2013 Closure Activities for Cohort 5

The following procedures are to be followed by sub-grantees to close out Cohort 5 21st CCLC awards that have reached the end of their approved cycle. The closure process is the same with one exception for subgrantees who have only Cohort 5 as well as for those who have additional funding from another cohort. **The exception is the granting of a 3-month extension of existing Cohort 5 funds for programs that only have Cohort 5 funds.** This would allow programs to offer services through the spring and preserve some continuity for the children and families they serve. This first page is a narrative list with details regarding the process. **Page two is a confirmation checklist that needs to be signed and submitted to the Wyoming Department of Education by February 28, 2014 for Cohort 5.** These procedures are established in accordance with the Education Department General Administrative Regulations (EDGAR), 34 CFR, Part 72 (Administration of Grants and Agreements with IHE, Hospital, and Non-Profits) and EDGAR, 34 CFR, Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments)

* If expenditures have been encumbered for goods or services, those services must be completed by December 31, 2013 unless an extension is granted. The invoices must be paid and request for reimbursement must be submitted prior to February 28, 2014. The fiscal agent should not pay for items or services until completed and delivered.
* Identify and pay all fiscal obligations by completing cash requests on the Grants Management System (GMS).
* If actual expenditures deviate by more than 10% in any series in the approved budget, please submit a budget modification and provide details for all planned expenditures.
* Complete the Final Expenditure report by February 28, 2014 for fiscal obligations ending December 31, 2013.
* Using the Final Expenditure report, complete the last Cash Request via GMS by February 28, 2014 unless an extension is granted.
* Complete and submit all of the statewide evaluation report information to include a WISERid upload template for each center in cohort 5 with the following information: WISER ids, matched teacher WISEids if utilizing online teacher surveys, student full legal name, birth date and grade, center ID and name as in Fusion and attendance information as required on the template. Subgrantees using paper teacher surveys should expect to distribute and collect them before Winter Break 2013. Surveys will be entered by continuing Subgrantees in May; Cohort 5 only Subgrantees should mail the surveys *labeled with Center and WISERid* to the WDE for input in the spring.
* An APR questionnaire for each center for Cohort 5 only subgrantess will also be required. It is due by December 31, 2013. Continuing Subgrantees will enter the cohort 5 information along with other cohort information in the spring.
* Follow the appropriate guidelines for disposition of equipment as outlined in Education Department General Administration Regulations (EDGAR) Part 74.34, Equipment (Authority: 20 U.S.C. 1221e-3, 3474; OMB Circular A-110).
* Submit a final inventory of all equipment and the disposition plans no later than February 28, 2014. Questions regarding any of these grant closeout procedures may be directed to:

Karen Bierhaus, 21st CCLC Program Consultant

[karen.bierhaus@wyo.gov](mailto:karen.bierhaus@wyo.gov) 307-857-9284 307-777-5332

Documents may be transmitted electronically or by mail:

21st CCLC Wyoming Department of Education

320 West Main Street

Riverton , WY 82501

***Grant Closeout Checklist***

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|  | **Task** |
|  | Submit any budget modifications necessary to spend grant funds. |
|  | Notify current staff of any anticipated changes in employment that would happen after December 2013. |
|  | Budget plan is drafted to ensure all funds to be encumbered by December 31, 2013. |
|  | Complete Cash Requests on GMS to balance $0. |
|  | Pay all fiscal obligations by February 1, 2014. |
|  | Ensure student database has complete WISER, WISE teacher id, teacher name, center name and ID from Fusion, grade, and school and attendance totals for summer and school year. |
|  | Distribute teacher surveys to teachers of potential 30+ day students by November 15 and collect by December 15. |
|  | Complete program evaluation activities by December 10, 2013. |
|  | Notify food service or nutrition services about programs changes or center closings as soon as appropriate. |
|  | Notify constituents of program changes via information dissemination plan in grant. |
|  | Submit sustainability plan template, paper teacher surveys, and copies of constituent notifications by December 15. |
|  | Submit WISERids for participants by center and WISERids for 30+ attendees with attendance data and WISE teacher ID match for Fusion upload by December 15, 2013. |
|  | Set up finalization meeting with fiscal agents and district partners as necessary throughout the process. |
|  | APR Questionnaire for June 2013 through December 2013 due by December 31, 2013. |
|  | Year-end Report and all program evaluation information due December 31, 2013. |
|  | Final inventory of all equipment and the disposition plans submitted no later than February 28, 2014 unless an extension is granted. |
|  | All fiscal obligations paid by February 28, 2014 unless an extension is granted. |
|  | Final PER submitted by February 15 and approved by February 28, 2014 unless an extension is granted. |

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21st CCLC Project Coordinator Date

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Business Manager or Fiscal Agent Representative Date

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Superintendent or Organizational Director Date