2024 END OF GRANT YEAR TIPS & REMINDERS

Nita M. Lowey 21st Century Community Learning Centers (21st CCLC)

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Contents

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.

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.

END OF YEAR REQUIREMENTS:

o Fiscal Information/Reminders
  o Completed all Grant Application Revisions before due date.
  o Submitted all Reimbursement Requests before due date.
  o Will submit Completion Report by September due date.
o Continuing Application
  o Completed Continuing Application by due date. Continuing Application guidance can be found under the Fiscal Reporting tab [here](#).
o Completed *Self-Assessment and General Statement of Assurance* in GME before due date.

o Programmatic Reporting
  o Completed Spring Summary of Classes in EMAC before due date.
    Guidance and training videos can be found on our EMAC tab [here](#).
  o Completed Site Evaluation Report in EMAC before due date.
    Guidance and training videos can be found on our EMAC tab [here](#).
  o Completed Process forms of Annual Performance Report (APR) in 21ˢᵗ CCLC APR system before due date.
    Guidance and training videos can be found on our APR tab [here](#).
  o Will complete and submit APR Student Data reporting in APR system for all required Outcomes data by due date. Available for data entry starting July 16, 2024.
    Guidance and training videos can be found on our APR tab [here](#).
  o Completed all AzEDS Student Attendance Reporting by confirming all data was complete and accurate in the AzEDS Portal by due date.
    [Attendance Guidance](#) can be found on our APR tab.

5/29/2024	Continuing Application FY25	Submit to GME
6/3/2024	Revisions FY24- Last Day for Revisions	Submit to GME
6/5/2024	Spring 2024 Student Attendance in AzEDS	Confirm Spring 2024 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
6/5/2024	Summary of Classes (II) 2023-2024	Submit via EMAC
6/12/2024	Site Evaluation Report 2023-2024	Submit via EMAC
6/19/2024	APR *Summer and Academic* Term 2023-2024 – Process Data Reporting	Submit in 21ˢᵗ CCLC APR Data Reporting System
9/11/2024	APR *Summer and Academic* Term 2023-2024 – Outcome Data Reporting	Submit in 21ˢᵗ CCLC APR Data Reporting System
9/28/2024	Completion Report FY24	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.
COPPER	Required documentation that must be submitted on or before due dates to maintain compliance.

Refer to updated reporting guidance and deadlines from the Required Reporting page:
https://www.azed.gov/21stcclc/required-reporting

1. FISCAL INFORMATION

Please review and then forward the information below 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 06/03/2024. 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
- o Submits Completion Reports within 90-day closeout period.
- o Provides accurate and complete information on each Report.

ADE Grants Management Responsibilities
- o Provides training on submitting Completion Reports*
- o Reaches out to Districts that have not submitted Completion Report

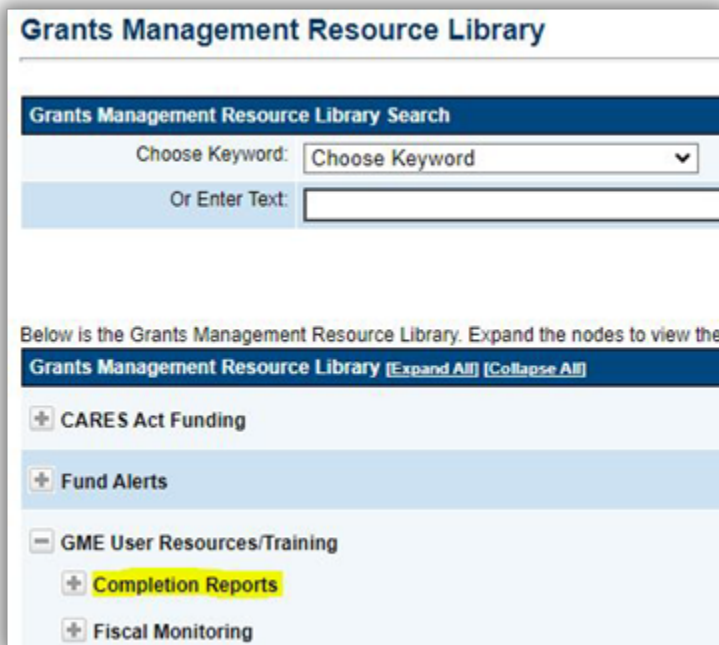Following Completion Report Submission by District:
- Reviews and approves submitted Completion Reports or
- Initiates Completion Report revisions, if needed.

ADE Accounting Responsibilities
- Processes payment or refund

Please keep in mind that 21ˢᵗ CCLC funds are not allowed to be carried over from one fiscal year to the next.

* **Please refer to the *Home page in GME for Completion Reports* resources and upcoming training sessions.** To find the *Completion Reports* resources online: Go to the Arizona Department of Education home page at: www.azed.gov

Grants Management Resource Library

Grants Management Resource Library Search

Choose Keyword: Choose Keyword ⌄

Or Enter Text:

Below is the Grants Management Resource Library. Expand the nodes to view the

Grants Management Resource Library [Expand All] [Collapse All]

+ CARES Act Funding

+ Fund Alerts

− GME User Resources/Training

 + Completion Reports

 + Fiscal Monitoring

- **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.

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

2. 21ˢᵗ CCLC CONTINUING APPLICATION

The ADE 21ˢᵗ CCLC Unit deadline for submission of next year's Continuing Application is May 29, 2024. Resources to complete the Continuing Application can be found on the 21ˢᵗ CCLC website at: http://www.azed.gov/21stcclc/required-reporting/ then go to the **Fiscal Reporting** drop down tab.

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 Budget will include costs for the REQUIRED annual professional development for the Principal and Site Program Coordinator(s). Example: Registration fees for the Site Coordinator and Principal to attend the REQURIED 21st CCLC Professional Development Event @$200 per attendee = $400.
o Utilizing object code 6885 for internal district services such as: print shop, student transportation or childcare will require an ADE approved Cost Allocation Plan to be on file. Otherwise, the use of this object code will not be permitted.
o All continuing sites must upload an Affirmation of Consultation (AOC) or Notification of Intent to Participate (NIP) form when applying for the 21ˢᵗ CCLC grant. When applying for a NEW 21ˢᵗ CCLC grant, schools must submit an initial Affirmation of Consultation form. Since the school was awarded, the District should include the 21ˢᵗ CCLC Title IV-B program along with its other federal programs when completing subsequent annual private school consultation for the duration of the 21ˢᵗ CCLC grant award. The latest Notification of Intent to Participate (NIP) form is located at: https://www.azed.gov/titlei/privateschools under the, "FY25 Required Documentation" tab.
    o For assistance in completing the NIP document, please consult with your internal Federal Programs Directors because they are familiar with the form and its procedures. The form must be completed and uploaded into the site's Related Documents (School/Site Level) in GME with your FY25 Continuing Application.

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 Grants Management Enterprise (GME) 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.

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.

Spring Summary of Classes (SOC)- For updated reporting guidance and deadlines, see the Required Reporting page of the website [Required Reporting | Arizona Department of Education (azed.gov)](#)

- Complete the Summary of Classes report in EMAC.
    - Remember, this Summary of Classes report should include Spring 2024 activities and cumulative totals for regular attendees and total days open, meaning Summer, Fall, Spring.
    - Find guidance on completing the Summary of Classes on the EMAC tab of our website: [21st CCLC Summary of Classes Report Guidance for EMAC Users](#)
    - View the 21st CCLC Summary of Classes (SOC) in [EMAC Training Module](#)

Site Evaluation Report- For updated reporting guidance and deadlines, see the Required Reporting page of the website [Required Reporting | Arizona Department of Education (azed.gov)](#)

- Find guidance for this report on the EMAC tab of our website. (Available after 4/17/24)
    - 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.
        - If you have any concerns about measuring your objectives, reach out to your assigned Education Program Specialist **PRIOR to submitting the report.**
        - 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 Required Reporting page of the website Required Reporting | Arizona Department of Education (azed.gov)

- All APR related materials, includes guidance and templates are under the Annual Performance Report Other tab or available here.
- The APR Guide for Reporting v3.0 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.

NOTE:
Teacher Surveys are completed for ALL students who attended the program in **grades 1-5**.
- **Teacher Survey data collection should take place PRIOR to the end of the school year before staff leaves.**
- **Teacher Survey data should also be entered into the Student Information System (SIS) PRIOR to the end of the school year.**
In School Suspension (ISS) Data will need to be entered into the 21APR system for the 2023-2024 program year.
- **21st CCLC recommends that ISS Data be entered into the SIS to establish prior year data for the 2024-2025 program year.**

REMINDER: The APR relies on attendance data submitted by subgrantees to populate the Participation section of the APR. This attendance data will be used to provide Student Data lists for the Outcomes reporting section of the APR. **This means student attendance data needs to be complete PRIOR to confirming the Outcomes reporting section to ensure alignment.**

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 2023-2024 program year (including Summer 2023, Fall 2023, and Spring 2024 attendance).
  - ALL attendance should be complete and accurate by **June 19, 2024**, 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 2024:** 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.

Please send questions to the 21stCCLC.DataInbox@azed.gov.

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

Early Submissions of reports are always welcome.

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 *2023-2024* is entered in the **Site Evaluation** reports.

For the Program Year 2023-2024:

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 "Engage – Inspire - Support" Symposium to meet the 21st CCLC Professional Development requirement.

2. Each site must assure that All FY24 (NEW and CONTINUING) Principal(s), Site Coordinator(s), and 21st CCLC Director(s) (if applicable) participated in at least 5 sessions.

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

7. PLANNING AHEAD: SUMMER 2024

Some considerations for leaders as you plan your Summer 2024 programs:
- Adhere to the 4x4x4 Model = 64 program hours
- Confirm the length of your required summer program:
  - Cycles 16 & 17 are allowed to keep with the summer program hours as specified in the original grant.
  - Cycles 18 & 19 are part of the updated Summer Program minimum requirements of 64 hours.

Note: If your district is observing the Juneteenth holiday and is a Cycle 18 or Cycle 19 site, they are required to meet this minimum. The site will need to make up the additional hours to complete the full 64 hours of programming. Check with your assigned Education Program Specialist for ideas.

- 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.
- For Current Year 5 Sites Only: Ensure you have a plan and structure in place to collect all necessary data to be able to report on Summer 2024, especially on the Summary of Classes report provided via email entitled "From the Director's Desk: 21st CCLC Summer Term Updates" sent on or around February 21st.