# New York State 21st CCLC Program Timeline

**November 2019 – September 2020**

<table>
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<th>Program Year 3: July 1, 2019 through June 30, 2020</th>
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| **November 2019** | • 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 conference November 19-21, 2019 in Schenectady, NY**  
  *(required for all New York City and Rest of State sub-grantees)* |
| **December 2019** | • **Enter Spring 2019 APR data by December 6, 2019**  
  [https://21apr.ed.gov/login](https://21apr.ed.gov/login) |
| **January 2020** | • Submit Mid-Year Report to NYSED by February 14, 2020  
• Submit NASA STEM Design Videos to You for Youth (Y4Y) by January 24, 2020  
  *(only applies to those sub-grantees involved in 2019-2020 NASA project)* |
| **February – March 2020** | • Submit Revised Participating Schools Form – ELT Verification to NYSED by March 31, 2020 *(for all currently approved ELT sub-grantees)*  
• **Submit Mid-Year Report to NYSED by February 14, 2020**  
• Summer 2019 APR reporting cycle (TBD)  
• Conduct 3rd Advisory Board Meeting (Feb-March)  
• Review Budget and submit any Budget Amendments, if needed, by April 15th  
• Conduct Local Program Evaluator’s second required site visit (March-May)  
• Submit Local Evaluator’s Interim Evaluation Report to program managers/directors |
| **April 2020** | • **Submit Budget Amendments (FS-10-A), M/WBE Utilization Plan, and revised M/WBE Goal calculation worksheet by April 15, 2020. Please send to NYSED’s Office of Grants Management**  
• Conduct Exploratory Site visits from the Statewide Evaluator *(conducted at ten local programs between April and June; selected programs TBD)* |
| May 2020                                                                 | • Conduct 4th Advisory Board Meeting (May-June) and 2nd administration of QSA  
• Notify sub-grantees of NYSED’s ELT approval/denial by May 1, 2020  
• Attend Rest of State or New York City Spring Conference TBD  
• 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 2020-2021 Budget Packets (FS-10 Budgets, Composite Budgets, and M/WBE documents) by May 15, 2020. Please send to NYSED’s Office of Grants Management  
• Submit summer 2019 APR data (TBD) |
| June 2020                                                                | • Sub-grantees originally approved for ELT, and not approved under revised ELT verification, may not deliver ELT services with 21st CCLC funds after June 30, 2020  
• Redesign programming and submit new plan, new activity schedule and program modification request to NYSED by 6/30/20 (this applies to any subgrantee that did not qualify under new ELT restrictions)  
• NYSED and NASA STEM Showcase in Albany, NY on June 9, 2020 (for NASA participants)  
• Fall 2019 APR reporting cycle begins (TBD) |
| Program Year 4: July 1, 2020 through June 30, 2021                       | • Submit Year 3 Participation data (wait for instructions from NYSED and MI) Reminder that participation data will need to be further disaggregated as per NYSED’s email of August 21, 2019  
• 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  
• Submit Fall 2019 APR data (TBD) |
| July-August 2020                                                          | • Spring 2020 APR reporting cycle begins (TBD)  
• 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 |
| September 2020                                                           | |

*Please note: All APR data must be entered by the above-mentioned dates. There will be no re-open windows.*