the Self-Assessment.

c. The Self-Assessment responses should be based on current data related to each question/statement.

d. The Self-Assessment must be submitted before an LEA will be able to submit the General Statement of Assurance within GME.

2. Complete General Statement of Assurances (GSA)

a. The General Statement of Assurance link is found on the Entity Information page in GME.

b. The user roles required are LEA General Statement of Assurances Update (this role can start, fill out, and complete the draft) and LEA Entity Authorized Signer (this role can approve & submit the GSA).

c. The GSA can be moved into Draft Started status but cannot be submitted in GME until the Self-Assessment has first been submitted.

The Self-Assessment and the General Statement of Assurance for next Fiscal Year's applications must be submitted no later than March 1 to ensure there is no impact to next year's funding.

Districts are strongly encouraged to submit these annual materials early to avoid impacting the final approval of their Funding Applications.

Updated 3-6-23

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 submit a request at ADE Help Desk.

4. PROGRAMMATIC REPORTING

Important Reminder: Collect all mandatory reporting information from your staff before they leave at the end of May. This ensures that you will have necessary data and information to submit complete and accurate reports by the reporting due dates.

⚠ **All required documentation (including reports and continuing application) must be submitted on or before due dates to maintain substantial compliance. Due dates may be found on the Reporting Calendar. Failure to submit by the due dates will move your grant to "Out of Compliance" status which may impact continued funding.**

☐ **Spring Summary of Classes- For updated reporting guidance and deadlines,** see the Required Reporting page of the website www.azed.gov/21stCCLC.
  - Complete this second Summary of Classes report in EMAC.
    - o Remember, this Summary of Classes report should include Spring 2023 activities and cumulative totals for regular attendees and total days open, meaning Summer → Spring.
  - Find guidance on completing the Summary of Classes on the EMAC tab of our website under 21st CCLC Summary of Classes Report Guidance (FY23) for EMAC Users.
  - If you have additional questions, view the updated module related to this report that will provide insight into how to complete fully. The module can be found under the Professional Development page of our website under the 21st CCLC Training Modules tab.

☐ **Site Evaluation Report- For updated reporting guidance and deadlines,** see the Required Reporting page of the website www.azed.gov/21stCCLC.
  - Find guidance for this report on the EMAC tab on the Required Reporting page of our website.
  - Your Assigned Education Program Specialist will review your narrative responses and reach out with any questions.
  - The Objectives and Continuous Improvement Section *should be* completed in full.
    - o If you have any concerns about measuring your objectives, reach out to your Assigned Education Program Specialist **PRIOR to submitting the report.**
    - o Continuous Improvement Questions should be completed with thoughtful answers that provide insight to others reading it where successes and struggles occurred.

☐ **Annual Performance Report (APR)- For updated reporting guidance and deadlines,** see the <mark>Required Reporting</mark> page of the website www.azed.gov/21stCCLC.

  o All APR related materials, includes guidance and templates are under the Annual Performance Report dropdown available here.

  o The APR Reporting Guide v 2.0 was released in December 2022 and includes detailed information about each data element included in the APR and ideas and tips for how to collect and calculate data prior to data entry into the 21st CCLC APR Data Reporting System, our system for 21st CCLC APR Data.

    ▪ NOTE: **Teacher Survey data collection should take place PRIOR to the end of the school year before staff leaves.**

      ➔ Remember that **Teacher Surveys are completed for ALL students** who attended the program in **grades 1-5**.

Reminder- The APR relies on attendance data submitted by sites to populate the Participation section of the APR. Additionally, this attendance data will be used to provide Student Data lists for Outcomes reporting. **This means you need to complete your student attendance prior to confirming the Outcomes to ensure alignment.**

Thank you in advance for completing your 21st CCLC required reporting on time.

    Early submissions of reports are always welcome.

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.

☐ **IMPORTANT:**
- This attendance should be entered in full, uploaded to AzEDS, and checked for accuracy by the due date for all attendance that occurred during the 22-23 program year (including Summer 2022, Fall 2022, and Spring 2023 attendance).
- Be mindful that ALL attendance should be complete and accurate by this date, because attendance in AzEDS must be aligned to the data reported on the Student Data/Outcomes section of the federal Annual Performance Report (APR).
- Earlier completion of the AzEDS reporting is strongly recommended.

☐ **Summer 2023:** Summer attendance is required. Check with your SIS vendor to confirm the process for entering Summer attendance. Many vendors have made allowances for 21st CCLC attendance so that it can be entered in real time but the attendance will report for the following year. Some may require attendance to be back entered.

If you have further questions, please send them to the 21stCCLC.DataInbox@azed.gov and look for the responses under the Student Attendance & SIS FAQ's page.

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

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6. PROFESSIONAL DEVELOPMENT REQUIREMENTS

21st CCLC grant leadership (program district directors, site coordinators and site principals) are required to participate in annual Professional Development (PD) to support the ongoing growth and development of their 21st CCLC programs.

✓ Information documenting compliance for *2022-2023* is entered in the **Site Evaluation** reports.

For the Program Year 2022-2023:

1) All 21st CCLC (NEW and CONTINUING) Principals, Site Coordinators and 21st CCLC Directors (if applicable) were **required** to register and attend the Virtual Title IV-A & B (21st CCLC) "Building Better Tomorrows" Symposium to meet the 21st CCLC Professional Development requirement.

2) All **NEW** 21st CCLC Principal, Site Coordinators(s), and 21st CCLC Director(s) (if applicable) must participate in the 21st CCLC Grant Leadership Orientation (GLO) training to understand grant requirements and regulations. This orientation was accessible during Phase III of new applications in spring 2022, through an online module housed on our website, and during the 2022 Summer Symposium.

Any exceptions to the PD requirements stated above must have been approved by your Assigned Education Program Specialist.

7. PLANNING AHEAD: SUMMER 2023

Some considerations for leaders as you plan your Summer 2023 programs:

1- Confirm the length of your required summer program as Cycle 18 is part of the updated Summer minimum requirements: 4 weeks x 4 days per week x 4 hours per day
   a. Note: If your district is observing the Juneteenth holiday and is required to meet this minimum, you will need to make up the additional day to complete the full 16 days of programming.
2- Ensure you have a plan and structure in place to collect all necessary data to be able to report on Summer 2023, especially on the Summary of Classes report. The Summary of Classes II Training went into detail on considerations for summer reporting down the road.
3- Ensure you are meeting the Family Engagement requirement of ongoing Family Engagement offerings. Some activity ideas for summer can be found on the Family Engagement section of our website here.