



21st Century Community Learning Centers (21st CCLC)

Policy: 21 st CCLC Program	Subject: Final Grant Close-Out
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	Effective Date: May 1, 2018
Owner: OPI 21 st CCLC Educational Coordinator	Revised: April 24, 2018

I. POLICY

It is the policy of the Office of Public Instruction's 21st CCLC programs that the final close-out for sub-grantees be completed within 30 days after the last day of the 5th-year of the grant award. *

**The last day at the end of the 5th-year of the grant award is June 30th. Therefore, the final close-out documents must be submitted to the OPI by July 30th, unless otherwise noted by the OPI.*

II. APPLICABILITY

This policy applies to all Montana 21st CCLC sub-grantees at the conclusion of their awarded 5-year grant. *

**This applies to all sub-grantees regardless of whether they are awarded a new 5-year grant.*

III. DEFINITIONS

Assessments

Assessments include Local Self-Assessments (completed at the beginning of each grant year)

Annual Performance Reports (APR)-Attendance, and Activities and Staffing Excel Spreadsheets

APR reports include Summer, Fall, and Spring Terms' Excel Attendance spreadsheets, and the Activities and Staffing Google Sheets.

Disposition of Equipment

"When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the non-Federal entity must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:" (See [Edgar 2 CFR 200 313 \(e\)](#))

- b. Any item over \$5000 must be reported to the Montana Office of Public Instruction (OPI).
3. Complete the Archiving Grant Close-out Document: (See Attachment A)
- a. To ensure that your district will remain in good standing with the OPI, it is necessary to complete your last year with all reports submitted on time and complete.
 - b. Districts must be in good standing to be eligible to apply for a new 21st CCLC grant award in the following spring.

Complete the 21st CCLC "Archiving Grant Close-out Check Documents" list (see Attachment A), and return to the OPI according to this policy's deadline. (see [I. POLICY](#))

V. CLOSING

Questions related to the implementation of this policy should be directed to the 21st CCLC Education Program Representative.

VI. REFERENCES

[Edgar 2 CFR 200 313](#)

[School District Records Schedule](#)

VII. ATTACHMENTS

Attachment A - 21st CCLC Archiving Grant Close-Out Documents

Attachment B – 21st CCLC Final Expenditures Report Instructions

Karin Billings
Karin Billings, Division Administrator

April 24, 2018
Date

Office of Public Instruction
Health Enhancement and Safety Division