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

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

<table>
<thead>
<tr>
<th>Month</th>
<th>Events</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  
  • 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 sitevisit (Sept-Dec)  
  • Attend 21\(^{st}\) 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 21\(^{st}\) CCLC Virtual Statewide Fall Conference and is required for all subgrantees  
    ▪ 11/18/20 EZReports webinar (mandatory for all subgrantees)  
    ▪ [Register](https://21apr.ed.gov/login) 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  
  • 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)
- Review Budget and submit any Budget Amendments by March 1, 2021, if needed

### February – April 2021
- **Budget Amendments for 19-20 Carry Over Funds** 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)
- NASA Professional Development February 18-19 (**required for participating subgrantees**)

### May 2021
- **Ensure that all school year participants’ day school teacher(s) (classroom teacher for elementary, ELA and math teachers for MS/HS) are uploaded to EZReports no later than May 7, 2021**
- Send email reminders to all day school teachers altering them of upcoming survey no later than May 7, 2021
- **Attend two of the following Spring 2020 webinars: (minimum of two is required)**
  - 5/5/21 Mental Health Self-care (for practitioner) & COVID-19
  - 5/12/21 Culturally Responsive Education in the Afterschool Space
  - 5/19/21 Building Back Together: Recovery after COVID-19
  - 5/26/21 Program Sustainability: What do you do After Round 7?
- **Administer Teacher Surveys for all grades ASAP (if you haven’t already done so)**
- 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 and electronic budget packets to 21st CCLC program (refer to 4/14/21 and 4/15/21 emails sent from NYSED to Program Directors and Fiscal staff)
- NASA Statewide Virtual Culminating Event (May 20, 2021 for participating sites)

### June 2021
- **Attend the Virtual Spring Statewide End of the Year Conference** (June 2, 2021; **required for all subgrantees**)
- Obligate extra carry over funds by June 30, 2021
- Submit FS-25 claim forms to Grants Finance
- **21 APR data for Summer 2020 – ensure all data is in EZReports is complete for the period of 7/1/20-8/31/20 no later than June 14, 2021**

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**Program Year 5: July 1, 2021 through June 30, 2022**

Revised 6/1/21
| July-August 2021 | • Ensure that Year 4 (2020-21) Participation attendance data is complete and entered in EZReports by July 15, 2021  
• Attend US ED’s Virtual 21st CCLC Summer Symposium July 20-22, 2021  
• 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  
• 21 APR data for Fall 2020 – ensure all data in EZReports is correct and up to date for the period of 9/1/20-1/31/21 no later than 8/16/2021.  
• Enter participant and activity data for Summer 2021 into EZReports by August 31, 2021, based on new GPRA requirements |

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 fund