Closing Out Your Illinois Reading First Grant Program:
What You Need to Know

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*Illinois Reading First Program*

Illinois Summer Reading Conference
August 10-12, 2010
(Tinley Park, IL)
Grant Components

- Performance Period
  - Project End Date 08/31/10

- Final Reports Due
  - 09/15/10 Professional Development
  - 09/30/10 Final Expenditure Report
    - IF outstanding obligations are reported on 09/30/10, liquidation of those obligations must be reported by 11/30/10
Crucial Goals -

☐ Performance period
  ■ Finish all project Activities by 08/31/2010

☐ Closeout period
  ■ Report final results
    ☐ Submit final expenditure reports
    ☐ Submit final Professional Development reports

☐ Retain records
Performance period

☐ Complete all project Activities

- Review your grant’s Work Plan
- Identify remaining unfinished activities
- Make sure all activities are completed by 08/31/2010
Closeout period

- Report Final results to ISBE

  - Professional Development reports (ROE/ISC 4337 grants) due by:
    - September 15, 2010

  - Final Expenditure reports (District 4334 and ROE/ISC 4337 grants) due within 30 days of Project End Date
    - September 30, 2010
Retain Records

- Reading First falls under the record retention provisions of the *General Education Provisions Act (GEPA)* and EDGAR

- Grant Records must be kept for **three (3) years** after the submission date of all required reports
Which Records do I keep?

- Your copy of the approved application and all approved amendments
- Financial records showing amount and source of all funds spent on grant
  - Must document how all Federal funds were used
- Records of program participants
- Source data used to report on performance measures
Which Records do I keep? (cont.)

- Equipment purchases:
  - Maintain Inventory records through end of grant period, then request disposition instructions from ISBE

- Copies of all Correspondence with ISBE regarding the project

- See GEPA (20 U.S.C. 31) and EDGAR (34 CFR 75.730-732) regulations for more specific requirements for record retention
GEPA – Maintain Records related to:

- Grant funds
  - Amount of funds
  - How grantee uses funds
  - Total cost of project
  - Share of cost provided by other sources
  - Other records to facilitate an effective audit
GEPA – Maintain Records related to:

- Compliance
  - How grantee complies with program requirements

- Performance
  - Records of significant project experiences and results
  - Grantee should use above records to:
    - Determine progress in accomplishing project objectives
What should be done with any leftover funds?

- **All funds** must be expended and/or obligated by the project end date (08/31/10)
- **When Final Expenditure Report/Liquidation Report reflects unobligated funds, all funds must be returned**
  - ISBE will send you a Refund Due Letter
  - Submit check with Refund Due Letter to:
    - Illinois State Board of Education
      Funding & Disbursements Division (E-320)
      100 North First Street
      Springfield, IL  62777-0001
Deadlines to Remember:

- **August 31, 2010** -
  - All FY2010 Illinois Reading First grant activities must be completed by this date – **NO EXCEPTIONS & NO EXTENSIONS**

- **September 15, 2010** –
  - All FY2010 RF ROE/ISC PD Report 2s due

- **September 30, 2010** -
  - All FY2010 RF Expenditure reports must be submitted to ISBE by this date
  - IF outstanding obligations are reported on 09/30/2010 Expenditure Report, Liquidation Report is due November 30, 2010
Questions? Just ask!

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