

Oregon Department of Education --- 21st CCLC Required Reports		
Report Title	Date	Description
Electronic Grants Management System (EGMS) Claim documentation	Send Letter Date: Feb-March <i>Spring: Completed by grantees' Business/Fiscal Offices</i> Due Date: on/before June 30	Due to ODE only – <i>(strongly advised by USED for all states with Electronic Reimbursement Claim systems) Letters are sent out by ODE Fiscal with two EGMS randomly selected approved claims cited. Cover sheet & back-up documentation for claims.</i>
ODE 21st CCLC Year-End Report – Includes: (1) Self-Assessment items (2) Outcome Objective Worksheets, (3) Continuous Program Quality Improvement Worksheets	Due Date: on/before June 30 <i>Unless otherwise approved</i> <i>Spring: completed by grantee Site-Teams using site data for the year & reviewed by Project Director</i>	Due to ODE only – One report for each of 97 funded sites Data points identical throughout the 5-year grant timeline. Site-Based Year-End Report on Approved and grant-funded Program Activities and plans for Improvement
Annual 21st CCLC Program Budget & Plan	June 30 <i>Unless otherwise approved</i>	Due to ODE only – Proposed Plan & Budget for 21 st CCLC continuation for next year. Include any amendment request, budget changes & rationale, partner changes, major staffing changes, new initiatives, etc.
21st CCLC Annual Program Report (APR)	<i>Data due to US ED according to federal schedule.</i> <i>Local grantees and States report program data in three Terms: Summer, Fall, Spring</i> <i>Data due to US ED according to federal schedule.</i>	Due to US ED -- Federally required annual report for all 21 st CCLC funded sites and programs –
Grantee's Annual Evaluation Report — based on the approved grant application.	September 30 <i>Unless otherwise approved</i> <i>(Does not include summer immediately preceding)</i> See page 28 in 2013 Grant Application & Evaluation Plan in approved grant application – also in federal statute See: NCLB & ESSA Title IV-B Section 4205(B)(2)(A)&(B)	Due to ODE only – Required by federal regulations – & must be shared with ODE. “Grantees will complete annual program evaluation that must address all goals and objectives identified in the approved application.”