New York State 21st CCLC Program Timeline
September 2020 – August 2021

<table>
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<th>Program Year 4: July 1, 2020 through June 30, 2021</th>
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| **September 2020** | • Summer 2019 APR\(^1\) reporting cycle: September 15, 2020-October 26, 2020  
• 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  
• Submit Fall 2020 Program Modification AND supporting documents via email to NYSED by October 9, 2020 (this is a new date and mandatory for all subgrantees)  
• Submit FS-25 claim forms\(^2\) to Grants Finance |
| **October–November 2020** | • Lights on Afterschool | October 22, 2020 |
| | • Enter Summer 2019 APR data by October 26, 2020; [https://21apr.ed.gov/login](https://21apr.ed.gov/login)  
• Fall 2019 APR reporting cycle: October 27, 2020-December 21, 2020  
• Conduct 2\(^{nd}\) Advisory Board Meeting (Nov-Dec) and 1\(^{st}\) 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 2020 Kick-Off (11/12/20; required for all subgrantees)  
• Attend fall webinar series on specific topics; this is in lieu of a 21st CCLC Virtual Statewide Fall Conference and is required for all subgrantees  
  ▪ 11/18/20 EZReports webinar (mandatory for all subgrantees)  
  ▪ Register for Evaluation Networking: Optional Listening Session for Local Evaluators |
| **December 2020** | • Attend two of the following Fall 2020 webinars:  
  ▪ 12/2/20 New Project Director Webinar (required for new directors, but open to all)  
  ▪ 12/9/20 Making Remote Irresistible  
  ▪ 12/16/20 Effective Trauma Responses for Working with Schools & Communities  
• Optional Listening Session for Local Evaluators on December 10, 2020 10:00-11:30 AM  
• Enter Fall 2019 APR data by December 21, 2020; [https://21apr.ed.gov/login](https://21apr.ed.gov/login)  
• Spring 2020 APR reporting cycle: December 22, 2020-February 15, 2021  
• Enter Preliminary Program data, participant and activity data for Summer 2020 and Fall 2020 into EZReports by December 31, 2020  
• Submit FS-25 claim forms to Grants Finance  
• Submit a Budget Amendment, if requesting carry over funds, by February 1, 2021 (other budget amendments are due March 1, 2021) |

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\(^1\) All APR data must be entered by the above-mentioned dates. There will be no re-open windows.  
\(^2\) FS-25s recommended to submit to Grants Finance as often as monthly, but no less frequently than quarterly
| January 2021       | Submit required Mid-Year Report to NYSED by **February 22, 2021** *(this year’s new date)*  
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<th>Review Budget and submit any Budget Amendments by March 1, 2021, if needed</th>
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| February – April 2021 | **Budget Amendments for 19-20 Carry Over Funds**³ postmarked by 2/1/21  
|                    | Submit required Mid-Year Report via Survey Monkey by February 22, 2021  
|                    | Attend Teacher Survey webinar *(date TBD)*; *mandatory for all subgrantees*  
|                    | 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 postmarked by March 1, 2021.* Please send to NYSED’s Office of Grants Management  
|                    | Submit FS-25 claim forms to Grants Finance *(in March)*  
|                    | Conduct Exploratory Site visits from the Statewide Evaluator *(for ten local programs between March and June; selected programs TBD)*  
|                    | **Administer Teacher Surveys for all grades (April date TBD)**  
|                    | NASA Professional Development February 18-19 *(required for participating subgrantees)* |
| May 2021          | **Attend two of the following Spring 2020 webinars:**  
|                    | - 5/5/21 *(topic TBD)*  
|                    | - 5/12/21 *(topic TBD)*  
|                    | - 5/19/21 *(topic TBD)*  
|                    | 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 2021-2022 Budget Packets *(FS-10 Budgets, Composite Budgets, and M/WBE documents)* postmarked by May 15, 2021 to NYSED’s Office of Grants Management  
|                    | Enter participant and activity data for Spring 2020 into EZReports by May 31, 2021  
|                    | NASA Statewide Culminating Event *(tentative date: May 7, 2021)* |
| June 2021         | **Attend the Virtual Spring Statewide End of the Year Conference** *(June 2, 2021; required for all subgrantees)*  
|                    | Ensure that Year 4 Participation data is up-to-date in EZReports by June 30, 2021  
|                    | Obligate extra carry over funds by June 30, 2021  
|                    | Submit FS-25 claim forms to Grants Finance |

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³ Regarding carryover funds: If subgrantees have unexpended funds from 2019-20 and wish to carry them over to the 2020-21 budget year, they should submit their FS-10-A to do so by the February 1, 2021 deadline. If they do so, they will have until June 30, 2021 to obligate those extra funds.
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<tr>
<td>• Attend US ED’s Virtual 21st CCLC Summer Symposium July 20-22, 2021 (<em>registration and details will be available early spring</em>)</td>
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<td>• Conduct preliminary program-level planning meeting for next program year</td>
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<td>• Self-assess/review with QSA tool</td>
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<td>• Begin summer programming, if applicable</td>
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<td>• Conduct 1st Advisory Board Meeting: All stakeholders meet for comprehensive planning, review/update Program Logic Model, and/or review QSA results</td>
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<tr>
<td>• Establish 21st CCLC Program schedule for upcoming school year</td>
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<tr>
<td>• Enter participant and activity data for Summer 2021 into EZReports by August 31, 2021</td>
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