



MoSTEMWINS Closeout Guidance

(updated February 2018)

Deadline Date	Actions Required by all Partner Institutions
4-1-17	MCCA releases RFP for video services
5-1-17	MCCA awards contract for video services and works with selected vendor to schedule shoots
May – August 2017	Vendor visits each college for shoots with participants, college grant staff, employers and campus president.
September – October 2017	Vendor makes edits to the videos
10-15-17	Videos are routed to the colleges for proofing.
11-1-17	Final videos ready for release.
12-15-17	Story #1 Due: Job Placement of Grant Students
1-16-18	Story #2 Due: Apprenticeships in MoSTEM, MoHealth, and MoMan
2-15-18	Story #3 Due: OER SkillsCommons Usage in MoSTEMWINS
3-15-18	Story #4 Due: Sustaining Programs
3-31-18	<p>All programs of study and course offerings will end by this date.</p> <ul style="list-style-type: none"> • We cannot incur costs for program development, faculty salary/fringes, and other instructional expenses beyond 3-31-18. • Personnel and non-personnel from 4-1-18 to 9-30-18 (during the final six months) will be paid by the grant for activities that support grant data collection, follow-up outcomes, job placement services, participant completion, exit surveys, sustainability planning, final packaging of grant deliverables and close out activities. Option II activities and expenses are also allowable.
4-16-18	Story #5 Due: C4PL Course Matrix and Policies
4-27-18	MoSTEMWINS Spring Quarterly Meeting @ MCCA HQ
4-30-18	Images for the statewide final report are due. (Work with your college's Marketing & Communications office to request professional photos – we will need high res photos.)
5-15-18	Story #6 Due: WIB Engagement – Sustaining the MOU
5-31-18	All participant data collection activities from the partner institutions must be uploaded to ETO by this date.
5-31-18	All participant credentials must be completed and participants must be exited no later than this date.
5-31-18	All participant completers' job placement services and exit surveys must be completed by this date.
5-31-18	A rough draft of the statewide final report will be routed to each college for proofing.
6-15-18	Story #7 Due: Grant Staffing/Professional Development

6-30-18	Feedback on the rough draft of the statewide final report due to the communication director.
6-30-18	All curriculum, program support, grant management, and outreach materials must be CC By licensed and uploaded to SkillsCommons.org.
6-30-18	All grant monitoring issues must be resolved by this date.
6-30-18	MANDATORY PROGRAM REPORT DUE – FINAL Program Narrative Report submission for reporting period of 4/1/18 through 6/30/18 submitted to the Grant Team by this date.
7-15-18	<p>QUARTERLY FINANCIAL REPORT DUE – Reimbursement Report submission for period of 4/1/18 through 6/30/18.</p> <ul style="list-style-type: none"> • Applicable expenses for the period ending 6-30-18 should be accrued and included in the reimbursement report • Only key grant personnel and Option II expenses for partner institutions will be charged to the grant between 7/1/2018 and 9/30/2018
7-16-18	Story #8 Due: Intrusive Advising
7-26-18	MoSTEMWINS Summer Retreat @ Camden on the Lake Resort
7-31-18	<p>Packaging of all grant deliverables will be due to MCCA Grants office and MCC by this date.</p> <ul style="list-style-type: none"> • Complete “Inventory Certification” form – include detail on all equipment purchased with MSW grant dollars (total equipment listed must equal total cumulative equipment expenditures shown on final Reimbursement Report submitted for the period ending 9-30-18). • Signed Grantee certifications to be distributed during closeout process.
8-31-18	Cosgrove & Associates will have all final evaluation reports submitted to MCCA Grants Office by this date.
9-1-18	Communication director will begin incorporating final performance data into the statewide final report.
9-22-18	Final draft of statewide final report routed for proofing.
9-30-18	Consortium Lead MCC and MCCA grants office will electronically submit final APR and all grant records and deliverables to DOL.
10-3-18	Final feedback due to communication director for final report.
10-15-18	<p>FINAL QUARTERLY FINANCIAL REPORT DUE – Reimbursement Report submission for period of 4/1/18 through 6/30/18.</p> <ul style="list-style-type: none"> • Applicable expenses for the period ending 9-30-18 should be accrued and included in the reimbursement report. • Only key grant personnel and Option II expenses for partner institutions will be charged to the grant between 7/1/2018 and 9/30/2018. • No grant-supported contracts with any vendor can be honored beyond 9-30-2018, the federal grant reporting period end date.

	<ul style="list-style-type: none">• Crosswalk to reconcile cumulative actual expenditures by DOL line item to college's general ledger reports.• Crosswalk to reconcile cumulative actual direct expenditures with strategies identified in the Project Work Plan.
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