Grant Close-Out Procedures for

Round 4, 5, and 5B Grantees

Tuesday, May 7, 2013, 11:00AM to 12:00PM

Betsy Kenney, 21st CCLC State Coordinator

Audio is currently muted. We will begin at 11:00AM. Please use the Audio Setup Wizard (Click Tools > Audio > Audio Setup Wizard) to ensure your audio is working properly before the session begins.

This webinar is being recorded and will be posted on the 21st CCLC website. All chat, including private messages, is monitored and will be visible to moderators.

New York State 21st CCLC Grant Closing Procedures

Betsy Morcom-Kenney
State Coordinator

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Grant Close-out To Do List

- Fiscal Chores
- FS-10A Budget Amendments
- Paying for Staff after June 30th to close out the grant
- FS-10F Final Fiscal Reporting
- Equipment and Supplies, Leases, etc.
- Program Chores
- Notifying families, preparing kids and staff
- Gathering data for the APR
- Evaluation
- Records retention

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21st CCLC Fiscal Close-out Procedures

FS-10A - Budget Amendments

- Due May 17, 2013 to NYSED. *No Exceptions*!
- All dollars must be expensed by June 30, 2013
- Amendments must only include costs that are directly related to the 21st CCLC grant program for the 2012-2013 program year.
- Funds may not be used to buy supplies and/or equipment that will be used by an agency beyond the life of the grant and/or to sustain the program beyond 6/30/13.

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Staffing for Grant Close-Out

- In order to close down the grant and complete the required APR, an individual may be paid to work over the summer.
- The individual <u>must be hired as a Consultant</u> (charge to Code 40 of the FS-10A). An amendment may be required to shift dollars in order to fund the consultant.
- The consultant's contract must be signed by all parties no later than June 30, 2013, and must include specific tasks to be performed during 7/1/13-9/30/13.

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Staffing for Grant Close-Out, con't.

- The consultant must be fully paid prior to September 30, 2013 when the final FS-10F is due to NYSED.
- Evaluator's contract may also be extended to complete all necessary reports.
- No direct program services may be offered after June 30th, 2013.

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Encumbering Funds

- Personal services by an agency employee
  - The encumbrance is made when the services are performed.
  - 21st CCLC Funds may not be encumbered for unemployment costs. Should have been covered under fringe and indirect costs throughout the life of the grant.
  - Contact http://www.labor.state.ny.us/ui/ui_index.shtm for information regarding unemployment insurance.

- Personal services by a contractor who is not an agency employee
  - The encumbrance is made on the date on which the agency makes a binding written commitment to obtain the work.

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FS-10F - Final Fiscal Reporting

- Final fiscal reports are due September 30th
- FS-10F SHORT FORM will be required, unless your agency is directly notified by SED program staff (before May 31st) to submit the FS-10F Long Form.
- All agencies should complete the FS-10F Long Form to keep for internal tracking and audit purposes.

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Equipment

- Per EDGAR, CFR 34, Part 80.3
  - Tangible
  - Useful life of more than one year
- Further definition includes
  - Retains shape and appearance with use
  - An investment of money
  - Does not lose identity if combined into a more complex unit

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Equipment Disposition

- Per EDGAR 80.32

When program closes:

- Offer to other program/project currently or previously supported by federal funds
- That program (or agency) will assume all costs related to the equipment
- Any costs for leased equipment (copiers, etc) must be assumed by the agency as of 7/1/13.
- NYSED will not ask for equipment to be returned

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Equipment Inventory Process

- Must have a written policy including inventory list and disposal
- Info must be kept for at least 5 years after grant closes
- Equipment must be tagged and identified on inventory list

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Sample Equipment Inventory & Disposition Record

- Serial/ID Number
- Item Description
- Item Location
- Purchase Price
- Purchase Date
- Percentage of 21st CCLC Federal Funds used for Purchase
- Current Per Unit Fair Market Value
- Condition- Good, Fair, Poor

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Supplies

- Per EDGAR CFR 34, Part 74.35 & 80.33
  - Consumed in use
  - Lose appearance with use
  - Inexpensive

  - Loses identity if combined into a more complex unit/substance

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Supplies Disposition

- Per EDGAR 74.35 & 80.33

  When program closes:

  - Offer to other programs/projects currently or previously supported by federal funds

  - NYSED will not ask for supplies to be returned

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Transportation Leases and Providers

- Any costs for leased vehicles must be discontinued, or assumed by the agency as of 7/1/13.

- Contact your transportation providers to stop all transportation.

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Other Helpful Fiscal Information

- For further information on close-out procedures: **http://www.oms.nysed.gov/cafe/guidance/Guide.html#Fifteen**

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Questions??

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21st CCLC Program Close-Out Procedures

Notifying Stakeholders and Staff

- Be sure that everyone is aware of end dates
- Help parents find other arrangements for child care if applicable
- Develop activities to help participants think about productive uses of free-time
- Work with your Personnel department to be sure that all staff are prepared for the end of the grant

Program Site Licensing

- If program will no longer operate, notify appropriate licensing specialist
- If program is re-opened at a later date you will need to re-apply for license
- Programs that remain open, although 21st CCLC grant funding ends, may retain same license
- Check with your licensing agent to be sure

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Annual Performance Report

- PPICS Annual Performance Report (APR)
- Must be completed by all 185 programs
- Due September 20, 2013

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APR: What NOT to Collect

Teacher Surveys will not be required for the 2013 APR

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What To Collect: Program Activity Data

Collect at the level of an ***individual*** activity offered during the reporting period (e.g., if a center provided an activity called Rocketry Club for six weeks during the school year two days per week, the activity would be added to the system as an individual record, and additional information would be provided about the activity in question).

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Entering Activities by Category

PPICS
PROFILE AND PERFORMANCE INFORMATION COLLECTION SYSTEM

ED.gov

You are logged in as:
Demo@G6V
Logout

Home/Help | Grantee Profile | APR | Reports | Export Data

Public Resources | Tutorials | User Guide

APR
Demo Grantee 1
Centers
Demo Center 1

Back to APR Centers page

Activities Information:

Please add below any activities provided during the reporting period by the center by indicating the name of the activity and specifying whether the activity targeted **student attendees** or **adult family members**. For APR reporting purposes, an activity is defined as a discrete program offering that took place according to a defined schedule (e.g., Tuesdays and Thursdays from 4:00 to 5:00 p.m.) on a sustained and ongoing basis during the reporting period. Normally, the activities listed on a center's monthly activity calendar will meet these criteria. Activities provided only once during the reporting period should not be included here. Examples of activities would be an arts and crafts class, an astronomy club, and a tutoring activity.

Center activities supported by a funding source other than 21st CCLC but were attended by 21st CCLC participants should also be reported on as well. Activity-related information needs to be supplied separately for activities undertaken during the school year and the summer associated with the reporting period.

Once an activity has been added to the page, click on the **Activity Info** button below to enter information. Once the page you are taken to has been successfully completed with all the required information, a gray, checkmarked button will replace the blue button. You can click the gray checkmarked button to edit a section's information.

Student Data To Be Collected

- 1st and 4th quarter grades for each student who attended the program 30 days or more
- Current year state assessment results in Math and ELA for each student who attended the program for 30 days or more.
- **Change:** Previous year state assessment results for each student who attended the (current year) program for 30 days or more.

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Change: State Assessment – Cross Year

The number of regular attendees demonstrating a change (improved, stayed the same, decreased) in their state achievement proficiency level from one year to another for both reading/language arts and math, disaggregated by the proficiency category they scored in on the previous year's assessment.

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Cross-Year State Assessments

Math Proficiency Results - Changes in Performance

Please Indicate The Number of Regular Attendees Who:	# of Regular Attendees
Scored in the Advanced Category in the Prior Year	
Witnessed *no change* in performance level on the proficiency test	
Witnessed *a decrease* in performance level on the proficiency test	
Total for *Advanced*	
Scored in the Proficient Category in the Prior Year	
Witnessed *an increase* in performance level on the proficiency test	
Witnessed *no change* in performance level on the proficiency test	
Witnessed *a decrease* in performance level on the proficiency test	
Total for *Proficient*	
Scored in the Basic Category in the Prior Year	
Witnessed *an increase* in performance level on the proficiency test	
Witnessed *no change* in performance level on the proficiency test	
Witnessed *a decrease* in performance level on the proficiency test	
Total for *Basic*	

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Cross-Year State Assessments

Math Proficiency Results - Changes in Performance

Please Indicate The Number of Regular Attendees Who:	# of Regular Attendees
Scored in the Advanced Category in the Prior Year	
Witnessed *no change* in performance level on the proficiency test	
Witnessed *a decrease* in performance level on the proficiency test	
Total for *Advanced*	
Scored in the Proficient Category in the Prior Year	
Witnessed *an increase* in performance level on the proficiency test	
Witnessed *no change* in performance level on the proficiency test	
Witnessed *a decrease* in performance level on the proficiency test	
Total for *Proficient*	
Scored in the Basic Category in the Prior Year	
Witnessed *an increase* in performance level on the proficiency test	
Witnessed *no change* in performance level on the proficiency test	
Witnessed *a decrease* in performance level on the proficiency test	
Total for *Basic*	

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Cross-year data, continued

Scored in the Below Basic Category in the Prior Year	
Witnessed *an increase* in performance level on the proficiency test	
Number of regular attendees that witnessed *a jump* from this category to the *Proficient* performance level, or above, on the proficiency test	
Witnessed *no change* in performance level on the proficiency test	
Total for *Below Basic*	
Total (Math)	

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Change: Individual Student -Level Data

Enter Individual Attendee Information

Begin entering individual student data by selecting any of the three methods described above. These methods are accessed by clicking on one of the blue, uncheckmarked buttons below. All the buttons will be checked off as complete once all the student records are completely filled out and the number of individual attendee records matches the number of regular attendees reported on the attendance page.

Note: Multiple methods can be used.

Method A: Add or modify regular attendee data using a spreadsheet.

Download Spreadsheet

Upload Spreadsheet

Method B: Add or modify one regular attendee at a time via web interface.

Enter Information Individually

Method C: Add or modify several regular attendees at a time via web interface.

Enter Information for All Attendees

Can't figure out why the page won't check off as complete, or simply want to view your progress? Check the Completion Summary for a list of all complete, incomplete, missing, and invalid Regular Attendee data.

Individual Attendee Tools

Individual Attendee Information Data Element Capture List

Regular Attendees Instruction Guide

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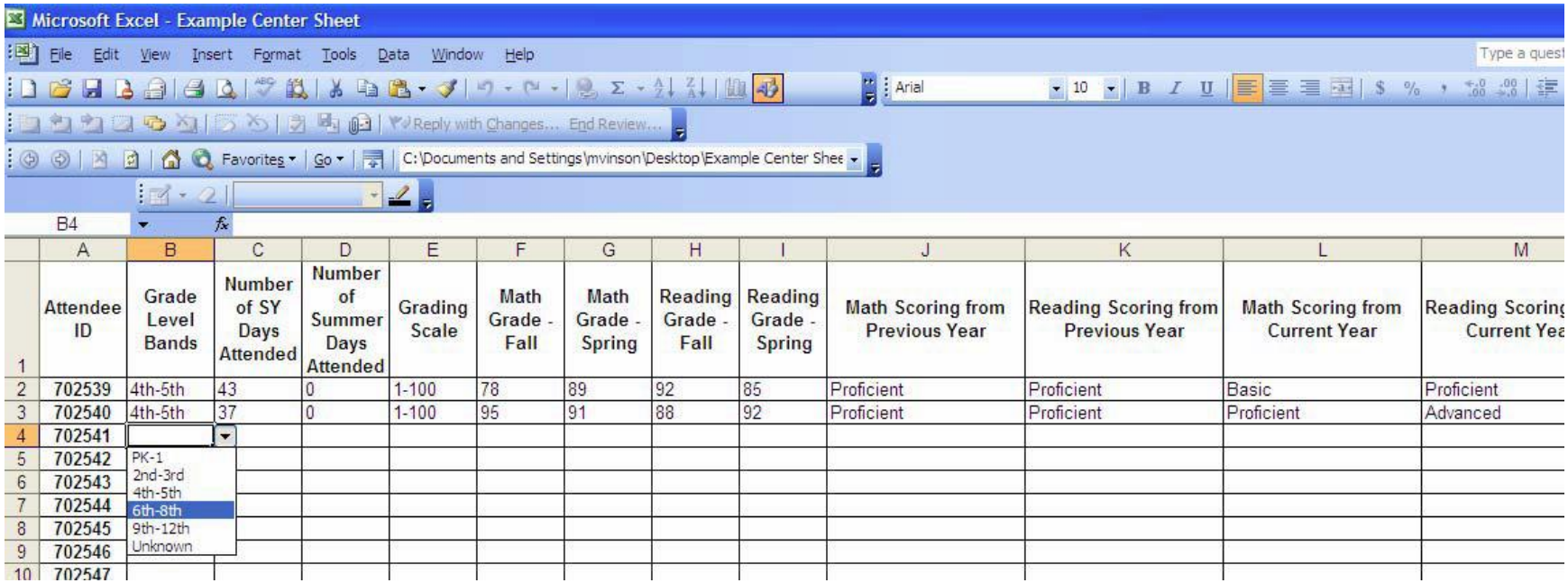
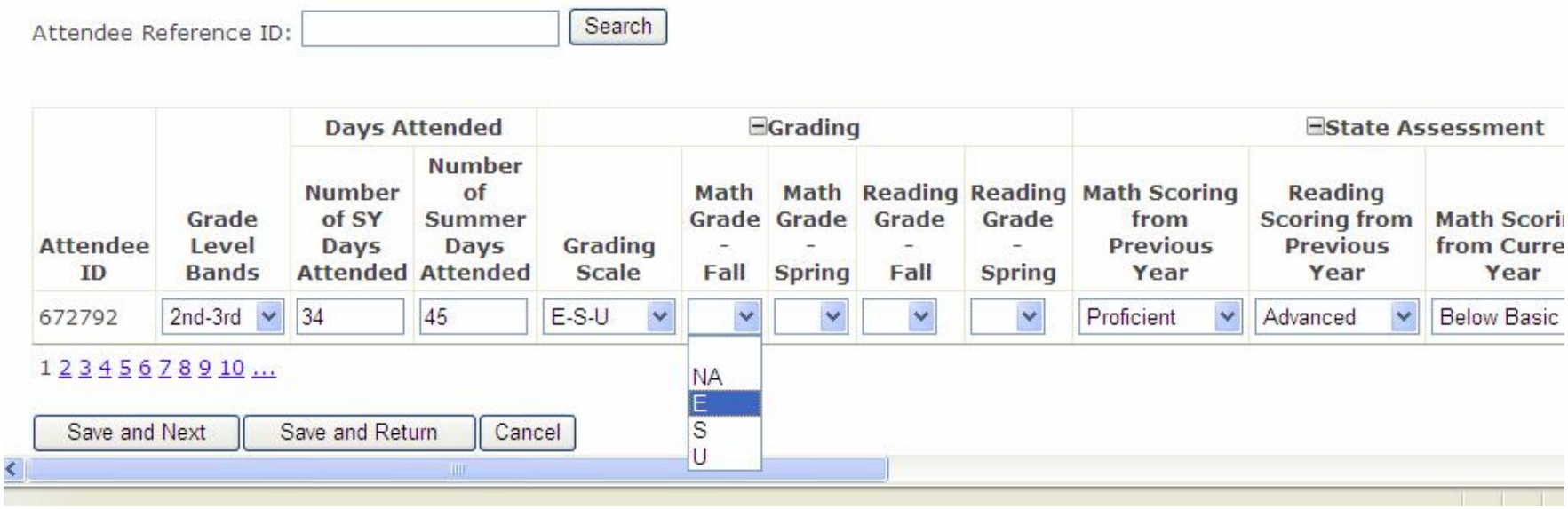
Method A*: *Using the attendee spreadsheet. This option allows users to download a spreadsheet in Excel format that has been Pre-populated with all the required fields that need to be completed when reporting individual regular attendee data.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Attendee ID	Grade Level Bands	Number of SY Days Attended	Number of Summer Days Attended	Grading Scale	Math Grade - Fall	Math Grade - Spring	Reading Grade - Fall	Reading Grade - Spring	Math Scoring from Previous Year	Reading Scoring from Previous Year	Math Scoring from Current Year	Reading Scoring Current Yea
2	702539	4th-5th	43	0	1-100	78	89	92	85	Proficient	Proficient	Basic	Proficient
3	702540	4th-5th	37	0	1-100	95	91	88	92	Proficient	Proficient	Proficient	Advanced
4	702541												
5	702542												
6	702543												
7	702544												
8	702545												
9	702546												
10	702547												

Method B*: The individual-by-individual view.* This view allows users to enter or modify data via the web interface, with one record displayed at a time This method is especially useful for those users who want to enter student data directly into the system record by record. This view also includes a search function that allows users to locate an individual record by typing in theAttendee ID.



Method C: The all-attendees view. This view is similar to the individual-by individual view, except that multiple records are displayed at once. This view allows the user to directly enter or modify data for multiple student records at the same time

		Days Attended		Grading					State Assessment			
Attendee ID	Grade Level Bands	Number of SY Days Attended	Number of Summer Days Attended	Grading Scale	Math Grade - Fall	Math Grade - Spring	Reading Grade - Fall	Reading Grade - Spring	Math Scoring from Previous Year	Reading Scoring from Previous Year	Math Scoring from Current Year	R Sco Cur
702539	4th-5th	43	0	1-100	78	89	92	85	Proficient	Proficient	Basic	Prof
702540	4th-5th	37	23	1-100	95	91	88	92	Proficient	Proficient	Proficient	Adv
702541												
702542												
702543												
702544												
702545												
702546												
702547												
702548												

PK-1
2nd-3rd
4th-5th
6th-8th
9th-12th
Unknown

1 2 3 4 5 6 7 8 9 10

Save and Next | Save and Return | Cancel

Done

Evaluating the success of your program

Conduct a Final Evaluation & prepare a summary for stakeholders:

- Did we do what we said we were going to do? (Addresses process and fidelity)
- Did we do things well? (Addresses quality)
- Did we make a difference to youth and families? (Addresses outcomes and interventions)

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Records Retention

- All associated records must be retained for 5 years after grant comes to a close. Federal attorneys recommend 7 years to coincide with Statute of Limitations.
- 5-7 year period starts July 1, 2013

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Other Possible Misc Items

- Close out all contracts
- Take appropriate action on
  - Pending Invoices
  - Uncashed Checks
  - Bank Accounts
  - Regarding Your Facility
- Collect & void all unused checks, collect petty cash and any store cards
- Update website

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Reminder: Important Dates

- **May 17, 2013-** Deadline for ALL grant and grant contract budget amendments
- **June 30, 2013-** The consultant's contract must be signed by all parties and must include specific tasks to be performed during 7/1/13-9/30/13
- **June 30, 2013-** All grants and grant contracts sunset
- **July 1, 2013-** Any cost for leased equipment (copiers, cars, etc) must be assumed by the agency
- **September 20, 2013**- The Annual Performance Report (APR) must be completed by each agency
- **September 30, 2013-** Final fiscal reports and submission of the FS-10F Short form will be required, unless your agency is directly notified by program staff to submit the long form

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Questions?

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THANK YOU

A child is a person who is going to carry on what you have started. He is going to sit where you are sitting, and when you are gone, attend to those things you think are important. You may adopt all of the policies you please, but how they are carried out depends on him. He will assume control of your cities, states and nations. He is going to move in and take over your churches, schools, universities and corporations…The fate of humanity is in his hands.

~Abraham Lincoln

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Contact Information

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This webinar will be archived at:

http://www.p12.nysed.gov/sss/21stCCLC/

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