# New York State 21st CCLC Program Timeline

**November 2019 – September 2020**

## Program Year 3: July 1, 2019 through June 30, 2020

### November 2019
- Conduct 2nd Advisory Board Meeting (Nov-Dec) and 1st administration of QSA
- Review Budget and submit any Budget Amendments, if needed
- Conduct Local Program Evaluator’s first required site visit (Sept-Dec)
- Attend 21st CCLC Statewide fall conference November 19-21, 2019 in Schenectady, NY (required for all New York City and Rest of State sub-grantees)

### December 2019
- Enter Spring 2019 APR data by December 6, 2019
  [https://21apr.ed.gov/login](https://21apr.ed.gov/login)

### January 2020
- Submit Mid-Year Report to NYSED by March 31, 2020
- Submit NASA STEM Design Videos to You for Youth (Y4Y) by February 14, 2020
  (only applies to those sub-grantees involved in 2019-2020 NASA project)
- Review Budget and submit any Budget Amendments, if needed, by March 1, 2020

### February – March 2020
- Submit Mid-Year Report via Survey Monkey by March 31, 2020
- Summer 2019 APR reporting cycle (TBD)
- Conduct 3rd Advisory Board Meeting (Feb-March)
- Conduct Local Program Evaluator’s second required site visit (March-May)
- Submit Local Evaluator’s Interim Evaluation Report to program managers/directors. Submit Budget Amendments (FS-10-A), M/WBE Utilization Plan, and revised M/WBE Goal calculation worksheet by March 1, 2020. Please send to NYSED’s Office of Grants Management

### April 2020
- Conduct Exploratory Site visits from the Statewide Evaluator (conducted at ten local programs between April and June; selected programs TBD)

### May 2020
- Conduct 4th Advisory Board Meeting (May-June) and 2nd administration of QSA
- Administer Student Outcomes Survey or another validated student survey selected by the local evaluator that measures youth development attributes to students in grades four and above; obtain student input from students who cannot complete survey through other methods (May-June)
- Submit 2020-2021 Budget Packets (FS-10 Budgets, Composite Budgets, and M/WBE documents) by May 15, 2020. Please send to NYSED’s Office of Grants Management
- Submit summer 2019 APR data (TBD)
| June 2020 | • NYSED and NASA STEM Showcase in Albany, NY on June 9, 2020 *(for NASA participants)*  
• Fall 2019 APR reporting cycle begins (TBD)  
• Attend the New York City Spring Conference on June 12, 2020  
• Attend the Rest of State Spring Conference on June 3-5, 2020 |
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| Program Year 4: July 1, 2020 through June 30, 2021 |
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| July-August 2020 | • Submit Year 3 Participation data (wait for instructions from NYSED and MI)  
*Reminder that participation data will need to be further disaggregated as per NYSED’s email of August 21, 2019*  
• Conduct preliminary program-level planning meeting for next program year  
• Self-assess/review with QSA tool  
• Begin summer programming, if applicable  
• Conduct 1st Advisory Board Meeting: All stakeholders meet for comprehensive planning, review/update Program Logic Model, and/or review QSA results  
• Establish 21st CCLC Program schedule for upcoming school year  
• Submit Fall 2019 APR data (TBD) |
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| September 2020 | • Spring 2020 APR reporting cycle begins (TBD)  
• Submit FS-10-F to NYSED’S Grants Finance by September 30, 2020  
• Submit Annual Evaluation Report (AER) and Signed Verification form via email to NYSED and MI by September 30, 2020  
• Start fall programming |
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*Please note: All APR data must be entered by the above-mentioned dates. There will be no re-open windows.*