

21ST CCLC CLOSEOUT INSTRUCTIONS



Please follow the instructions below to close out your Cohort 17 Grant.

Closeout Form

A Closeout Form addressing each of the topics below must be completed and signed by the Program Director and Technical Assistant and emailed to your assigned Alabama State Department of Education (ALSDE) Specialist.

1. Final date of the program: Will your program end prior to September 30, 2026 (recommended if not continuing to offer an afterschool program)? If so, when? Please note that sites that stated they would have a summer program in their RFA should continue to do so.
2. Fiscal Requirements:
 - a. When will the fiscal closeout (FER) occur and who is responsible?
 - b. Have all funds been spent, and expense reports been turned in? If not, when? Please note that all expenses must be incurred by September 30, 2026. Final expense reports must be submitted by October 15, 2026.
3. Data Reporting/Evaluation Requirements
 - a. GPRA Data and Justifications, 2025 Summer and 2025-2026 Academic Year:
 - i. Is all data as complete as possible (activities, staffing, attendance, and outcomes), and have justifications been entered for missing data?
 - ii. If not, when?
 - iii. Provide the name and contact information for the person responsible for ensuring GPRA data is complete in EZ Reports
 - b. GPRA Data and Justifications, 2026 Summer
 - i. This data will not be pulled until mid-summer 2027—subgrantees are still responsible for ensuring that the data reported is accurate and complete.
 - ii. Who from your organization will be responsible for reviewing and completed data, if needed, and providing justifications for missing data, if necessary? Provide name and contact information.
 - c. External Evaluator Final Report
 - i. Has the Final Report been completed and submitted to the ALSDE?
 - ii. Provide name and contact info of External Evaluator.
4. Records, Equipment, and Inventory Requirements
 - a. Records maintenance
 - i. All program records and documentation are federally required to be maintained/stored for 5 years after the period of performance and should be easily accessible in case of audit.
 - ii. Provide a brief description of how and where 21st CCLC program records and documents (including fiscal) will be stored for the next five years.
 - b. Plan for Equipment
 - i. What will be done with equipment (items which cost \$500 or more and electronic equipment that has a serial number, such as laptops, gaming systems, etc.) now that the grant has ended? Choose one of the options below.
 - ii. There are three allowable options for how equipment may be handled, which must be considered in the following order:
 - Option 1: If the program continues after the grant expires as either a newly awarded 21st Century Community Learning Centers (CCLC) site or a non-21st CCLC out-of-school-time program, the grantee may retain equipment purchased with 21st CCLC funds for the ongoing propagation of the program.

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- Option 2: If the equipment will not be used to continue an out-of-school-time program at the site, it must be transferred to another 21st CCLC program within the site's LEA.
- Option 3: If there is no other 21st CCLC site within the LEA, the equipment may remain at the site to be used with another federally funded education program, such as Title-I.
- iii. If the equipment is being transferred to another 21st CCLC program, provide the date that the transfer form was completed and the name of the program it was transferred to.
- c. Inventory Verification
 - i. Inventory should have been kept on all equipment purchased with 21st CCLC Funds and must be verified (by federal requirement) as part of the closeout process (see inventory check requirements below).
 - ii. Provide the name of the TA who verified site inventory and the date that the check was completed.

Inventory Verification/Check Procedures

The TA will reach out to the Program Director to schedule a site visit (in person or virtual) to view the equipment purchased with Cohort 17 funds and verify inventory. Before the visit, the program director is to complete and email the documents below to their assigned TA.

1. The Equipment Inventory List

- All subgrantees must complete an inventory form of **all** equipment (not consumable materials and supplies—only items that cost \$500 or more, electronics, or items with serial numbers) purchased using 21st CCLC funds for Cohort 17.
- If a subgrantee has more than one site, a form should be kept for each site - do not put all purchases for all the sites on one form.
- While inventory is cumulative, you need to complete a separate form for each year of your grant. You will need to go back to the first year of the current grant and list the equipment purchased. You may use more than one page for each year. Therefore, grantees should have inventory forms for:

COHORT 17	Year 1: 2023-2024
	Year 2: 2024-2025
	Year 3: 2025-2026

- In addition to maintaining/updating this form, **a copy of the purchase order and the PAID invoices of purchased equipment** should be kept on file and **attached to the inventory form** for each year.
 - **All equipment must be appropriately labeled “21st CCLC”.** *Hint:* The serial number must be checked when checking technology items such as iPads.
2. Provide a brief narrative describing the following and submit with the inventory forms:
- a. How equipment that is broken, obsolete, or no longer needed is disposed of.
 - Please keep in mind that the subgrantee is responsible for this equipment from the date of its purchase until the date of its proper disposal or transfer.
 - LEA subgrantees should follow and describe their district's established guidelines for equipment disposal. Non-LEA subgrantees describe the equipment disposal

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process they have in place. If they do not have one, they should develop one that aligns with the disposal process used by the school systems they serve.

- b. An explanation of the site's loss and prevention process.
 - A control system must be in place to ensure adequate safeguards to prevent loss, damage, or theft of property. Any loss, damage, or theft of property must be investigated. (attach to inventory form—if required)
 - If an item is lost, it is the responsibility of the subgrantee to replace that item without using 21st CCLC grant funds.
 - If a piece of equipment is stolen, a police report should be filed.
 - Please note that students cannot be charged to replace lost or damaged equipment purchased with federal funds.
3. Provide a copy of the Equipment Transfer form, if applicable
 - a. Complete the form, listing all equipment that is being transferred to another site/school
 - b. The name of the school/site, along with a site leadership/contact name, their email, and their phone number, should be provided
 - c. The form should be signed and dated by a representative of both the transferring subgrantee and the receiving school/site.