

21st CCLC Fifth Year Closeout Training



May 19, 2023

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History Log Note

5th year grantees must note in the CCIP history log the **name, email address, and telephone number** of a person to be considered the primary grant contact after June 30th.

Name

Is this the same person listed as your 21st CCLC Program Manager? If not, have you updated your OEDS information to grant access to ODE systems for final reporting on the grant?

Email Address

Will you have access to this email address through the end of the calendar year for receiving important post-grant communications? If not, have you provided a different address at which we can reach you?

Phone Number

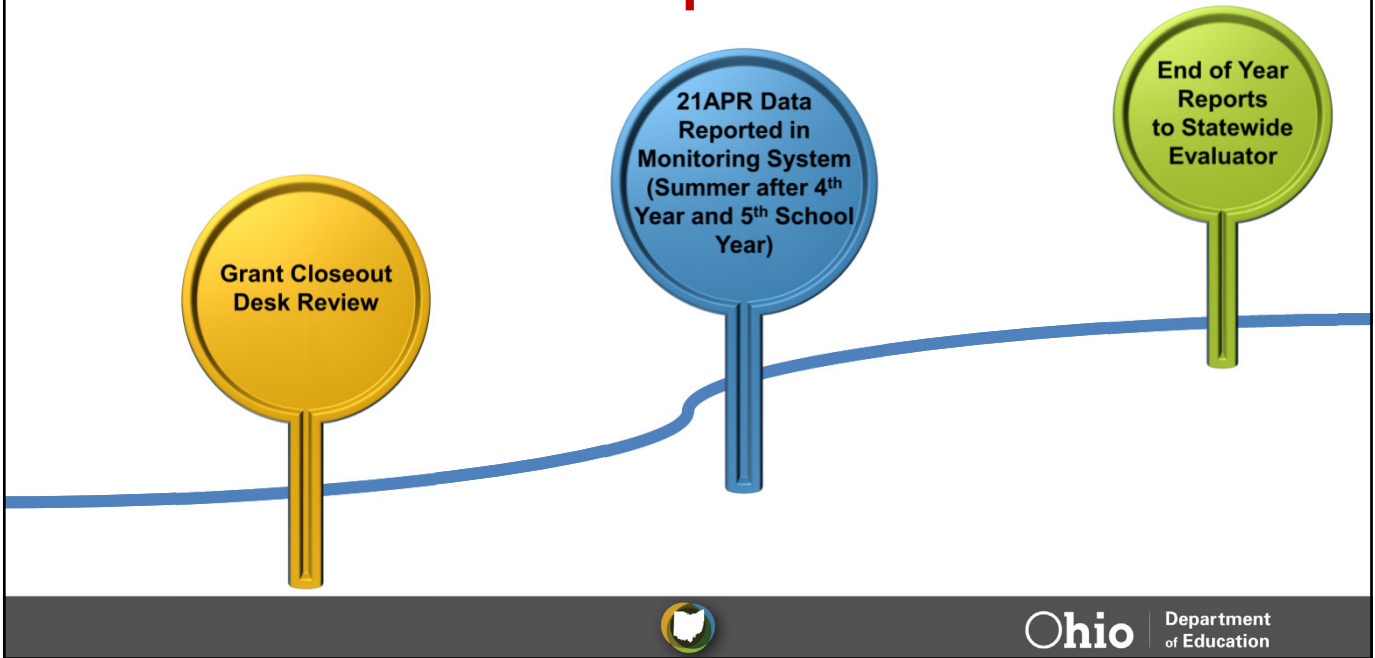
Can you be reached at the phone number provided even after 21st CCLC programming has ended? If not, is there a number at which we can reach you if we have additional questions about your data?



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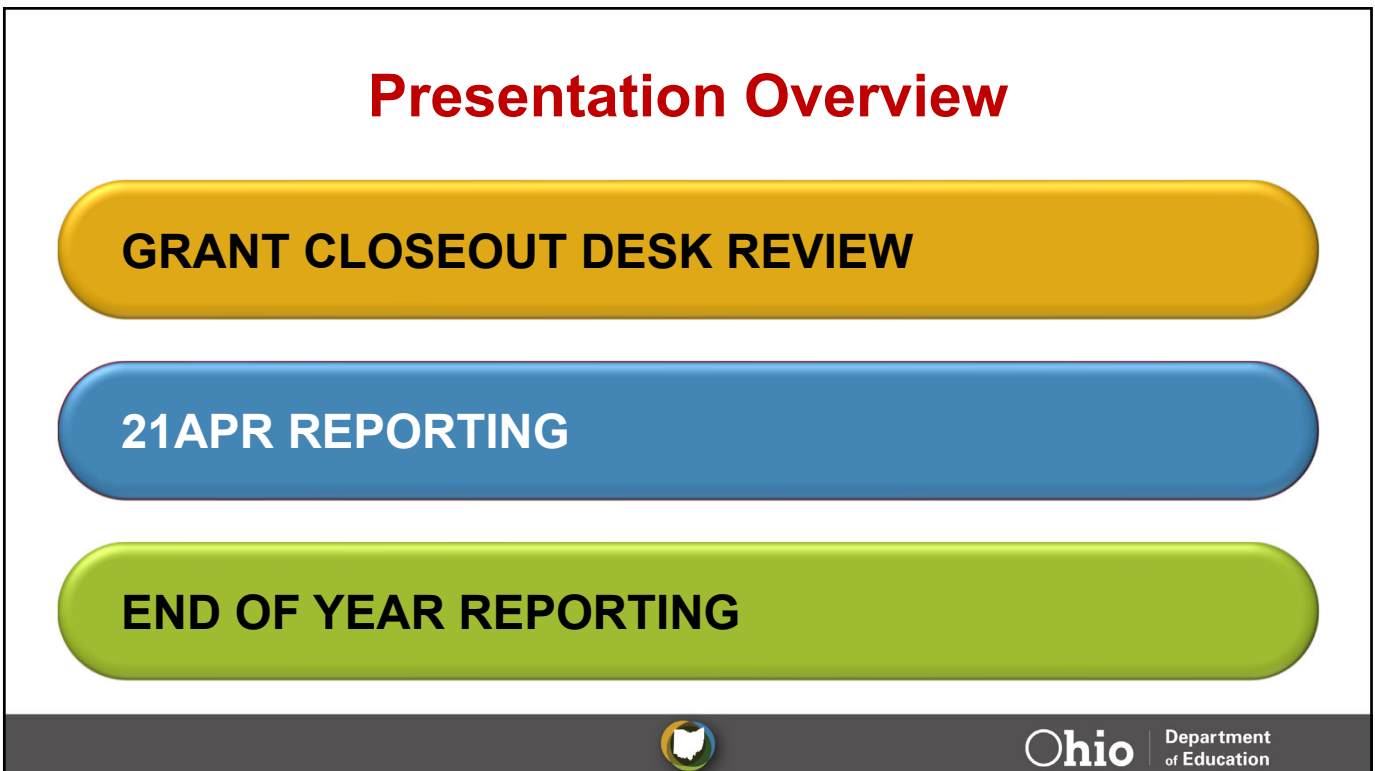
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Year 5 Requirements



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Presentation Overview



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Grant Closeout



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Important Dates for 5th Year Grantees

June 30th:
End of Fiscal Year

September:
21APR Opens for Summer 2022 and 22-23 School Year Activities, Staffing, Participation
Dates TBA

October 6th:
Grant Closeout Fiscal Review Deadline

December 15th:
End of Year Report Deadline



June 15th:
Enter History Log Note Indicating Contact for Remaining Grant Responsibilities

August:
End of Year Report Worksheet Available

September 30th:
FER Deadline

November:
21APR Opens for Summer 2022 and 22-23 School Year Outcomes
Dates TBA

End of Year Report Qualtrics Links sent (Nov 13- Dec 15)



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Grant Closeout Desk Review

Review Grant Closeout Guidelines

Complete Grant Closeout Disposition Form

Prepare and Run Financial Detailed Reports for Two Fiscal Years



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Grant Closeout Guidelines

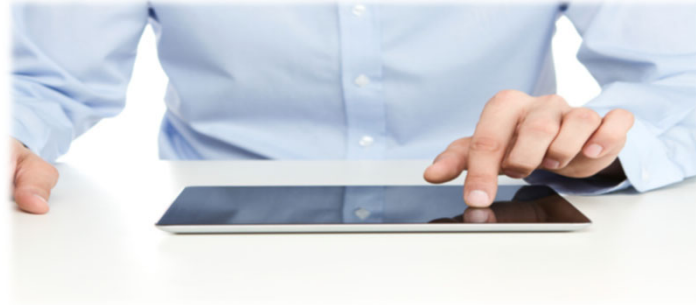
<https://21stcenturylearningcenter.s.files.wordpress.com/2022/06/21st-cclc-grant-closing-guidelines.pdf>



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Accessing Monitoring System



REQUIRED ROLES

- Program Manager – 21st Century Grant;
- Data Entry - Compliance; or
- Data Entry - 21st Century (21APR)



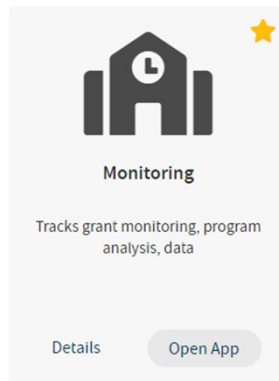
Entering the Monitoring Application

Go to <https://ohid.ohio.gov> to log into your OH|ID account.



Entering the Monitoring Application

Under My Sites & Applications, find and click on the **Monitoring** application



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Entering the Monitoring Application

From the Monitoring Dashboard, ***ensure that you have access to the correct program.***



Select A Program

043802 - Columbus City School District

District IRN

Program Associated To

[Consolidated ESEA Grants](#)

[Grants Management Subrecipient Monitoring](#)

[21st Century Community Learning Centers](#)

[Charter School Program Grant](#)



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Entering the Monitoring Application

Select the District or Organization, then click on **21st Century Community Learning Centers**

Select A Program

043802 - Columbus City School District
District IRN
Program Associated To
Consolidated ESEA Grants
Grants Management Subrecipient Monitoring
21st Century Community Learning Centers
Charter School Program Grant

Select A Program

You are associated to multiple organizations. Please select an organization. ✕

Organization
044339 - Marion City

District IRN
Program Associated To
Consolidated ESEA Grants
Grants Management Subrecipient Monitoring
21st Century Community Learning Centers

#1: Click dropdown menu, as needed

#2



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Entering the Monitoring Application

Under **Basic Search**, type in your **District/Organization name** (if not auto populated) then click **SEARCH**

✓ **Be sure that the Program Period is in FY2023**

Basic Search | Export Results | Bulk Email | Issue Search

Program Period
21st CCLC FY 2023

Organization IRN/Name
010100 - Afterschool All-Stars Columbus (Franklin)

Sponsoring Organization IRN/Name

Results Count
20

Search Reset



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Entering the Monitoring Application

Under **Search Results**, click your District/Organization name listed under **Organization**

Search Results

Returned 1 Results

Organization	Program Period	Number Of Surveys
010100 - Afterschool All-Stars Columbus	21st CCLC FY 2023	1



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Entering the Monitoring Application

Review the **Overview Tab** for the following: *Survey Status*, *Number of Surveys*, *Issues (CAPs)*, *Technical Assistance (TAs)*, and *Utility Counts (Documents, Comments/Communications)*. Confirm information here is correct.

The screenshot shows the 'Overview' tab of the monitoring application. It includes a navigation menu at the top with 'Overview', 'Questions', 'Issue / AP', and 'Technical Assistance'. Below this, there are several sections: 'Status' with a 'Refresh Overview Page' button, 'Consultants' with a 'Name' field, 'Surveys: 1' with a 'Survey Name' field, 'Issues' with a 'Flags' section and 'Total Number: 0', 'Technical Assistance' with a table for 'Name', 'Offer To', 'Offer Date', and 'Title', and 'Utility Counts' with sub-sections for 'Documents', 'Comments/ Communications', and 'Recent Documents/Comments/Communications'.



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Grant Closeout FY23 Survey

Go to Grant Closeout Survey, then click Start Survey

1 of 1 016854 - After-School All-Stars Period: 21st CCLC FY 2023

Overview Questions Issue / AP Technical Assistance Meeting

Survey List

Survey Plan(s)	Started Date	Last Updated	Compliance Status	Completion Status
FY 2023 21stCCLC Monitoring Survey				
FY 2023 21st Grant Closeout Survey				

FY 2023 21st Grant Closeout Survey				
Grant Number	Grant Name	Started Date	End Update	Completion Status
12409	Cleveland Project Soar	05/01/2023	10/13/2023	Start Survey

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Grant Closeout FY23 Survey

1 of 1 043521 - Athens City Period: 21st CCLC FY 2023

Overview Questions Issue / AP Technical Assistance Meeting

Survey List

Survey Plan(s)	Started Date	Last Updated	Compliance Status	Completion Status
FY 2023 21st Grant Closeout Survey				

FY 2023 21st Grant Closeout Survey				
Grant Number	Grant Name	Started Date	End Update	Completion Status
11416	The Plains Elementary Kids on Campus	05/08/2023	05/08/2023	Started  

[Add Grant\(s\)](#)

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Grant Closeout Survey

Upload Evidence for each question

* Question 1

The subgrantee attended the mandatory Grant Closeout Training, on May 19, 2023 OR completed the virtual recording.

Supporting Documentation:

Proof of Attendance - *Survey Monkey Training Confirmation via email*

[Documents](#)
[Comments](#)
[Communication](#)



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Grant Closeout Survey

* Question 2

The subgrantee has allowable expenditures that supported 21st CCLC program objective expenditures, in accordance with federal and state requirements for the purpose of 21st CCLC programming.

Supporting Documentation:

Budget Account Information (BUDLED) or Financial Detailed Report (FINDET) sorted by object code for last two (2) fiscal years; or a Report of all year-end expenditures for Fund 509

[Documents](#)
[Comments](#)
[Communication](#)



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Financial Detailed Report of Actual Expenditures by Object Code (Last 2 years)



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Grant Closeout Survey

Provide local policy NOT list of Inventory

* Question 3

The subgrantee has a current, accurate physical inventory/fixed assets policy in place.

Supporting Documentation:

- Current Physical Inventory/Fixed Assets Policy to include tagging procedures - **regardless if purchased with 21st CCLC grant funds or not. (DO NOT upload your list of inventory purchased)**

0 Documents

0 Comments

0 Communication



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Grant Closeout Survey

Upload completed Disposition Form

<https://21stcenturylearningcenters.files.wordpress.com/2022/06/21st-cclc-grant-closeout-inventory-disposition-form-1.pdf>

* Question 4

The subgrantee maintains a list of equipment and supplies for disposition purposes for acquisition cost of \$5,000 or more, in accordance with EDGAR, CFR 34, Part 80.32.

Supporting Documentation:

Copy of completed Inventory and Disposition Records form (REQUIRED)



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Disposition Form

EachChildOurFuture

**21st Century Community Learning Centers
Inventory Disposition Request Form**

EQUIPMENT: Tangible, non-expendable, personal property having a useful life of more than one year (see page 3 of the 21st CCLC Grant Closing Guidelines document).

List all items with an acquisition cost of \$5,000 or more, or write N/A. Mark the option of how you will dispose.

Item #	Item Description	Item Location	Acquired Date	Original Cost	Responsible Party for Disposal	Current Value	Disposal Method	Disposition Date	Disposition Location	Disposition Status	Disposition Notes

SUPPLIES: Consumed in use, lose their original appearance with use, are expendable, and are inseparable, and lose identity through incorporation into a more complex unit or substance (see page 4 of the 21st CCLC Grant Closing Guidelines document).

List all supply items with an aggregate value of \$5,000 or more, or write N/A. Mark the option of how you will dispose.

Item #	Item Description	Item Location	Acquired Date	Original Cost	Responsible Party for Disposal	Current Value	Disposal Method	Disposition Date	Disposition Location	Disposition Status	Disposition Notes

Disposition Options per Uniform Guidelines: CFR Part 14 and 2 CFR Part 200 Crosswalk & 334 CFR Part 80 Subpart C 80.32 & 80.33, and Subpart D 80.50:

- Retain Equipment if 21st CCLC programming continues to operate;
- Offer to transfer to other program/project currently or previously supported by federal funds; or
- Retain or Sale at Auction (ODE approval required).

21st CCLC Sub-Grantee (Organization) Name -	
Grant Name -	Grant Number -
Responsible Staff Name -	
Signature of Responsible Staff Person	
Contact Telephone Number -	
Email Address -	
Date:	



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Grant Closeout Survey

Will 21st Century Program be Sustained?

* Question 5

The subgrantee implemented their program sustainability plan and will continue to provide after school program services, without 21st CCLC funding.
Supporting Documentation:

- Copy of final program evaluation report that determines the effectiveness of your program and of student achievement over the grant cycle
- The program will be sustained - provide summary that indicate if all four 21st CCLC components (Math, Reading, Youth Development, and Parent/Family Engagement) will be part of programming
- The program will not be sustained - N/A The program will not be sustained, but attached is a final program evaluation report

[Documents](#) [Comments](#) [Communication](#)



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Monitoring Survey Resource

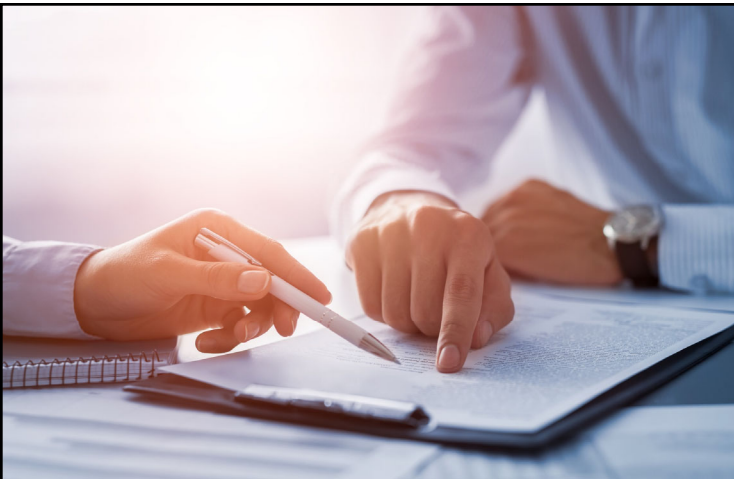
<https://21stcenturylearningcenters.files.wordpress.com/2022/10/fy23-21st-cclc-monitoring-application-training-presentation-slides-2.pdf>



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Whom to Notify



Staff/Parent/Families/Student Participants

Community Partners

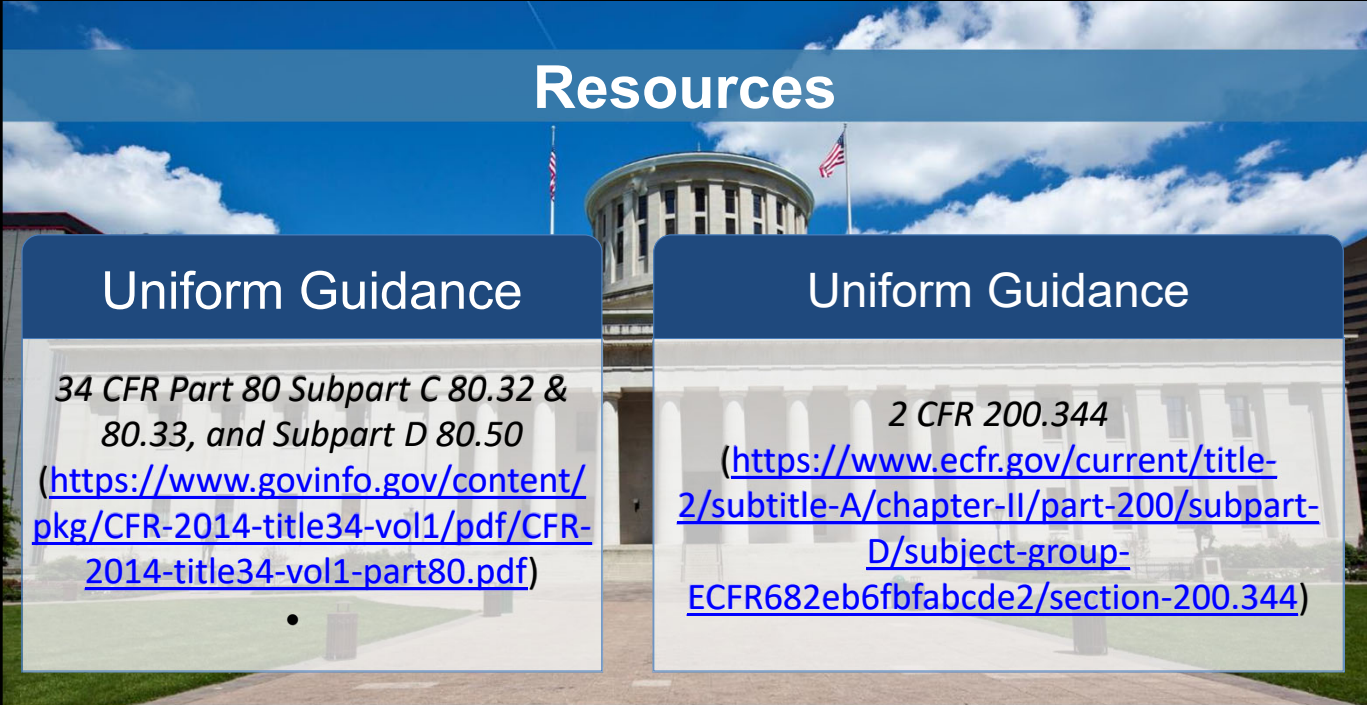
Non-public Schools in the Area

Governing Authority Board(s)

Advisory Groups & Other Stakeholders

Whom to Notify







Resources

Uniform Guidance

34 CFR Part 80 Subpart C 80.32 & 80.33, and Subpart D 80.50
<https://www.govinfo.gov/content/pkg/CFR-2014-title34-vol1/pdf/CFR-2014-title34-vol1-part80.pdf>

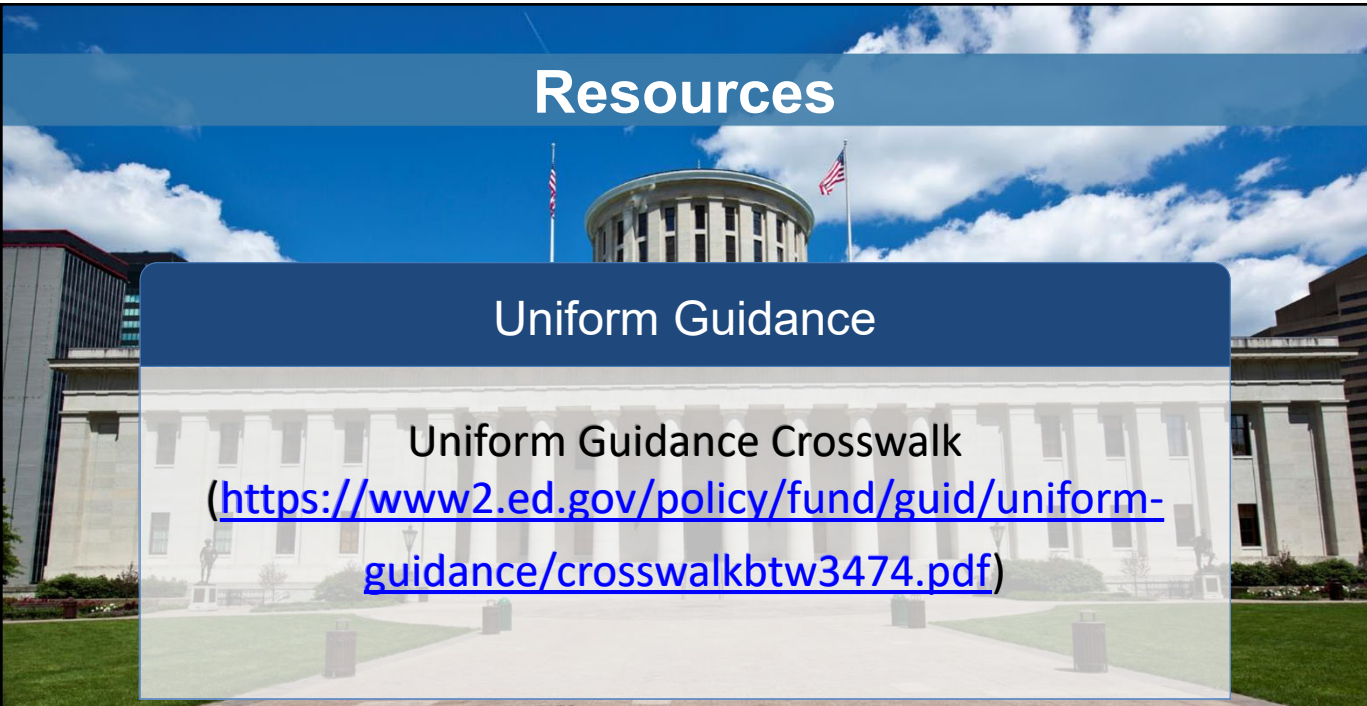
Uniform Guidance

2 CFR 200.344
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbfabcd2/section-200.344>

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Resources


Uniform Guidance

Uniform Guidance Crosswalk
<https://www2.ed.gov/policy/fund/guid/uniform-guidance/crosswalkbtw3474.pdf>






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21APR REPORTING





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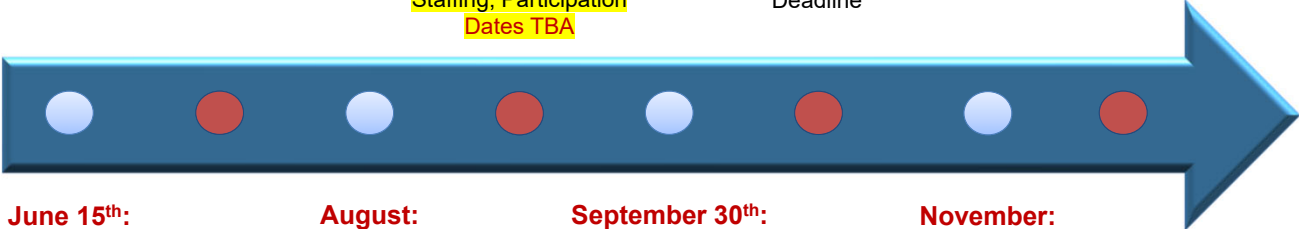
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End of Year Report Qualtrics Links sent (Nov 13- Dec 15)





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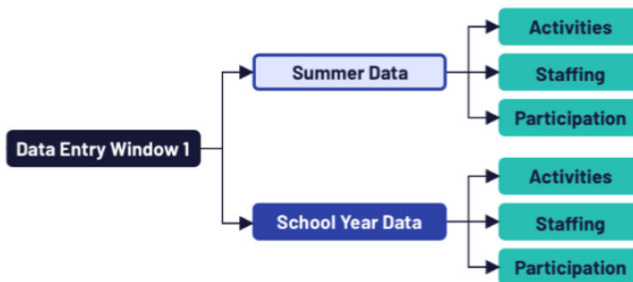
21APR Reporting Requirements

<u>School Year 1*</u> Summer	<u>Reported During SU/SY2</u>
<u>School Year 2</u> Summer	<u>Reported During SU/SY3</u>
<u>School Year 3</u> Summer	<u>Reported During SU/SY4</u>
<u>School Year 4</u> Summer	<u>Reported During SU/SY5</u>
<u>School Year 5</u> Summer	<u>Reported Closeout SU</u>

*Grantee programming begins each year by mid-October – therefore, no summer programming occurs for year 1.



21APR Reporting Windows



Data Entry Window #1

September 1 – October 1 (TBA)

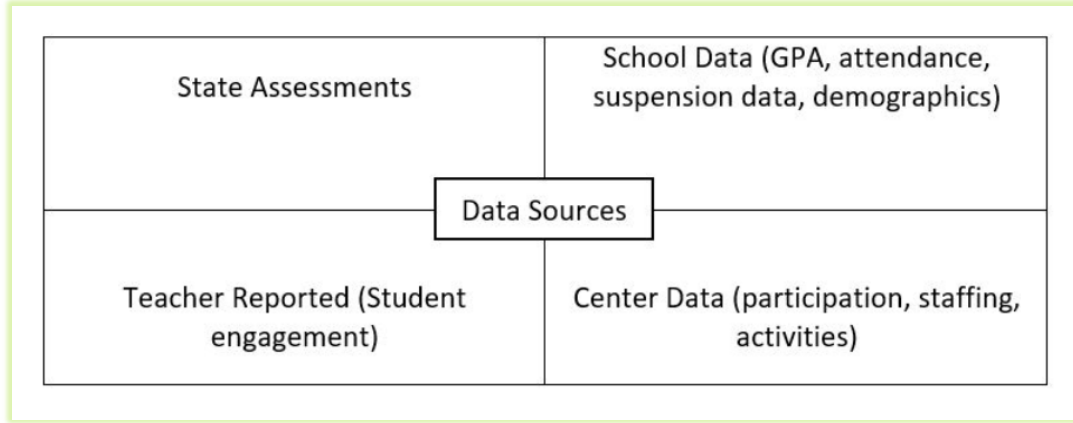
Activities

Staffing

Participation



Data Inventory



21APR Reporting Windows



Data Entry Window #2

November 1 – December 1 (TBA)

Outcomes



Reminder:

GPRA #5 (part of the Outcomes reporting survey) asks the teacher of record for 21st CCLC participants in grades 1-5 to report on classroom engagement for the summer and school year terms (summer of 2022 and the 22-23 school year).

This simple survey should be completed by those teachers before 2022-2023 school year programming ends and given to the 21st CCLC program manager to ensure the data is available later this fall.

GPRA #5

Outcomes Reporting (November)

Grades 1-5 Only

Summer & School Year Terms

Survey: <https://tinyurl.com/32txvywj>



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STATEWIDE EVALUATION END-OF-YEAR REPORTING



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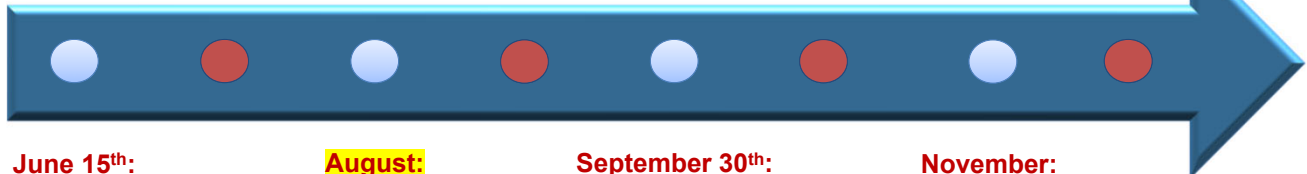
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End of Year Report Qualtrics Links sent
(Nov 13- Dec 15)



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Statewide Evaluation End of Year Reporting

- Worksheet will be available in August
- Similar format to End of Year reporting from 2021-22
- Qualtrics links for submitting data will be sent to program managers in mid November
- Final End of Year data due **Dec.15**

2022-2023 End-of-Year Report Submission Instructions

The 2022-23 End-of-Year Report (EOY) will be submitted through Qualtrics survey software. The deadline is **11:59 pm, on December 15, 2023**. This packet provides both the instructions on how to access and complete the Qualtrics survey as well as a worksheet that grantees can complete to prepare their responses to the survey.

How to Access and Complete the 22-23 EOY Reporting Submission

1. This worksheet contains all of the questions included in the 22-23 EOY Reporting submission. We recommend completing this worksheet first in collaboration with your program's local evaluator.
2. Each program manager will receive an email from the University of Cincinnati's Evaluation Services Center UCES@uc.edu. The email will contain a **unique link** for a specific 21st Century Community Learning Center grantee. Do not share this link with other programs; it will be specific to your program. If the program manager does not receive a link, check spam folders.
3. When you have completed the worksheet provided in this packet and are ready to complete your survey, click on the link. This will take you to the 21st Century Community Learning Center 22-23 EOY Reporting submission. Complete the questions as directed.
4. Automated reminder emails will be sent to program managers on December 1, December 8, and December 15. Once the program manager has submitted the Qualtrics survey, they will no longer receive automated reminder emails.
5. We recommend completing the Qualtrics survey at one time; however, if you are unable to finish at one time, click the survey but do not hit the Submit button. You can click on the link later and complete the survey. Data previously entered in Qualtrics will be saved.
6. You will be asked to upload your 22-23 EOY report in either word or pdf format. To upload a document, click on the gray box that says "Drop files or click here to upload." This will allow you to upload the EOY (only one document per program).
7. When you are ready to submit the survey, click on the red **Submit** button. You will not be able to access the survey again once you have clicked on Submit.
8. Qualtrics will send a confirmation email to the program manager to confirm that the EOY report has been submitted.

Draft EOY worksheet

UC Evaluation Services Center Cincinnati

This marks the end of the 2022-23 goal setting submission.

Click submit below to record your responses. Your responses will **not** be recorded, until you click this button.

An email confirmation and summary of your responses will be sent to the email provided for the 21st CCLC Program Manager.

Submit

Draft screenshot from Qualtrics survey



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Upcoming Guidance

- 21 APR
 - Training *in late August* for first submission window in **September**
 - Training *at 21st CCLC Orientation* for second submission window in **November**
- Statewide Evaluation – End of Year Reporting
 - Training for submission process and worksheet in **August**



Statewide Evaluation End of Year Reporting- Questions

Questions can be submitted via this link:

<https://bit.ly/21stCCLCEvalQs>



Please continue to check the FY23 Evaluation Resources on the [blog](#)



Contact Information

- Grant Closeout – Stacey Brinkley stacey.brinkley@education.ohio.gov
- 21 APR – Tabitha Palmer tabitha.palmer@education.ohio.gov
- Statewide Evaluation End of Year Reporting – University of Cincinnati Evaluation Services Center <https://bit.ly/21stCCLCEvalQs>



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