



New York State 21st CCLC Program and Evaluation Timeline September 2021 – June 2022

Program Year 5: July 1, 2021 through June 30, 2022	
September 2021	<ul style="list-style-type: none"> • Submit FS-10-F to NYSED'S Grants Finance by September 30, 2021 • Submit Annual Evaluation Report (AER) and Verification form, signed by both the evaluator and the Program Director/Manager, via email to NYSED (EMSC21STCCLC@nysed.gov) and Measurement Incorporated (21ceval@measinc.com) by September 30, 2021¹ • Start Fall programming (Sept-Oct) • Certify student demographics, monthly enrollment, activities and attendance records in EZReports • Submit FS-25 claim forms² to Grants Finance (if applicable)
October- November 2021	<ul style="list-style-type: none"> • Lights on After-School - October 28, 2021 • Conduct analyses of any fall Performance Indicators, for review at 2nd Advisory Board Meeting (Oct-Dec) • Conduct 2nd Advisory Board Meeting, to include evaluator, (Nov-Dec) and 1st administration of QSA • Review budget and submit any Budget Amendments (FS-10-A) to Office of Grants Management, if needed • Conduct Local Program Evaluator's first required site visit (Sept-Dec) • Attend 21st CCLC Fall 2021 Kick-Off Conference (date TBD; <i>required for all subgrantees and recommended for local evaluators</i>) • Enter Summer 2021 attendance data into EZReports by Oct. 31, 2021 • Certify student demographics, monthly enrollment, activities and attendance records in EZReports • Submit FS-25 claim forms to Grants Finance (if applicable)
December 2021	<ul style="list-style-type: none"> • Spring 2021 APR data uploaded on December 15, 2021 – ensure all student demographics, enrollment, activities and attendance data is accurate for 2020-2021 in EZReports • Enter Fall 2021 attendance data into EZReports no later than December 31, 2021 • Certify student demographics, monthly enrollment, activities and attendance records in EZReports • Submit FS-25 claim forms to Office of Grants Finance (if applicable)

¹ *Note: Above edit implies a corresponding recommended change in the verification form and process -- where the evaluator would sign stating (as they currently do) that they "have based this report on data and information collected and analyzed by me or with the assistance of the program managers..." etc., but also having the PD/PM sign separately, stating something to the effect of "I have read this report, agree that it is based on program information that is accurate to the best of my knowledge, and understand the report's content and implications.*

² FS-25s recommended to submit to [Grants Finance](#) as often as monthly, but no less frequently than quarterly.

<p>January - February 2022</p>	<ul style="list-style-type: none"> ● Submit required Mid-Year Report through Survey Monkey to NYSED by February 15, 2022 ● Review Budget and prepare budget amendment (if needed) ● Conduct 3rd Advisory Board Meeting, to include evaluator (Feb-March) ● Certify student demographics, monthly enrollment, activities and attendance records in EZReports ● Submit FS-25 claim forms to Grants Finance (if applicable)
<p>March – April 2022</p>	<ul style="list-style-type: none"> ● Conduct Local Program Evaluator’s Point of Service quality review (March-May) ● Submit Local Evaluator’s Interim Evaluation Report to program directors/managers ● Submit Budget Amendments (FS-10-A), M/WBE Utilization Plan, and revised M/WBE Goal calculation worksheet postmarked by March 1, 2022. Please send to NYSED’s Office of Grants Management ● Certify student demographics, monthly enrollment, activities and attendance records in EZReports ● Submit FS-25 claim forms to Grants Finance (if applicable) ● Measurement Incorporated will conduct exploratory site visits (for ten local programs between March and June: selected programs (TBD))
<p>May 2022</p>	<ul style="list-style-type: none"> ● Conduct 4th Advisory Board Meeting (May-June) and 2nd administration of QSA ● Conduct analyses of spring Performance Indicators, where possible for review at 4th Advisory Board Meeting (May-June) ● Administer <u>required</u> Teacher Surveys through EZReports ● 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) ● Begin process for closing out Round 7 grant (NYSED memo will be sent) ● Certify student demographics, monthly enrollment, activities and attendance records in EZReports ● Submit FS-25 claim forms to Grants Finance (if applicable)
<p>June 2022</p>	<ul style="list-style-type: none"> ● Attend Spring End of the Year Conference (date TBD; <i>required for all subgrantees and recommended for local evaluators</i>) ● Encumber funds for staffing to close-out Round 7 grant beyond June 30, 2022 ● Enter Spring 2022 attendance data into EZReports by June 30, 2022 ● Certify student demographics, monthly enrollment, activities and attendance records in EZReports ● Obtain GPA and/or grade report data from district(s) (tentatively June-July 2021) ● Submit FS-25 claim forms to Grants Finance (if applicable)