Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"

21st CCLC 2013-2014 Calendar for Subgrantees

Date	Action or Event	Information	Person Responsible
AUGUST 2013			
Prior to Beginning of Program	Review Program goals and revise objectives as necessary to support program goals	Complete Program Amendment(s) if needed	Subgrant Program Director
15	Submit Monthly Reimbursement Request		Subgrant Fiscal Agent
19	Signed Grant Assurances must be received by 21st CCLC office at GaDOE		Subgrantee Fiscal Agent
19	Original Budget Approvals/ Submitted through Consolidated Application		Subgrantee
26	21st CCLC FY15 Request for Proposal (RFP) application released and available on website	http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/21st-Century-Community-Learning-Centers.aspx.	Applicant
31	Cayen/AfterSchool 21- Complete: • Home page for all sites • Set up school and program calendar (including Hours of Operation) – Terms Tab • Rosters • Attendance • Set up passwords/access- Users Tab • Complete Site Info. • Build rosters		Subgrant Program Director

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	• Set up APR year and APR info • Obtain all GTIDs • Complete Schools tab for all sites • Complete District/grantee Maintenance tab		
	Initiate meaningful consultation with school officials representing all private schools located within the specific geographic areas served by the 21st CCLC program	Maintain sign in sheets, agendas, and results of meetings.	Subgrant Program Director
TBD	Cayen/AfterSchool 21 Training for New Users		AS21 Contractors/ERES
SEPTEMBER 2013			
6	21st CCLC FY15 Request for Proposal (RFP) Blackboard webinar information session	https://sas.elluminate.com/m.jnlp?sid=2012003&password=M.D968A38F7375F20516251157066341	Applicant
10	Update attendance and other Cayen/AfterSchool 21 data		Subgrant Program Director
15	Submit Monthly Reimbursement Request		Subgrant Fiscal Agent
19	Non-LEAs: Surety Bond (25% of grant award) General Liability Insurance ($1,000,000)		Subgrantee Fiscal Agent
20	21st CCLC FY15 Request for Proposal (RFP) Technical Assistance Workshop	Supplemental Form E or register online on the RFP website (to be provided later)	Applicant

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	Meeting for New Competitive Grant Applicants		
27	Summer Evaluations due to ERES via email		Subgrant Program Director
30	Signed Operations Manual Assurances due to ERES via email		Subgrant Program Director
30	Records retention letter mailed to GaDOE and emailed to ERES and BA		Subgrant Program Director
30	Program Goals and Objectives reviewed. Correspond with ERES to consider revisions. Program amendment completed, if needed.		Subgrant Program Director
30	Complete First 30-day Checklist		Subgrant Program Director
30	Cayen /AfterSchool 21Data to be entered/updated: • Objectives • All Activities, Sessions • Partners tab • Hours of Operation		Subgrant Program Director
30	Run/review APR reports in Cayen/AfterSchool 21		Subgrant Program Director
OCTOBER 2013			
4	21st CCLC FY15 Request for Proposal (RFP) Webinar Training #1: Training	https://sas.elluminate.com/m.jnlp?sid=2012003&password=M.6416B143A9F209DAEC36BF3AA9FA01	Applicant

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	and guidance for completing the RFP through electronic submission		
10	Update attendance and other Cayen/AfterSchool 21 data		Subgrant Program Director
15	Submit Monthly Reimbursement Request		Subgrant Fiscal Agent
17	Lights On! Celebration of after-school programs	http://www.afterschoolalliance.org/loa.cfm	Subgrant Program Director
25	21st CCLC FY15 Request for Proposal (RFP) Intent to Apply due by **2:00 pm**	Supplemental Form A or submit online on the RFP website (to be provided later)	Applicant
30	FY13 Completion Report submitted in portal		Subgrant Program Director
31	Run/review APR reports in Cayen/AfterSchool 21		Subgrant Program Director and ERES
31	All grades entered into Cayen/AfterSchool 21 from each grading period		Subgrant Program Director
31	Complete First 60-day Checklist		Subgrant Program Director
NOVEMBER 2013			
1	21st CCLC FY15 Request for Proposal (RFP) Webinar Training #2: Training and guidance for completing the Needs Assessment section of the RFP	https://sas.elluminate.com/m.jnlp?sid=2012003&password=M.E172739ED270B1FACE6225910D8E47	Applicant
8	21st CCLC FY15 Request for Proposal (RFP) Webinar Training #3: Training	https://sas.elluminate.com/m.jnlp?sid=2012003&password=M.270C9C5FD35BBFF63C6BD675796F5D	Applicant

21st CCLC 2013-2014 Calendar for Subgrantees

	and guidance for completing the Budget section of the RFP		
10	Update attendance and other Cayen/AfterSchool 21 data		Subgrant Program Director
15	21st CCLC FY15 Request for Proposal (RFP) Webinar Training #4: Training and guidance for completing the Program Plans and Implementation section of the RFP	https://sas.elluminate.com/m.jnlp?sid=2012003&password=M.79C877AB5BEF83B29FF65AB833EC8D	Applicant
15	Submit Monthly Reimbursement Request		Subgrant Fiscal Agent
30	Run/review APR reports in Cayen/AfterSchool 21		Subgrant Program Director
DECEMBER 2013			
6	21st CCLC FY15 Request for Proposal (RFP) Webinar Training #5: Training and guidance for completing the Evaluation section of the RFP	https://sas.elluminate.com/m.jnlp?sid=2012003&password=M.0A345689C5E4A544173008942DCD43	Applicant
10	Update attendance and other Cayen/AfterSchool 21 data		Subgrant Program Director
15	Submit Monthly Reimbursement Request		Subgrant Fiscal Agent
30	All grades entered into Cayen/AfterSchool 21 from each grading period		Subgrant Program Director
30	Run/review APR reports in		Subgrant Program

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	Cayen/AfterSchool 21		Director
JANUARY 2014			
10	Update attendance and other Cayen/AfterSchool 21 data		Subgrant Program Director
15	Submit Monthly Reimbursement Request		Subgrant Fiscal Agent
29	21st CCLC FY15 Request for Proposal (RFP) Electronic submission or paper submission due by **2:00 pm**	Electronic submissions must be submitted via the RFP website (to be provided later) by **2:00 pm** Paper submissions must be received at GaDOE via mail or hand delivered by **2:00 pm**	Applicant
31	Run/review APR reports in Cayen/AfterSchool 21		Subgrant Program Director
FEBRUARY 2014			
3	Formative Assessment due to ERES via email		Subgrant Program Director
10	Update attendance and other Cayen/AfterSchool 21 data		Subgrant Program Director
15	Submit Monthly Reimbursement Request		Subgrant Fiscal Agent
12-15	Beyond School Hours Conference	Hyatt Regency Atlanta- Atlanta, Georgia	Subgrant Program Director
28	Run/review APR reports in Cayen/AfterSchool 21		Sub-grant Program Director
MARCH 2014			
2-5	National Youth at Risk Conference	Hyatt Regency Savannah- Savannah, Georgia	Subgrant Program Director

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10	Update attendance and other Cayen/AfterSchool 21 data		Subgrant Program Director
15	Print student, parent, and regular classroom teacher surveys from Cayen/AfterSchool 21 for distribution. May begin distributing surveys.		Subgrant Program Director
15	Submit Monthly Reimbursement Request		Subgrant Fiscal Agent
30	Run/review APR reports in Cayen/AfterSchool 21		Subgrant Program Director
31	Non-LEAs: Audit Report due for most recently completed FY (continuation grantees)		Subgrant Fiscal Agent
31	All grades entered into Cayen/AfterSchool 21 from each grading period		Subgrant Program Director
APRIL 2014			
10	Update attendance and other Cayen/AfterSchool 21 data		Subgrant Program Director
15	Submit Monthly Reimbursement Request		Subgrant Fiscal Agent
30	Run/review APR reports in Cayen/AfterSchool 21		Subgrant Program Director
30	Complete all student, parent, and school day teacher surveys		Subgrant Program Director
MAY 2014			

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10	Update attendance and other Cayen/AfterSchool 21 data		Subgrant Program Director
15	Submit Monthly Reimbursement Request		Subgrant Fiscal Agent
15	Set up Summer Term in Cayen/Afterschool 21		Subgrant Program Director
15	Last date to submit an FY13 budget/program amendment		Subgrant Program Director
30	Run/review APR reports in Cayen/AfterSchool 21		Subgrant Program Director
30	All grades entered into Cayen/AfterSchool 21 from each grading period		Subgrant Program Director
JUNE 2014			
10	Update attendance and other Cayen/AfterSchool 21 data		Subgrant Program Director
15	Submit Monthly Reimbursement Request		Subgrant Fiscal Agent
30	Common Data Elements form due to ERES via email and hard copy mailed to 21st CCLC office		Subgrant Program Director
30	Summative Evaluation Report due to ERES via email and hard copy mailed to 21st CCLC office		Subgrant Program Director

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30	Certify data in Cayen/AfterSchool 21		Subgrant Program Director
30	All monitoring Corrective Action Plans received and resolved, if applicable		Subgrant Program Director
30	85% of grant funds expended		Subgrantee Fiscal Agent
JULY 2014			
1	FY15 Proposed Budget submitted		Subgrantee Fiscal Agent
15	Submit Monthly Reimbursement Request		Subgrant Fiscal Agent
TBD	Participate in End-of-the-Year Continuation Interview		Subgrantee Program Director and Fiscal Agent contact