



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

Program Year 4: July 1, 2020 through June 30, 2021

<p>September 2020</p>	<ul style="list-style-type: none"> • Summer 2019 APR¹ 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 <u>mandatory</u> for all sub-grantees) • Submit FS-25 claim forms² to Grants Finance
<p>October- November 2020</p>	<ul style="list-style-type: none"> ☐ Lights on Afterschool October 22, 2020 ☐ Enter Summer 2019 APR data by October 26, 2020; https://21apr.ed.gov/login ☐ Fall 2019 APR reporting cycle: October 27, 2020-December 21, 2020 ☐ 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 2020 Kick-Off (11/12/20; <u>required</u> for all sub-grantees) ☐ Attend fall webinar series on specific topics; this is in lieu of a 21st CCLC Virtual Statewide Fall Conference and is <u>required</u> for all sub-grantees <ul style="list-style-type: none"> ▪ 11/18/20 EZ Reports webinar (mandatory for all sub-grantees) ☐ Register for Evaluation Networking: <i>Optional Listening Session for Local Evaluators</i>
<p>December 2020</p>	<ul style="list-style-type: none"> • Attend two of the following Fall 2020 webinars: <ul style="list-style-type: none"> ▪ 12/2/20 New Project Director Webinar (<i>required for new directors, but open to all</i>) ▪ 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 • 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 EZ Reports by December 31, 2020 • Submit FS-25 claim forms to Grants Finance • Submit a Budget Amendment, if requesting carry over funds by December 31, 2020 (<i>other budget amendments are due March 1, 2021</i>)

¹ All APR data must be entered by the above-mentioned dates. There will be no re-open windows.

² Recommended to submit FS-25 claim forms to Grants Finance at least on a quarterly basis

<p>January 2021</p>	<ul style="list-style-type: none"> • Submit Mid-Year Report to NYSED by February 15, 2021 • Review Budget and submit any Budget Amendments by March 1, 2021, if needed • Attend Teacher Survey webinar (date TBD); mandatory for all sub-grantees
<p>February – April 2021</p>	<ul style="list-style-type: none"> • Submit Mid-Year Report via Survey Monkey by February 15, 2021 • Enter Spring 2020 APR data by February 15, 2021; https://21apr.ed.gov/login • 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 Amendments³ (FS-10-A), M/WBE Utilization Plan, and revised M/WBE Goal calculation worksheet 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)
<p>May 2021</p>	<ul style="list-style-type: none"> • 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) by May 15, 2021 to NYSED’s Office of Grants Management • Enter participant and activity data for Spring 2020 into EZ Reports by May 31, 2021
<p>June 2021</p>	<ul style="list-style-type: none"> • Attend the Spring Statewide Conference (TBD) • Ensure that Year 4 Participation data is up-to-date in EZ Reports by June 30, 2021 • Obligate extra carry over funds by June 30, 2021 • Submit FS-25 claim forms to Grants Finance
<p>Program Year 5: July 1, 2021 through June 30, 2022</p>	
<p>July-August 2021</p>	<ul style="list-style-type: none"> • 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 • Enter participant and activity data for Summer 2021 into EZ Reports by August 31, 2021

• ³ Regarding carryover funds: if sub-grantees 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 December 31, 2021 deadline. If they do so, they will have until June 30, 2021 to obligate those extra funds.