School/Site Closing Protocol

When a school that is currently being served by a 21st Century Community Learning Centers (21st CCLC) grantee is closed the grantee must determine the nature of continued services. In most cases the services will follow the current targeted population of students or a similar population within the same school district. However, if the school building that is closing will become part of a different educational entity/new school district the current 21st CCLC grantee may choose one of the following options:

- The current 21st CCLC grantee may contract to provide services to the same population of students remaining at the closed school building site with the new educational entity/school district for the remainder of the grant period.
- The current 21st CCLC grantee may serve a new population of students that meet equal priority at a different location.
- The current 21st CCLC grantee may relinquish funds for that school building site.

Note: In the event that the current 21st CCLC grantee chooses to serve a new population of students at a different location or relinquish the funds, the different educational entity/new school district may compete for its own 21st CCLC grant in the next round of funding to replace the 21st CCLC program at the school building site that is now part of its educational entity/new school district.

The following protocol must be completed:

1. Grantee must submit a written request to change the site of their 21st CCLC Grant Program. The written request must include:
   - Name and address of site closing
   - Detailed reason for closure/change
   - Name and address of school requested to become new site
   - District code and building code for new site
   - Population to be served (are they the same group of students or a new group)

2. Consultant will review written request.
   - If the same population of students is going to a school building that is not a currently funded 21st CCLC site, the consultant will review the priority of the proposed building. The new site may be approved.
   - If a new population of students will be targeted to receive programming, the proposed school will be reviewed for 21st CCLC priority. The new site may be approved.
If the same population of students will be moving to a currently funded 21st CCLC site, funding for that site will not be increased.

3. Consultant approves the proposal and a formal letter is sent to the grantee detailing the decision.

4. Letter is filed in grantee file and copies are forwarded to the statewide evaluator and other pertinent parties, as needed.

5. Grantee completes follow-up with Michigan Department of Human Services, Bureau of Children and Adult Licensing, EZReports, and Michigan Electronics Grant System Plus (MEGS+) regarding approved changes.