

2011-12 Closure Activities for  
21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)  
Grants in Michigan

In order to bring closure to completed Cohort D grants, the Michigan Department of Education (MDE), Office of Great Start/Early Childhood Education and Family Services is requesting the cooperation of the 21<sup>st</sup> CCLC grantees. Those who have been operating a program, who have completed Cohort D must adhere to the following guidelines:

- Identify and pay all fiscal obligations, requesting funds from the Cash Management System.
- If expenditures have been encumbered for goods or services prior to June 30, 2012, services must be completed, the invoices must be paid and request for reimbursement must be submitted prior to the submission of the Final Expenditure Report (DS-4044). The fiscal agent should 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.
- If actual expenditures deviate by more than 10 percent in any line item from the approved budget, then log on to the Michigan Electronic Grants System *Plus* (MEGS+) and amend your application to provide the detail for all expenditures. (The approved 2011-2012 budget will pull into the Final Expenditure Report (FER) so that items can easily be deleted, updated, or added.) Using the FER, complete the DS-4044 on-line in the Cash Management System. These reports are due no later than August 30, 2012 for fiscal obligation that ended June 30, 2012.
- If it was determined that the current award needed to be extended beyond June 30, 2012, the grantee may have requested a revised period of obligation (similar to a no-cost extension). In the case of an extension all Final Expenditure Reports are due 60 days after the revised final date of the program.
- Complete and submit all of the statewide evaluation reports including the annual report form and outcomes of the 21<sup>st</sup> CCLC project participants. The reports were made available by the state evaluation team from Michigan State University. The [Michigan 21st Century Community Learning Centers Evaluation Toolkit](#) contains details regarding the evaluation requirements and may be found at:  
[http://www.outreach.msu.edu/cerc/documents/07\\_08\\_21st\\_CCLC\\_Toolkit\\_FINAL.pdf](http://www.outreach.msu.edu/cerc/documents/07_08_21st_CCLC_Toolkit_FINAL.pdf)
- 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 to MDE no later than 60 days after the final date of the program.

Questions regarding any of these grant closeout procedures may be directed to your lead 21<sup>st</sup> CCLC consultant.