

21st Century Community Learning Center (CCLC) Grant Accountability Dates



	SUMMARY OF CLASSES OFFERED
January 30, 2009	<i>EMAIL TO: ADE EDUCATION PROGRAM SPECIALIST ASSIGNED TO GRANT</i>
May 2009	GRANT MANAGEMENT ENTERPRISE: RENEWAL APPLICATION
	SUMMARY OF CLASSES OFFERED
June 30, 2009	<i>EMAIL TO: ADE EDUCATION PROGRAM SPECIALIST ASSIGNED TO GRANT</i>
August 15, 2009	21ST CCLC PPICS - ANNUAL PERFORMANCE REPORT (APR)
September 28, 2009	GRANT MANAGEMENT ENTERPRISE - COMPLETION REPORT

PPICS – Profile and Performance Information Collection System

Learning Point Associates (LPA) has been selected by the U.S. Department of Education to design, deploy and maintain a Web-based data collection system to capture information regarding 21st CCLC programs.

Annual Performance Report (APR)

The purpose of entering data on the PPICS system including Annual Performance Report (APR) modules is to keep your site in compliance with federal reporting requirements.

Grant Management Enterprise (GME) System

Arizona Department of Education has used GME system since 1998. Through this system, you applied for your grant and will report:

- ✓ Amendments both budgetary and programmatic – as needed
- ✓ Monthly Cash Management Reports – monthly ongoing
- ✓ Completion report – yearly
- ✓ Renewal Application for year to year ongoing funding - yearly
- ✓ Receive your cash draw-downs – monthly ongoing

Amendments: An amendment is a request for a change in the original grant application. It can be for a fiscal change or a programmatic change or both. In general terms, amendments **must** honor the original integrity and intent of the awarded grant proposal. Last day to submit amendments is April 2, 2009.

Cash Management: This is a report used to submit required information showing the amount of federal project monies on hand on the report date. A **monthly** report is required for all federal projects and all budget totals, and must be submitted the 1st through the 18th of every month.

Completion Report: This is a **yearly** report of the actual expenditures for a grant / project and is required for all grants / projects.

21st CCLC Renewal Application: This application provides user access to enter and submit *minor* changes in the grant from year to year operation. This can include programmatic changes and budgetary changes but **must** honor the original integrity and intent of the awarded grant proposal. This application asks for some performance data to determine if full funding is to be awarded in the next school year cycle. In addition, this allows the applicant to access state payments in accordance with the schedule requested.

Summary of Classes Report: This spreadsheet provides ADE staff with a snapshot of what classes are being offered and the number of students that are being served. It enables ADE staff to provide technical assistance throughout the year to grantees that may need additional guidance instead of waiting to receive data at the end of the year in the APR.