



**Department of
Education &
Workforce**

GRANT CLOSEOUT TRAINING

The purpose of today's training is to share how to close out 5th year grants in the Monitoring system



21ST CENTURY STAFF & FRIENDS

Office of Whole Child Supports

- Valerie Kunze, Administrator
- Dr. Stacey Brinkley, Grants Manager
- Tiffany Cartier White, Education Program Specialist
- Jacqueline Cheadle, Education Program Specialist
- Sheila Samson, Financial Program Manager

University of Cincinnati Evaluation Services Center

- Dr. Julia Holton, Senior Research Associate

Center for Out-of-School Advancement

- Chad Heileman, Director



**Department of
Education &
Workforce**

Out of School Time Team



Jacqueline Cheadle

Southeast &
Southwest Regions



Dr. Stacey Brinkley

Central Region



Tiffany Cartier-White

Northwest &
Northeast Regions



Sheila Samson

Financial Program
Manager

PRESENTATION OVERVIEW

GRANT CLOSEOUT DESK REVIEW

21APR REPORTING

END OF YEAR REPORTING

HISTORY LOG NOTE

5th year grantees must note in the CCIP history log the **name, email address, and telephone number** of a person to be considered the primary grant contact **after June 30th**.

Name

Is this the same person listed as your 21st CCLC Program Manager? If not, have you updated your OEDS information to grant access to DEW systems for final reporting on the grant?

Email Address

Will you have access to this email address through the end of the calendar year for receiving important post-grant communications? If not, have you provided a different address at which we can reach you?

Phone Number

Can you be reached at the phone number provided even after 21st CCLC programming has ended? If not, is there a number at which we can reach you if we have additional questions about your data?

GRANT CLOSEOUT



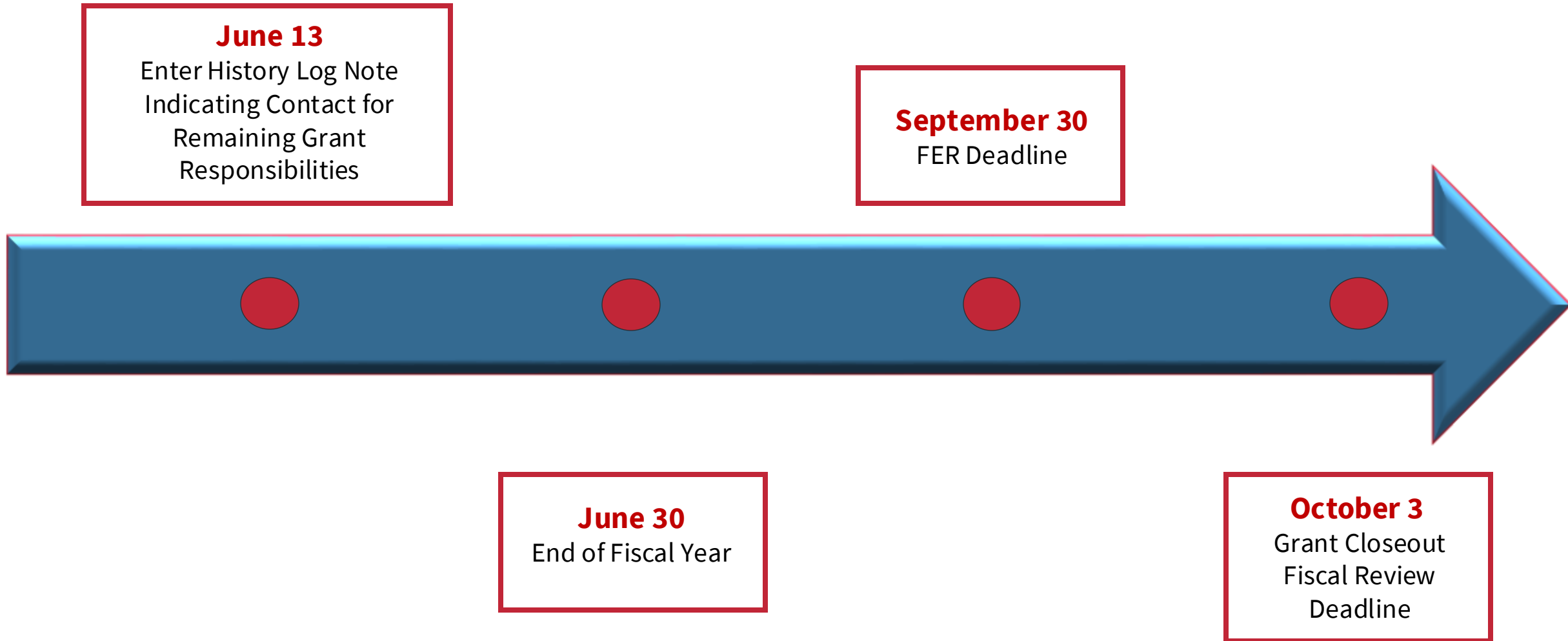
GRANT CLOSEOUT DESK REVIEW

Review Grant Closeout Guidelines

Complete Grant Closeout Disposition Form

Prepare and Run Financial Detailed Reports for Two Fiscal Years

END OF YEAR GRANT REPORTING TIMELINE



GRANT CLOSEOUT GUIDELINES

21st Century Community Learning
Center (CCLC) Grant Closeout
Guidelines

[21st-cclc-grant-closing-
guidelines.pdf](#)

[uniform_school_accounting_syst
em_user_manual](#)



ACCESSING THE MONITORING SYSTEM

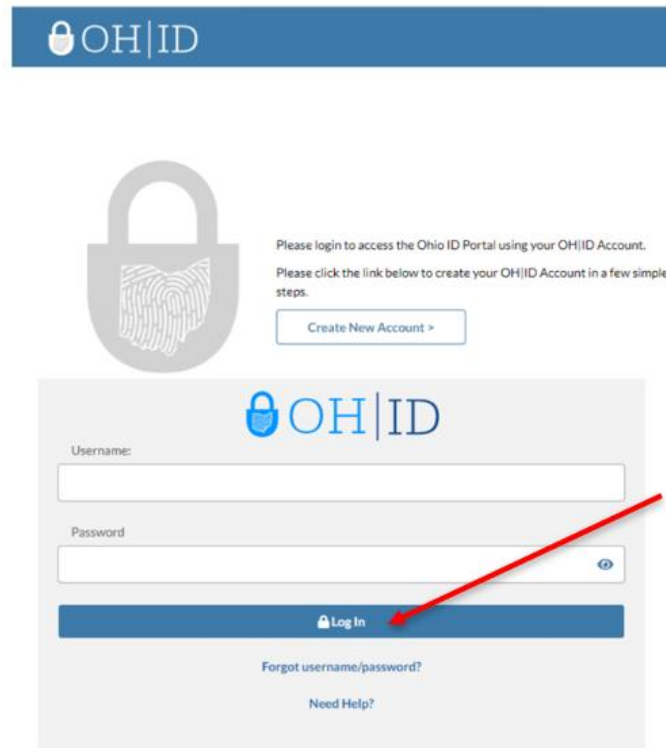


REQUIRED ROLES

- Program Manager – 21st Century Grant;
- Data Entry - Compliance; or
- Data Entry - 21st Century (21APR)

ENTERING THE MONITORING APPLICATION

Go to <https://ohid.ohio.gov> to log into your OH|ID account.



The screenshot shows the OH|ID login interface. At the top is a blue header with the OH|ID logo. Below this is a large grey padlock icon containing a fingerprint. To the right of the icon, text instructs users to log in or create an account. A 'Create New Account >' button is provided. The main login area features the OH|ID logo, a 'Username:' label, a text input field, a 'Password:' label, another text input field with a toggle icon, and a blue 'Log In' button. A red arrow points to the 'Log In' button. Below the button are links for 'Forgot username/password?' and 'Need Help?'.

OH|ID

Please login to access the Ohio ID Portal using your OH|ID Account.
Please click the link below to create your OH|ID Account in a few simple steps.

Create New Account >

OH|ID

Username:

Password:

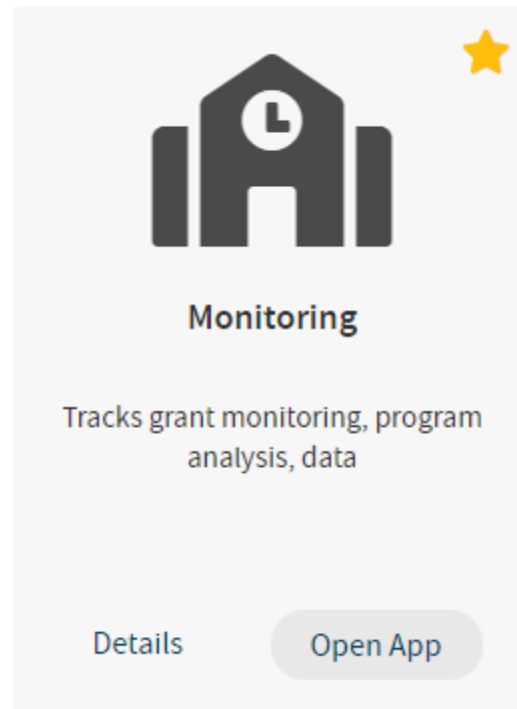
Log In

[Forgot username/password?](#)

[Need Help?](#)

ENTERING THE MONITORING APPLICATION

Under My Sites & Applications, find and click on the **Monitoring** application



Entering the Monitoring Application

From the Monitoring Dashboard, *ensure you have access to the correct program.* Click on **21st Century Community Learning Centers**



Select A Program

043802 - Columbus City School District

District IRN

Program Associated To

[Consolidated ESEA Grants](#)

[Grants Management Subrecipient Monitoring](#)

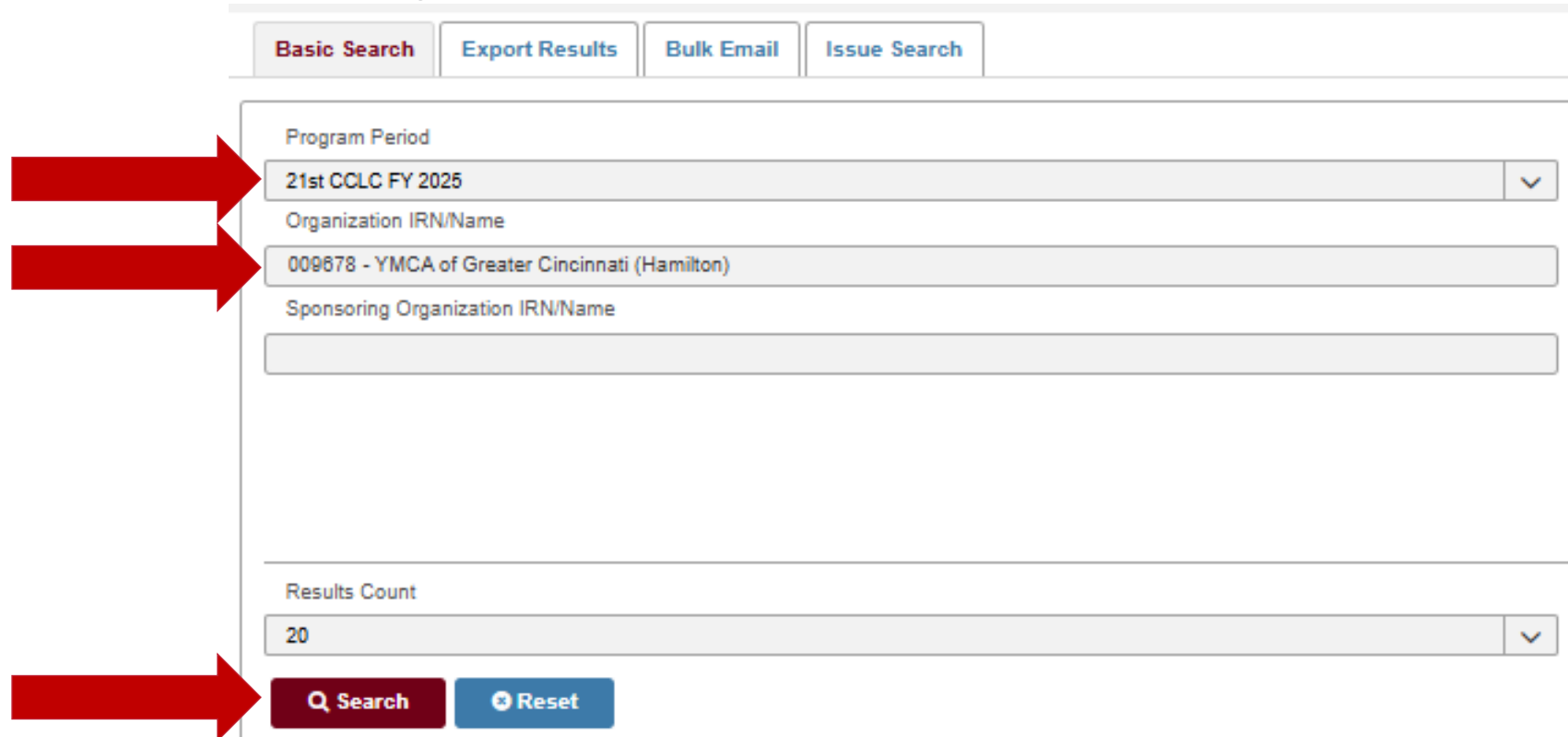
[21st Century Community Learning Centers](#)

[Charter School Program Grant](#)

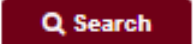

Entering the Monitoring Application

Under **Basic Search**, type in your **District/Organization name** (if not auto populated) then click **SEARCH**

✓ *Be sure that the Program Period is in FY2025*



The screenshot shows a web form titled "Basic Search" with four tabs: "Basic Search", "Export Results", "Bulk Email", and "Issue Search". The "Basic Search" tab is active. Below the tabs are three input fields: "Program Period" (a dropdown menu showing "21st CCLC FY 2025"), "Organization IRN/Name" (a text field containing "009878 - YMCA of Greater Cincinnati (Hamilton)"), and "Sponsoring Organization IRN/Name" (an empty text field). Below these fields is a "Results Count" dropdown menu showing "20". At the bottom of the form are two buttons: a red "Search" button with a magnifying glass icon and a blue "Reset" button with a circular arrow icon. Three red arrows point to the "Program Period" dropdown, the "Organization IRN/Name" field, and the "Search" button.

Basic Search	Export Results	Bulk Email	Issue Search
Program Period			
21st CCLC FY 2025			
Organization IRN/Name			
009878 - YMCA of Greater Cincinnati (Hamilton)			
Sponsoring Organization IRN/Name			
Results Count			
20			
 			

Entering the Monitoring Application

Under **Search Results**, click your District/Organization name listed under **Organization**

Basic SearchExport ResultsBulk EmailIssue Search

Program Period21st CCLC FY 2025

Organization IRN/Name009678 - YMCA of Greater Cincinnati (Hamilton)

Sponsoring Organization IRN/Name

Overall Completion StatusAny

Overall Compliance StatusAny

SurveysAny

Survey Completion StatusAny

Survey Compliance StatusAny

Results Count20

Sort OrderIRN

SearchReset

Search Results

Returned 1 Results

Organization	Program Period	Number Of Surveys
009678 - YMCA of Greater Cincinnati	21st CCLC FY 2025	2



Entering the Monitoring Application

Review the **Overview Tab** for the following: *Survey Status, Number of Surveys, Issues (CAPs), Technical Assistance (TAs), and Utility Counts (Documents, Comments/Communications)*. Confirm information here is correct.

OverviewQuestionsIssue / APTechnical AssistanceMeeting

Status

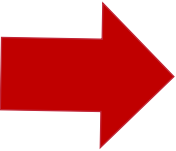
Overall StatusCompletion: **In Progress**Compliance: **Compliant**

Consultants

None

Surveys: 2

Survey Name	Completion Status	Compliance Status
 FY 2025 21stCCLC Monitoring Survey (20661 - Felicity Franklin Middle High School)	Submitted	Compliant
 FY 2025 21st Grant Closeout Survey (16987 - Cincinnati College Preparatory Academy)	Not Started	Not Started



OverviewQuestionsIssue / APTechnical Assistance

Issues

 Issues

Total Number: 0

 Flags

Total Number: 0

Technical Assistance: 0

Name	Offer To	Offer Date	Title
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Previous 10 Results

Go to page 1 of 0

Next 10 Results

Utility Counts

Documents		Comments/ Communications		
Total Number Of Documents	Recent Document(s)	Total Number Of Comment(s)	Recent Comment(s) Count	Recent Communication(s) Count
0 Document(s)	0 Document(s)	0 Comment(s)	0 Comment(s)	0 Communication(s)



GRANT CLOSEOUT FY25 SURVEY

- Click on the **Questions** Tab
- Go to Grant Closeout Survey
- Click Start Survey

OverviewQuestionsIssue / APTechnical AssistanceMeeting

Survey List

Survey Plan(s)	Started Date	Last Updated	Compliance Status	Completion Status
FY 2025 21stCCLC Monitoring Survey				
FY 2025 21st Grant Closeout Survey				

FY 2025 21st Grant Closeout Survey

Grant Number	Grant Name	Started Date	Last Updated	Completion Status
16987	Cincinnati College Preparatory Academy			Start Survey

Add Grant(s)

Previous 5 Results

Go to page 1 of 1

Next 0 Results

GRANT CLOSEOUT SURVEY – QUESTION 1

Upload Evidence for each question

Group Name |


Grant Close-Out


* Question 1


The subgrantee attended the mandatory Grant Closeout Training OR completed the virtual recording in accordance with federal requirement 2 CFR 200.344.

Supporting Documentation:

☐ Proof of Attendance - *Confirmation Email sent to program*

 0 Documents

 0 Comments

 0 Communication




GRANT CLOSEOUT SURVEY – QUESTION 2

* Question 2


The subgrantee has allowable expenditures that supported 21st CCLC program objective expenditures, in accordance with federal and state requirements for the purpose of 21st CCLC programming.

Supporting Documentation:

☐ Budget Account Information (BUDLED) or Financial Detailed Report (FINDET) sorted by object code for the last two (2) fiscal years; or a Report of all year-end expenditures for Fund 509

 0 Documents

 0 Comments

 0 Communication

FINANCIAL DETAILED REPORT OF ACTUAL EXPENDITURES BY OBJECT CODE (LAST 2 YEARS)

Sample Financial Summary Report

First and Last Pages

First Page

FLIND	FLINC	OBJ	SCC	SUBJECT	OPU	IL	JOB	Description	FYTD Appropriated	Prior FY Carryover Encumbrances	FYTD Expendable	FYTD Actual Expenditures	MTD Actual Expenditures	Current Encumbrances	FYTD Unencumbered Balance	FYTD Percent Exp/Enc
1	1100	112	0	0	0	0	0	Description	233406.2	0	233406.2	233406.2	30117.72	0	0	100
1	1100	211	0	0	0	0	0	Description	176822.72	0	176822.72	176822.72	139011.7	0	0	100
1	1100	241	0	0	0	0	0	Description	8729.85	0	8729.85	8729.85	2270.56	0	0	100
1	1100	242	0	0	0	0	0	Description	82.34	0	82.34	82.34	19.79	0	0	100
1	1100	243	0	0	0	0	0	Description	757.96	0	757.96	757.96	195.27	0	0	100
1	1100	249	0	0	0	0	0	Description	3329.6	0	3329.6	3329.6	432.8	0	0	100
1	1100	261	0	0	0	0	0	Description	1475.56	0	1475.56	1475.56	194.06	0	0	100
1	1100	414	0	0	0	0	0	Description	540281.28	0	540281.28	540281.28	85285.58	0	0	100
1	1100	416	0	0	200	16	0	Description	0	0	0	0	0	0	0	0
1	1100	423	0	20000	231	16	0	Description	2500	0	2500	241.88	241.88	2258.12	0	100
1	1100	423	0	80000	231	16	0	Description	0	0	0	0	0	0	0	0
1	1100	423	0	120000	231	1	0	Description	0	0	0	0	0	0	0	0
1	1100	423	0	120000	231	2	0	Description	0	0	0	0	0	0	0	0
1	1100	423	0	120000	231	8	0	Description	0	0	0	0	0	0	0	0
1	1100	423	0	120000	231	16	0	Description	13245.2	78	13323.2	11486.24	1770.31	1836.96	0	100
1	1100	443	0	0	200	16	0	Description	3301.73	0	3301.73	3301.73	394.44	0	0	100
1	1100	447	0	0	400	0	0	Description	255816.76	0	255816.76	255816.76	29735.7	0	0	100
1	1100	461	0	0	210	16	0	Description	17525.33	0	17525.33	17525.33	0	0	0	100
1	1100	511	0	0	0	16	0	Description	104781.61	0	104781.61	104781.61	0	0	0	100
1	1100	511	0	0	200	16	0	Description	0	0	0	0	0	0	0	0
1	1100	511	0	0	600	0	0	Description	400	0	400	400	0	0	0	100
1	1100	511	0	20000	231	16	0	Description	0	0	0	0	0	0	0	0
1	1100	511	0	50000	212	16	0	Description	0	0	0	0	0	0	0	0
1	1100	511	0	80000	231	16	0	Description	7126	0	7126	0	0	7126	0	100
1	1100	511	0	130000	205	0	0	Description	0	0	0	0	0	0	0	0




GRANT CLOSEOUT SURVEY – QUESTION 3

Provide local policy NOT list of Inventory

* Question 3

The subgrantee has a current, accurate physical inventory/fixed assets policy in place.
Supporting Documentation:

- ☐ Current Physical Inventory/Fixed Assets Policy to include tagging procedures - ***regardless if purchased with 21st CCLC grant funds or not. (DO NOT upload your list of inventory purchased)***

 0 Documents

 0 Comments

 0 Communication

GRANT CLOSEOUT SURVEY – QUESTION 4

Upload completed Disposition Form

[21st CCLC Inventory Disposition Request Form 2025.pdf](#)

* Question 4

The subgrantee maintains a list of equipment and supplies for disposition purposes for acquisition cost of \$5,000 or more, in accordance with [Uniform Guidance](#).

Supporting Documentation:

☐ Copy of completed Inventory and Disposition Records form (REQUIRED)

 Documents

 Comments

 Communication

DISPOSITION FORM

[21st CCLC Inventory Disposition Request Form 2025.pdf](#)

21st Century Community Learning Centers Inventory Disposition Request Form

Equipment: tangible, non-expendable, personal property having a useful life of more than one year (see page 3 of the 21st CCLC grant closing guidelines document).

List all items with an acquisition cost of \$10,000.00 or more. Mark the option of how you will dispose.

Serial/ID Number	Item Description	Item Location	Purchase Date	Purchase Date	Percentage of 21 st CCLC federal funds used for purchase	Current Per Unit Fair Market Value	Condition - Good, Fair, Poor	Disposition Status - Retained, Transferred, Auctioned, etc. (if auctioned, indicate date and amount sold for)	If auctioned; indicate amount and date proceeds returned to DEW	If transferred, Organization and location transferred to

SUPPLIES: Consumed in use, lose their original appearance with use, are expendable, and are inexpensive, and lose identity through incorporation into a more complex unit or substance (see page 4 of the 21st CCLC Grant Closing Guidelines document).

List all supply items with an aggregate value of \$10,000 or more. Mark the option of how you will dispose.

Serial/ID Number	Item Description	Item Location	Purchase Date	Purchase Date	Percentage of 21 st CCLC federal funds used for purchase	Current Total Aggregate Fair Market Value	Disposition Status - Retained, Transferred, etc.	If you cannot transfer, indicate amount and date proceeds returned to DEW	If transferred, Organization and location transferred to

Disposition Options per EDGAR, 2 CFR Part 200.313:

- ✓ Retain Equipment if 21st CCLC Programming continues to operate;
- ✓ Offer to transfer to other program/project currently or previously supported by federal funds;
- ✓ Sale at Auction (DEW approval required)

21st CCLC Sub Grantee Name:

Grant Name:

Grant Number:

Responsible Staff Name:

Signature of Responsible Staff Person:

Contact Phone Number:

Email Address:

Date:

GRANT CLOSEOUT SURVEY – QUESTION 5

Will the 21st Century Program be Sustained?

* Question 5

The subgrantee implemented a program sustainability plan and will continue to provide after school program services, without 21st CCLC funding.

Supporting Documentation:

- ☐ The program will be sustained - provide summary that indicate if all four 21st CCLC components (Math, Reading, Youth Development, and Parent/Family Engagement) will be part of programming
- ☐ N/A - The program will not be sustained

 0 Documents

 0 Comments

 0 Communication

GRANT CLOSEOUT SURVEY – QUESTION 6

* Question 6

Please enter contact information.

Program Managers Name

Contact Email

Contact Phone Number

 0 Documents

 0 Comments

 0 Communication



GRANT CLOSEOUT - WHOM TO NOTIFY

**Staff/Parent/Families/Student
Participants**

Community Partners

Non-public Schools in the Area

Governing Authority Board(s)

**Advisory Groups & Other
Stakeholders**

MONITORING SURVEY & GRANTS MANAGEMENT RESOURCES

- **Grants Manual** <https://education.ohio.gov/getattachment/Topics/Finance-and-Funding/Grants-Administration/Managing-Your-Grant/Managing-Your-Grant.pdf.aspx?lang=en-US>
- **Quick Reference Guide** [Grants-Management-Quick-Reference-Guide-Manual.pdf.aspx](#)
- **Managing Your Grant** <https://education.ohio.gov/Topics/Finance-and-Funding/Grants-Administration/Managing-Your-Grant>



UNIFORM GUIDANCE

34 CFR Part 80 Subpart C 80.32 & 80.33, and Subpart D 80.50

(<https://www.govinfo.gov/content/pkg/CFR-2014-title34-vol1/pdf/CFR-2014-title34-vol1-part80.pdf>)

2 CFR 200.344 (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbfabcd2/section-200.344>)

Uniform Guidance Crosswalk (<https://www2.ed.gov/policy/fund/guid/uniform-guidance/crosswalkbtw3474.pdf>)



21APR REPORTING

OHIO'S 21ST CCLC FY25 DATA REPORTING TIMELINE

This is a timeline of due dates for all 21APR and statewide evaluation reporting from Summer 2024 and the 2024-25 school year. All grantees who offered programming during this time are required to submit data following this timeline.



August 22

21APR Window 1 Opens

Summer 2024 and 24-25
School Year: Activities,
Staffing, Participation



October 31

21APR Window 1 Due

Summer 2024 and 24-25
School Year: Activities,
Staffing, Participation



November 14

21APR Window 2 Opens

Summer 2024 and 24-25
School Year: Outcomes

August 1

**2024-25 End-of-Year
(EOY) worksheet
available**



October 15

**2024-25 EOY
reporting link
sent to program
managers**



December 1

**2024-25 EOY
reporting
submissions due**



March 3

21APR Window 2 Due
Summer 2024 and 24-25
School Year: Outcomes



21APR REPORTING REQUIREMENTS

School Year 1*

Summer

Reported During SU/SY2

School Year 2

Summer

Reported During SU/SY3

School Year 3

Summer

Reported During SU/SY4

School Year 4

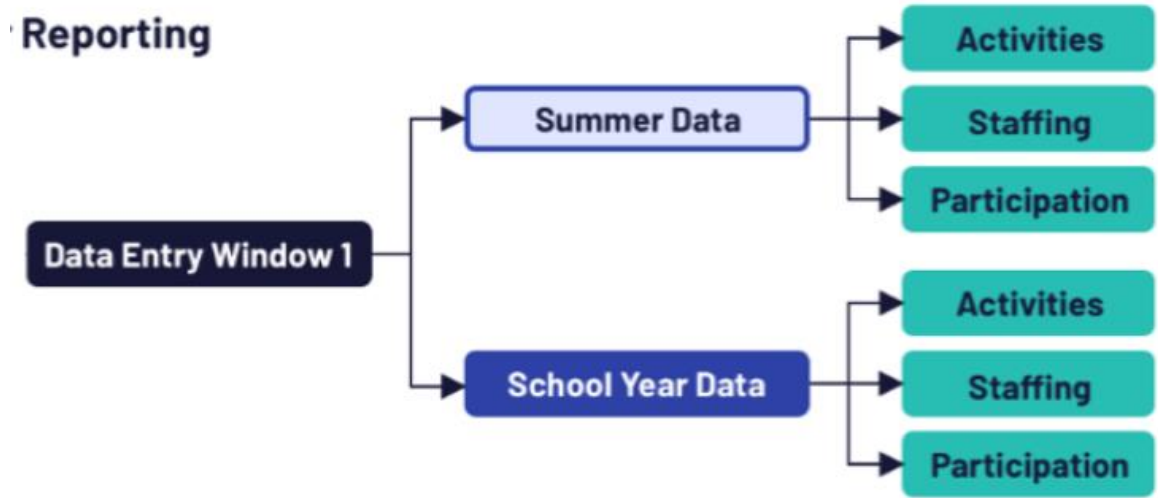
Reported During SU/SY5

Summer

School Year 5

Reported Closeout SU

21APR REPORTING WINDOWS



Data Entry Window #1

August 22, 2025 – October 31, 2025

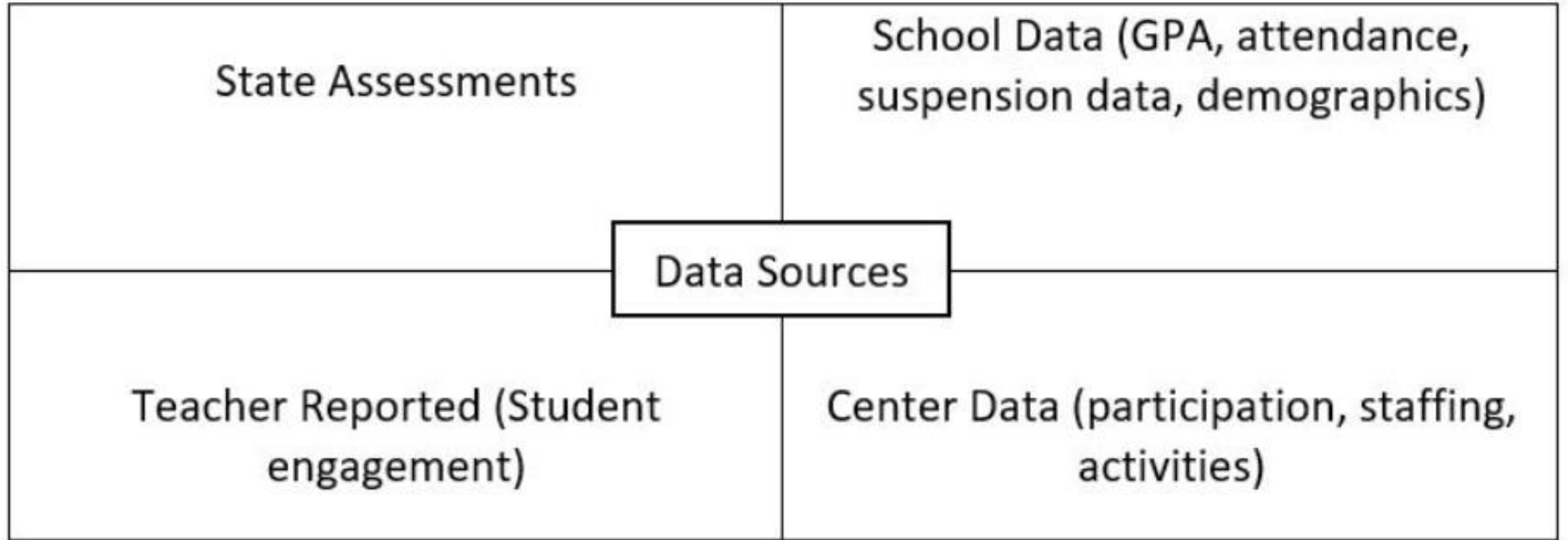
Activities

Staffing

Participation



DATA INVENTORY



21APR REPORTING WINDOWS



Data Entry Window #2

November 14, 2025 –
March 3, 2026

Outcomes

REMINDER:

GPRA #5 (PART OF THE OUTCOMES REPORTING SURVEY) ASKS THE TEACHER OF RECORD FOR 21ST CCLC PARTICIPANTS IN GRADES 1-5 TO REPORT ON CLASSROOM ENGAGEMENT FOR THE SUMMER AND SCHOOL YEAR TERMS (SUMMER OF 2024 AND THE 24-25 SCHOOL YEAR).

THIS SIMPLE SURVEY SHOULD BE COMPLETED BY THOSE TEACHERS BEFORE 2024-2025 SCHOOL YEAR PROGRAMMING ENDS AND GIVEN TO THE 21ST CCLC PROGRAM MANAGER TO ENSURE THE DATA IS AVAILABLE LATER THIS FALL.

GPRA #5

Outcomes Reporting (November)

Grades 1-5 Only

Summer & School Year Terms

[Survey Link](#)





UC EVALUATION SERVICES CENTER
Data Inspiring Change

STATEWIDE EVALUATION

OHIO'S 21ST CCLC FY25 DATA REPORTING TIMELINE

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August 22

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Summer 2024 and 24-25
School Year: [Activities](#),
[Staffing](#), [Participation](#)



October 31

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Summer 2024 and 24-25
School Year: [Activities](#),
[Staffing](#), [Participation](#)



November 14

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Summer 2024 and 24-25
School Year: [Outcomes](#)

August 1

**2024-25 End-of-Year
(EOY) worksheet
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October 15

**2024-25 EOY
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December 1

**2024-25 EOY
reporting
submissions due**



March 3

21APR Window 2 Due
Summer 2024 and 24-25
School Year: [Outcomes](#)



STATEWIDE EVALUATION END OF YEAR REPORTING TO UCESC

- Worksheet will be available in August
- Similar to End-of-Year reporting from 2023-24
- Qualtrics links will be sent to program managers in October
- Final End-of-Year data due in December

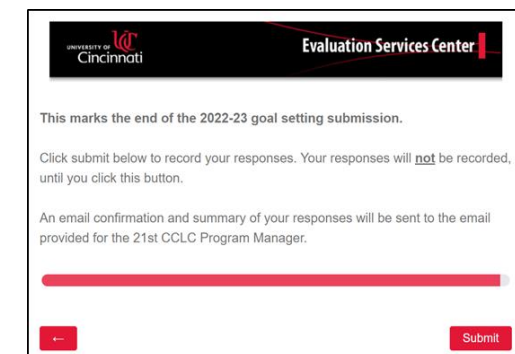


2023-24 End-of-Year Reporting Submission Instructions

The 2023-24 End-of-Year (EOY) reporting will be submitted through Qualtrics survey software. The deadline is **11:59 p.m. on December 1, 2024**. This packet provides both the instructions on how to access and complete the Qualtrics survey as well as a worksheet that grantees can complete to prepare their responses to the survey.

How to Access and Complete the 2023-24 EOY Reporting Submission

1. This worksheet contains all questions included in the 2023-24 EOY reporting submission. We recommend completing this worksheet first in collaboration with your program's local evaluator.
2. In mid-November, program managers will receive an email from the University of Cincinnati Evaluation Services Center CECHQualtrics@uc.edu. This email will contain a **unique link** for each specific 21st Century Community Learning Center grantee number. **Do not** share this link with other programs, as it will be specific to each grant number. If the program manager does not receive a link, check spam folders.
3. After you have completed the worksheet provided in this packet and are ready to complete your survey, click on the unique link. This will take you to the 21st Century Community Learning Center 2023-24 EOY reporting submission. Complete the questions as directed.
4. Automated reminder emails will be sent to program managers close to the deadline until the submission is received. Once the program manager has submitted the Qualtrics survey, they will no longer receive automated reminder emails.
5. We recommend completing the Qualtrics survey at one time. However, if you are unable to finish at one time, close the survey, but do not hit the Submit button. You can click on the unique link later and complete the survey. Data previously entered in Qualtrics will be saved.
6. When you are ready to submit the survey, click on the red **Submit** button. You will not be able to access the survey again after you click Submit.



Draft screenshot from Qualtrics survey

STATEWIDE EVALUATION QUESTIONS FOR UCESC?

- Questions can be submitted via this link: <https://bit.ly/21stCCLCEvalQs> [24-25 Statewide Evaluation FAQ](#)
- Please continue to check the 2024-25 Evaluation Resources: [Evaluation Resources | Ohio Department of Education and Workforce](#)



KEY DATES FOR GRANT CLOSEOUT

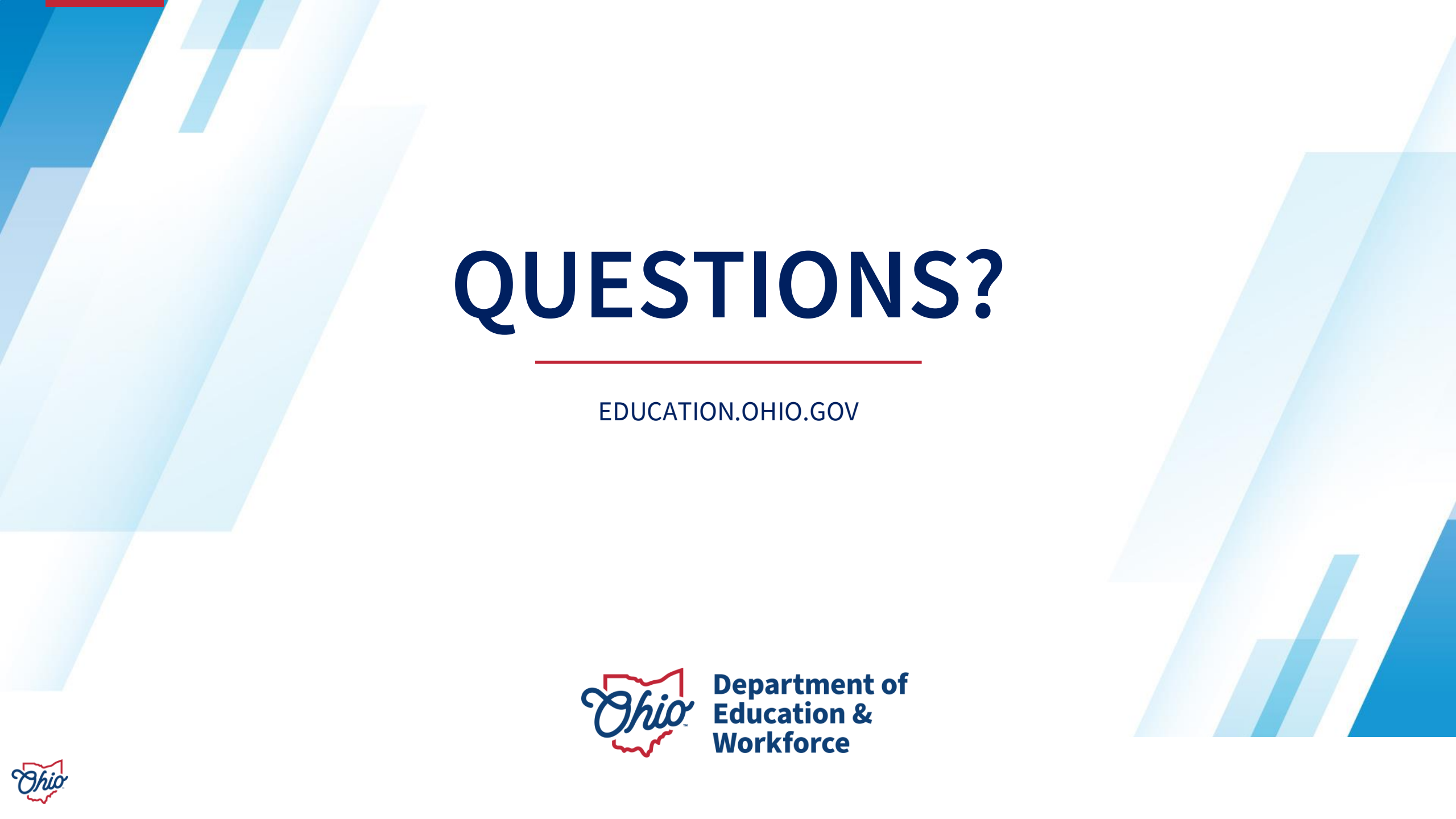
- **June 13, 2025** - Enter History Log Note in CCIP Indicating Contact for Remaining Grant Responsibilities
- **September 30, 2025** – Final Expenditure Report (FER) Deadline
- **October 3, 2025** - Grant Closeout Fiscal Review Deadline
- **October 31, 2025** – 21APR Staffing and Participation Data Due
- **December 1, 2025** – EOY Statewide Evaluation Reporting Due
- **March 6, 2026** – 21APR Outcome Data Due

QUESTIONS?

EDUCATION.OHIO.GOV



**Department of
Education &
Workforce**



MAKE SURE YOU SIGN IN...AND TELL US WHAT YOU THINK!

Attendance Survey Link:

<https://www.surveymonkey.com/r/HPS5KY8>



Satisfaction Survey Link:

<https://www.surveymonkey.com/r/HPNMFPW>



Department of Education & Workforce

EDUCATION.OHIO.GOV