



New York State 21st CCLC Program and Evaluation Timeline

(Revised 3/8/22)

September 2021 – September 2022¹

Program Year 5: July 1, 2021 through June 30, 2022	
September 2021	<ul style="list-style-type: none"> • Submit (Year 4) FS-10-Fto 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, 2021² • Start Fall programming (Sept-Oct) • Certify student demographics, monthly enrollment, activities and attendance records in EZReports • Submit FS-25 claim forms³ 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) • Enter Summer 2021 attendance data into EZReports by Oct. 31, 2021 • Certify student demographics, monthly enrollment, activities and attendance records in EZReports; verifying student OSIS and NYSSIS ID numbers are accurate • Submit FS-25 claim forms to Grants Finance (if applicable) • Attend 21st CCLC Fall 2021 EZReports 101 Webinar on November 18, 2021 (For new users/beginners)
December 2021	<ul style="list-style-type: none"> • Attend 21st CCLC Fall 2021 Virtual Kick-Off Conference (<i>Required for all subgrantees and recommended for local evaluators. Each subgrantee is required to attend <u>two</u> webinars, PLUS the kick-off event on December 2.</i>) <ul style="list-style-type: none"> ▪ Webinar: EZReports 101 November 18, 2021 ▪ Kick-Off Event: December 2, 2021 ▪ Webinar: Virtual EZReports 201 on December 7, 2021 (For advanced users) ▪ Webinar: Self-Care and Caring for Others on December 9, 2021 ▪ Webinar: Program Sustainability on December 15, 2021 • Spring 2021 APR data uploaded on December 8, 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

¹ Due to Round 7 being in its final year and ending June 30, 2021, this revised timeline has been updated to include closeout reminders that are in effect until September 30, 2022.

² 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."

³ FS-25s recommended to submit to [Grants Finance](#) as often as monthly, but no less frequently than quarterly.

	<ul style="list-style-type: none"> • Certify student demographics, monthly enrollment, activities and attendance records in EZReports • Submit FS-25 claim forms to Office of Grants Finance (if applicable) • Ensure that students' State ID numbers (RoS) or OSIS ID (NYC) numbers are entered for every student enrolled and teachers' names are entered for every student in grades 1-5 • Review Teacher Survey Timeline and begin preparing for the spring teacher survey process⁴
January - February 2022	<ul style="list-style-type: none"> • Submit required Mid-Year Report through Survey Monkey to NYSED by February 25, 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 • Ensure that students' State ID numbers (RoS) or OSIS ID (NYC) numbers are entered for every student enrolled and teachers' names are entered for every student in grades 1-5 • Submit FS-25 claim forms to Grants Finance (if applicable)
March – April 2022	<ul style="list-style-type: none"> • Submit any Budget Amendments (FS-10-A), revised M/WBE Goal Calculation worksheet and any corresponding M/WBE documents (i.e., updated Utilization Plan, EEO Staffing Plan, and/or NOI) postmarked by March 31, 2022, with no exceptions. Please send to NYSED's Office of Grants Management • Attend required number of 21st CCLC Informational Sessions: <ul style="list-style-type: none"> ▪ Close-out Information Session: March 9, 2022. <i>All Program Managers are required to attend</i> ▪ Teacher Survey Information Session: March 28, 2022. <i>All Program Managers and Site Coordinators from grants/schools, that serve grades 1-5, are required to attend</i> ▪ GPA for GPRA Information Session: April 6, 2022. <i>All Program Managers and Site Coordinators from grants/schools that serve grades 7-8 and 10-12 are required to attend</i> • Conduct Local Program Evaluator's Point of Service quality review (March-May) • Submit Local Evaluator's Interim Evaluation Report to program directors/managers • Certify student demographics, monthly enrollment, activities and attendance records in EZReports • Ensure that students' State ID numbers (RoS) or OSIS ID (NYC) numbers are entered for every student enrolled and teachers' names are entered for every student in grades 1-5 • Submit FS-25 claim forms to Grants Finance (if applicable) • Measurement Incorporated will conduct exploratory site visits (for ten local programs between March-April for selected programs)
May 2022	<ul style="list-style-type: none"> • Attend required number of webinars, PLUS the end of the year conference on June 8. <i>(Each subgrantee is required to attend <u>two</u> webinars, PLUS the year-end event on June 8; all sessions are recommended for local evaluators)</i> <ul style="list-style-type: none"> ▪ Webinar 1 (Topic TBD): May 4, 2022, 10:00-11:15am ▪ Webinar 2 (Topic TBD): May 11, 2022, 10:00-11:15am ▪ Webinar 3 (Topic TBD): May 18, 2022, 10:00-11:15am ▪ Webinar 4 (Topic TBD): May 25, 2022, 10:00-11:15am ▪ Year-End Event: June 8, 2022, 10:00-11:30am • 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 • Ensure that students' State ID numbers are entered for every student enrolled and teachers' names

	<p>are entered for every student in grades 1-5</p> <ul style="list-style-type: none"> • Submit FS-25 claim forms to Grants Finance (if applicable)
June 2022	<ul style="list-style-type: none"> • Attend Spring 2022 End of the Year Conference (June 8, 2022) <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. Payment to be made by September 30, 2022. • Enter Spring 2022 attendance data into EZReports by June 30, 2022 • Certify student demographics, monthly enrollment, activities and attendance records in EZReports • Ensure that students' State ID numbers are entered for every student enrolled and teachers' names are entered for every student in grades 1-5 • Obtain GPA and/or grade report data from district(s) (tentatively June-July 2021) • Submit FS-25 claim forms to Grants Finance (if applicable) • Ensure there are staff to help with required close out requirements after June 30, 2022. Please complete this form to indicate the name and contact information for the person(s) responsible for close out.
July-September 2022	<ul style="list-style-type: none"> • Submit Annual Evaluation Report (AER), signed by both the evaluator and the Program Director/Manager, via NYSED (EMSC21STCCLC@nysed.gov) and the new State Evaluator (TBD), by September 30, 2022 • Submit (Year 5) FS-10-F to NYSED's Grants Finance by September 30, 2022

⁴To be posted on [NYSED](#) and RCs' websites