



**Georgia Department of Education**  
**21<sup>st</sup> Century Community Learning Centers Program**

May 6, 2011

**MEMORANDUM**

**TO:** Cohort FY09 21<sup>st</sup> Century Community Learning Centers Sub-grantees

**FROM:** Susan White  
21<sup>st</sup> CCLC Program Manager

**SUBJECT:** **Close-out** Procedures for Sub-grantees

The information in this memorandum is applicable to sub-grantees awarded an initial 21<sup>st</sup> Century Community Learning Centers (CLCC) sub-grant on July 1, 2008 (FY09). The three-year sub-grant award cycle for this cohort will expire on **September 30, 2011**.

The following terms and conditions are to be followed by sub-grantees to close-out 21<sup>st</sup> CCLC awards that have reached the end of their approved cycles through the Georgia Department of Education (GaDOE). These terms and conditions are established in accordance with the Education Department General Administrative Regulations (EDGAR), 34 CFR, Part 74 (Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations), EDGAR, 34 CFR, Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments), and State of Georgia guidelines, regulations and policies pertaining to closing-out a grant.

Terms and Conditions:

**By June 30, 2011**

- ✓ Sub-grantees must submit final written summative evaluation reports for 2010-2011 school year services.
- ✓ Sub-grantees must certify all final summer 2010 and 2010-2011 school year program data in the CAYEN Afterschool 21 system.
- ✓ Summer evaluation report due to GaDOE by September 1, 2011.

**By October 30, 2011**

- ✓ Sub-grantees must submit final fiscal Completion Reports through Grants Application in the portal for program expenses incurred during the grant period **July 1, 2010 to September 30, 2011**. Sub-grantees are not allowed to use 21<sup>st</sup> CCLC grant funds to pay expenses incurred after the sub-grant period is over (September 30, 2011), even if a subsequent grant has been awarded or for a different grant.

- ✓ Sub-grantees must maintain all grant-related records and documents as defined in EDGAR, 34 CFR, Part 74.53 and Part 80.42. All sub-grant related records, including all financial and programmatic records, supporting documentation, statistical records (i.e., data collection records, both retained in the CAYEN Afterschool 21 system and on-site) and other records required by the terms and conditions of the sub-grant award, by program regulations and/or by policies must be retained for five (5) years after the award cycle expires or when the last audit has been conducted. If any litigation, claim, or audit is started before the end of the three-year period, the records shall be retained until all litigation, claim, or audit findings have been resolved and final action taken. The start date of the retention period begins on the day that the sub-grantee submits to GaDOE its final Completion Report (i.e., defined as being no later than 30 days after the last date of funding availability under the sub-grant award cycle, or October 30, 2011).
- ✓ Equipment purchased with 21<sup>st</sup> CCLC grant funds must be retained in accordance with EDGAR section 74.34 through 74.37 and section 80.32 through 80.33. For the proper procedure to follow for the disposition of equipment and supplies, please refer to section XI, sub-section F of the GaDOE's 21<sup>st</sup> CCLC Operations Manual for Sub-grantees.

Sub-grantees carrying any or all program services forward under a sustainability plan or who receive additional 21<sup>st</sup> CCLC grants, are not exempt from completing all close-out terms and conditions of the GaDOE 21<sup>st</sup> CCLC three-year award. Any questions regarding the close-out procedures should be directed to Susan White at [suwhite@doe.k12.ga.us](mailto:suwhite@doe.k12.ga.us) or Shaun Thompson at [sthompson@doe.k12.ga.us](mailto:sthompson@doe.k12.ga.us) .

cc: Barbara Lunsford  
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