

Closeout Procedures

DESE will close-out Federal afterschool grant awards (School Age Community-SAC and 21st Century Community Learning Centers-21st CCLC) when DESE has determined that all applicable administrative actions and all required work of the grant award have been completed by the grant recipient (sub grantee). Sub grantees will be notified for instances of non-completion (§200.343).

The period of performance for any grant year is July 1 – June 30.

Final Expenditure Reports (FER) are due July 25. Appropriate/reasonable due date extensions granted by DESE on a case-by-case basis.

Final Program Report (FPR) for the School Age Community (SAC) report is due July 15. Appropriate/reasonable due date extensions granted by DESE on a case-by-case basis.

Unless DESE has authorized an extension, all sub grantees must liquidate all obligations incurred under the grant award no later than 90 calendar days after the end date of the period of performance.

DESE must make prompt payments to the sub grantees for allowable reimbursable costs of the grant being closed out.

Sub grantees must promptly refund any balances of unobligated cash the DESE paid and are not authorized to be retained by DESE for use in other projects.

DESE should complete all closeout actions for grant awards no later than one year after receipt and acceptance of all required final reports.

The closeout of the grant award does not affect any of the following (§200.344):

- The right of DESE to disallow costs and recover funds on the basis of a later audit or other review. DESE must make any cost disallowance determination and notify the sub grantee within the record retention period.
- The obligation of the sub grantee to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments.
- Audit requirement in Subpart F-Audit Requirement of this part.
- Property management and disposition requirements in Subpart D-Post Federal Award Requirement of this part (§200.310).