



2012 Closure Activities for 21st Century Community Learning Centers (21st CCLC) Cohort D Grants in Michigan

January 24, 2012

Michigan Department of Education
Office of Great Start/Early Childhood
Education & Family Services





Pay All Fiscal Obligations

- Review and amend budget as needed
- Identify and pay all fiscal obligations
- Request funds from the Cash Management System (CMS)
- For encumbered goods or services prior to June 30, 2012
 - Services must be completed
 - Invoices must be paid
 - Request for reimbursement must be submitted prior to submission of the final expenditure report (FER)



Pay All Fiscal Obligations

- The fiscal agent may not pay for items or services until completed and delivered.
- All expenditures must be reconciled within 60 days after the end of the fiscal obligation



Final Expenditure Report

- Log on to the Michigan Electronic Grants System Plus (MEGS+) to provide detail for all expenditures
 - Make any final amendments to the budget prior to June 30, 2012
 - The approved 2011-2012 budget will pull into the Final Expenditure Report (FER) so that items may easily be deleted, updated or added
- Complete the FER on-line in the CMS
- These reports are due no later than August 30, 2012 for fiscal obligation that ended June 30, 2012.



In Case of an Extension of the Grant

- If the current award needed to be extended beyond June 30, 2012, the grantee may have requested a revised period of obligation (a no-cost extension)
- In the case of an extension all FERs are due 60 days after the revised final date of the program



Statewide Evaluation Reports

- Complete and submit all reports
- The reports are made available to grantees by the State evaluation team from Michigan State University (MSU) and the David P. Weikert Center for Youth Program Quality
- The reports must be completed by the due dates listed on the **2011-2012 Important Dates for 21st CCLC** document distributed at Fall Kick-Off



State and Federal Reporting Requirements

- Required state and federal reports
 - EZReports
 - Surveys
 - Year-end EZReports closing phases
 - Annual Report Forms
 - School Outcomes Data
 - Youth Program Quality Assessment (YPQA) Self-Assessment



State and Federal Reporting Requirements

- Year-end EZReports closing phases
 - Phase 1: MSU sends a report to Program Directors and Site Coordinators
 - Phase 2: Make sure that all programming information is entered and correct
 - Phase 3: Enter all attendance for the programming year by June 30



Disposition of Equipment

- Governed by provisions of the EDGAR, section 80.32 (b)
- Equipment shall be used by the subgrantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds
- When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a federal agency



Disposition of Materials

- Governed by provisions of the EDGAR, section 80.33 – Supplies:
- “If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of the award, and if the supplies are not needed for any other federally-sponsored programs or projects, the subgrantee (the project) shall compensate the awarding agency (the state) for its share.”



Disposition of Materials (cont.)

- “ If the excess supplies are needed in any other federally sponsored program or project, the supplies may be transferred to that program or project without any further need for compensating the awarding agency.”



Submit Final Inventory

- Submit a final inventory of all equipment and the disposition plans to MDE no later than 60 days after the final date of the program



Questions

Pat Hennessey – hennesseyp1@michigan.gov

Amanda Stoel – stoela@michigan.gov

John Taylor – taylorj8@michigan.gov

April Terry – terrya3@michigan.gov

Lorraine Thoreson – thoresonl@michigan.gov