

**North Carolina
Department of Public Instruction
21st Century Community Learning Centers**



**Cohort 17 and Cohort 18:
21st CCLC
Subgrantee Annual
Evaluation Report
2025-2026 Guidance**



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21ST CCLC ANNUAL EVALUATION REPORT

The North Carolina Department of Public Instruction (NCDPI) requires all 21st Century Community Learning Centers (CCLC) to submit a Subgrantee Annual Evaluation Report.

- For the 2025-2026 School Year/Summer 2026 (if applicable), all **Cohort 17** and **Cohort 18** subgrantees must complete the report.

Purpose

The Subgrantee Annual Evaluation Report ensures that awarded organizations comprehensively reflect on, and have evidence to support, the extent to which 21st CCLC-funded programs are meeting their proposed enrollment levels, budget expenditures, attendance targets, and impact on participants' engagement in learning. The intent is that subgrantees use the annual evaluation data as a catalyst to: (a) engage stakeholders more fully in the evaluation process and (b) inform program improvement and sustainability efforts.

Timeframe

Subgrantees will report on their past year of implementation. In other words, the evaluation report template will ask subgrantees to provide data regarding programming for the 2025-2026 School Year and/or Summer 2026 (if applicable).

Deadline

The completed 2025-2026 Subgrantee Annual Evaluation Report template should be uploaded into CCIP on or before **September 30, 2026**.

Contact

If subgrantees have any issues or questions regarding the Subgrantee Annual Evaluation Report, please contact Kathleen Mooney at SERVE Center (kmooney@serve.org).

In accordance with ESSA Sec. 4205(b)(1), 21st CCLC programs are required to conduct ongoing monitoring and evaluation to assess progress towards achieving the goal of providing high quality opportunities for academic enrichment. The results of the evaluation should be used to refine, improve, and strengthen the program or activity.

FREQUENTLY ASKED QUESTIONS (FAQS)

This section of the report guidance provides responses to questions that were posed by subgrantees in previous years regarding the Subgrantee Annual Evaluation Report process. Screenshots of the reporting template are included as a visual representation to convey additional guidance. However, it is understood that not all reporting details are visible on the screenshots in this document; thus, please refer to the Subgrantee Annual Evaluation Report Excel template, as necessary.

Multiple Cohorts/Grants

What if my organization is providing 21st CCLC funded programming for multiple cohorts?

If your organization provided 21st CCLC-funded programming under multiple cohorts, you will be required to submit a completed report for each cohort. For example, if you provided Cohort 17-funded programming and Cohort 18-funded programming, you would need to submit one report reflecting your Cohort 17 program implementation and another separate report reflecting your Cohort 18 program implementation.

Navigating Excel Reporting Template

When I try to use the “enter” key in the open-ended response field, my cursor advances to the next reporting question. How do I make a paragraph break in the open-ended question field?

Instead of using the “return” or “enter” key for a paragraph break, press **Alt-Enter** instead (i.e., press the “Alt” key and the “Enter” key simultaneously).

Summer Program Data

What if my program did not provide 21st CCLC-funded summer programming this year?

If your organization did not provide 21st CCLC-funded summer programming in 2026, please skip all summer-specific questions/items/tables.

If I am a Cohort 18 subgrantee implementing “Summer Only” programming in summer 2026, do I need to complete the Excel reporting template?

No. Cohort 18 subgrantees operating “Summer Only” programs are not required to complete the Excel reporting template. (Note: There are 14 Cohort 18 subgrantees that were awarded specifically to implement summer programming in 2025, 2026, and 2027. Those “Summer Only” subgrantees are required to complete an annual evaluation report; however, their annual reports are submitted online via a Qualtrics-based reporting template.)



COVERSHEET

Program Name	<input type="text"/>
Grantee Organization Number	<input type="text"/>
Cohort Number ¹	<input type="text"/>

Report Sections

- A Number of Students Proposed and Served **Note. In order for Site-specific information to pre-populate in Sections F and H, Section A must be completed first.*
- B Budget Summary
- C Core Educational Services and Other Enrichment Activities that Complement the Academic Program
- D Family Educational Development Opportunities
- E Program Administration and Collaboration/Partnerships
- F Student Attendance in the Afterschool/Summer Program
- G Instructional Staff Surveys to Monitor Student Improvement
- H Additional Comments on Program Implementation

***Notes regarding auto-calculation fields:**

- Table cells completely outlined in magenta will auto-calculate based on the data you enter elsewhere.
- It is normal to experience a brief lag-time in the auto-calculation fields as you go along.
- Using the "Tab" key to navigate between fields can help trigger auto-calculation, if certain formula fields do not appear to be populating.
- The formula used for the auto-calculations has been left in the instructions for your information.

¹ If you had more than one 21st CCLC grant for the program year on which you are reporting, please complete a separate 21st CCLC Subgrantee Annual Program Evaluation Report for each.

< > Cover Sheet | A | B | C | D | E | F | G | H | +

How do I navigate between the various tabs in the Excel workbook?

Under the **Report Sections**, you will see the names of each section of the report.

- These sections align with Tabs A-H at the bottom of the worksheet.
- So, you can either click on the tab letter at the bottom of the worksheet, or you could click your mouse on the letters A-H in the Report Section here on the Cover Sheet and it will advance you to that specific report section.

*****Note. Site-based information must be completed in Tab A in order to pre-populate in Tables F and G. Please complete Tab A first.**

It states that this report is due September 30, 2026. Can we submit the report before that date?

Yes. The report must be submitted "by" September 30, 2026. Thus, your organization can submit the report (i.e., upload the completed report in CCIP) anytime on or before September 30, 2026.

Column 1 asks for the number of students “proposed to be served.” Where would I find this information?

The total number of students proposed to be served was provided by your organization as part of your original 21st CCLC proposal. Thus, you should find it in CCIP (<https://ccip.schools.nc.gov>). More specifically, under “Funding Application” > “Grant Details” or “Related Documents” > “21st CCLC Basic Program Information.”

Or if your organization has an updated 21st CCLC continuation application and/or a program amendment, please use the most recent proposed number that has been approved by NCDPI.

Column 2 it asks for the “actual number served.” Where would I find this information?

For the purpose of this report, “actual number served” should reflect the total of all student participants that have (a) been enrolled, (b) entered into 21DC, and (b) attended the program at least one or more days.

When it asks for “hours of operation,” should we include the time it takes to transport students to and from the center/site?

We know that many subgrantees provide student transportation and that is a very important service; however, for this specific reporting item, please use your program’s start-time and end-time to help calculate your hours of operation.

Is an estimation of “hours of operation” sufficient?

Yes. If your organization did not track the exact number of hours of operation, that is fine—an estimation of each of your site’s/center’s hours of operation is sufficient.

The second table asks for data regarding Summer 2026 programming. What if my organization did not provide 21st CCLC-funded summer programming?

If your organization did not provide 21st CCLC-funded summer programming in 2026, please skip the second table and all other summer-specific reporting questions/items/tables throughout the remainder of the report template.

BUDGET SUMMARY (TAB B)

Total Program

- *Total Grant Award for Past Year (Row 1):* Enter the total amount of funds your organization was awarded this past fiscal year (i.e., July 1, 2025 - June 30, 2026).
- *Total Allotted Funds for Past Year (Row 2):* Enter the total amount of funds your organization was allotted this past fiscal year. This amount may be the same as the original award amount (i.e., Row 1) or it may be different. For example, if your organization received a NCDPI-approved budget reduction, enter the total funds that were actually allotted to your organization this past fiscal year.
- *Total Allotted Funds Expended for Past Year (Row 3):* Enter the total amount you expended in order to implement your programming this past fiscal year.
- *Total Allotted Funds Unexpended from Past Year (Row 4):* Enter the total amount left unexpended at the end of this past fiscal year.

Afterschool Program

- *Estimated Program Expenditure Total for Past School Year (Row 5):* Enter the estimated total amount you expended in order to implement your Afterschool Program during the 2025-26 school year.
- *Actual # of Students Served in the Afterschool Program (Row 6):* The number you enter here should be the same number that was auto-calculated in Across All Centers row of Worksheet A, Section A1, Column 2.
- *Cost per Student Served in the Afterschool Program (Row 7):* Auto-calculated—The Estimated Program Expenditure Total for Past School Year (Row 5) divided by the Actual # of Students Served in the Afterschool Program (Row 6).

Summer Program

- *Program Expenditure Total for Past Summer (Row 8):* Enter the total amount you expended in order to implement your 2026 Summer Program.
- *Actual # of Students Served in the Summer Program (Row 9):* The number you enter here should be the same number that was auto-calculated in Across All Centers row of Worksheet A, Section A2, Column 2.
- *Cost per Student Served in the Summer Program (Row 10):* Auto-calculated—The Program Expenditure Total for Past Summer (Row 8) divided by the Actual # of Students Served in the Summer Program (Row 9).

Total Program Budget Summary for Fiscal Year 2025-2026		
Row 1	Total Grant Award for Past Year	
Row 2	Total Allotted Funds for Past Year	
Row 3	Total Allotted Funds Expended for Past Year	
Row 4	Total Allotted Funds Unexpended from Past Year	
Afterschool Program Budget Summary for Fiscal Year 2025-2026		
Row 5	Estimated Program Expenditure Total for Past School Year	
Row 6	Actual # of Students Served in the Afterschool Program	
Row 7	Cost per Student Served in the Afterschool Program	
Summer Program Budget Summary for Summer 2026		
Row 8	Program Expenditure Total for Past Summer	
Row 9	Actual # of Students Served in the Summer Program	
Row 10	Cost per Student Served in the Summer Program	

Are estimations of funds expended and/or unexpended sufficient?

Yes. For this specific report, this budget section is meant to be a generalized look at how your organization used 21st CCLC funding. This is not intended to be a detailed, audit-level look at your budget. Instead, this reporting section is designed so program leadership can get a “birds-eye view” of their previous year’s funding as a means to internally discuss:

- How much did we have to spend this past fiscal year vs. how much did we actually spend?
- How much did we spend on school-year programming? Then, compared to the number of students served during the school year, what was our program’s estimated cost-per-student for the school year?
- How much did we spend on summer programming? Then, compared to the number of students served during the summer (if applicable), what was our estimated cost-per-student for the summer?

Again, for the purpose of this Subgrantee Annual Evaluation Report, these figures are meant to be estimates that help inform leadership and staff regarding 21st CCLC budgeting and program planning.

What is the difference between the amount my organization was awarded vs. the amount my organization was allotted?

In most cases, the amount an organization was awarded for the fiscal year will be the same as what was allotted. For purposes of this report, “awarded” is the GAN-approved award amount for each year. However, if your organization received a budget-reduction during the 2025-2026 grant year, then what you were allotted for the 2024-2025 grant year will most likely be less than what you were originally awarded.

If my organization is still reconciling expenses at the time of reporting, can we estimate our program expenditures for summer 2026?

Yes. As previously mentioned, for this specific report, this budget section is meant to be a generalized look at how your organization used 21st CCLC funding. Thus, for this section, if you are still reconciling expenses, please provide an estimated total of program expenditures.

EDUCATIONAL SERVICES AND ENRICHMENT ACTIVITIES THAT COMPLEMENT THE ACADEMIC PROGRAM (TAB C)

1. Reflecting on the **academic activities** provided this past year to students in the Afterschool Program (e.g., homework assistance, tutoring), please rate your overall level of success in implementing high-quality core educational services/activities in the areas of Math and/or Language Arts.

We were...

...very successful (no challenges or problems experienced with providing high-quality academic activities).

...mostly successful (had a few small challenges or problems along the way in providing high-quality academic activities but resolved them).

...somewhat successful (need to improve/rethink some of our academic activities for future programming).

2. Reflecting on the **enrichment activities** provided this past year to students in the Afterschool Program (e.g., career readiness, health or fitness, character education), please rate your overall level of success in implementing high-quality enrichment activities.

We were...

...very successful (no challenges or problems experienced with providing high-quality enrichment activities).

...mostly successful (had a few small challenges or problems along the way in providing high-quality enrichment activities but resolved them).

...somewhat successful (need to improve/rethink some of our enrichment activities for future programming).

3. Will you be making any changes in the upcoming year to your Program Design to improve the quality or effectiveness of any of your Afterschool academic support or enrichment activities?

Yes

No

If Yes, please explain the improvements you will be making. (Note: If you need to insert a hard return to begin a new line/paragraph within your response below, you must press Alt-Enter. Pressing Enter will cause the cursor to exit text box completely.)

4. How successful were you in providing high-quality **academic activities** this past summer? (If no summer programming was provided in 2026, leave blank)

We were...

...very successful (no challenges or problems experienced with providing high-quality academic programming this past summer).

...mostly successful (had a few small challenges or problems in providing high-quality academic programming this past summer but resolved them).

...somewhat successful (need to improve/rethink some of our academic summer programming for future programming).

5. How successful were you in providing a combination of high-quality **enrichment activities** this past summer? (If no summer programming was provided in 2026, leave blank)

We were...

...very successful (no challenges or problems experienced with providing high-quality enrichment programming this past summer).

...mostly successful (had a few small challenges or problems in providing high-quality enrichment programming this past summer but resolved them).

...somewhat successful (need to improve/rethink some of our enrichment summer programming for future programming).

6. Will you be making any changes in your Program Design to improve the quality or effectiveness of your summer academic support or enrichment activities for next summer?

Yes

No

If Yes, please explain the improvements you will be making. (Note: If you need to insert a hard return to begin a new line/paragraph within in your response below, you must press Alt-Enter. Pressing Enter will cause the cursor to exit text box completely.)

How do we determine our level of “success” regarding academic/enrichment activities?

Subgrantees should take into consideration multiple sources of data when rating their level of “success”. Examples could include student records, formal assessments (EOGs/EOCs, district-benchmarks), instructional staff survey data, stakeholder feedback (students, teachers, parents), etc. As with all programmatic self-assessment ratings throughout this report, the overall intent is: (a) to assess, as an organization, what program components worked well and (b) to identify potential areas for targeted improvements.

FAMILY EDUCATIONAL DEVELOPMENT OPPORTUNITIES (TAB D)

Event/Activity Name: Enter the name or a brief description of three (3) educational development opportunities provided in the past school year and/or summer for families around supporting students' academic needs.

Category: Type the letter "x" in the appropriate box to indicate the type of activity (literacy support or other educational development support).

Number (#) Attendees: Enter the number of people who attended the literacy or other educational development opportunity. If you have multiple events of the same name/type, enter the total number who attended across the dates provided.

Perceived Success: Type the letter "x" in the appropriate box to indicate your rating of the perceived success of the event/activity. One "x" per row. Use the following scale—Event/activity was...

- VS = Very Successful (no challenges or problems experienced with this activity)
- MS = Mostly Successful (had a few small challenges or problems along the way but resolved them)
- SS = Somewhat Successful (need to improve/rethink this activity next year)

Activity Outcome(s): Briefly describe what participants seemed to gain from the literacy or educational development opportunity. (Note: If you need to insert a hard return to begin a new line/paragraph within in your response, you must press Alt-Enter. Pressing Enter will cause the cursor to exit text box completely.)

Event/Activity Name	Category		# Attendees	Perceived Success			Activity Outcome(s)
	Literacy	Other		VS	MS	SS	

Will you be making any improvements to the activities provided in support of parents/families next school year (i.e., for SY 2026-2027)?

- Yes
 No

If Yes, please explain the improvements you will be making. (Note: If you need to insert a hard return to begin a new line/paragraph within in your response below, you must press Alt-Enter. Pressing Enter will cause the cursor to exit text box completely.)

Will you be making any improvements to the activities provided in support of parents/families next summer (i.e., for Summer 2027)?

- Yes
 No
 Not Applicable

If Yes, please explain the improvements you will be making. (Note: If you need to insert a hard return to begin a new line/paragraph within in your response below, you must press Alt-Enter. Pressing Enter will cause the cursor to exit text box completely.)

Our program provided several family engagement events/activities last year; however, the template only allows me to enter three. How should I determine which ones to report? Does this include both school year and summer events/activities?

Select three ELISS-funded events/activities during the school year **and/or** during summer (if applicable) which resulted in improved outcomes for participants and/or their family members. Again, because this is a self-assessment rating, the intent is for your organization to reflect on the various types of family engagement events/activities implemented over the past year, determine which ones were most effective in meeting your program goals, and then explore why the activities/events were perceived as successful—so that those strategies can be replicated in the future.

PROGRAM ADMINISTRATION AND COLLABORATION/PARTNERSHIPS (TAB E)

Perceived Success: Type the letter "x" in the appropriate box to rate your success with each Program Administration Component listed over the past year. One "x" per row. Use the following scale

- VS = Very Successful (no challenges or problems experienced with this component)
- MS = Mostly Successful (had a few small challenges or problems along the way but resolved them)
- SS = Somewhat Successful (need to improve/rethink this component next year)

Notes/Comments: Enter any notes or comments to justify your perceived rating of success.

School Year Program Administration Component	Perceived Success			Notes/Comments
	VS	MS	SS	
Community Outreach				
Staffing				
Professional Development for Staff and Volunteers				
Student Transportation (if N/A, leave blank)				
Obtaining Key Resources (facilities, technology, etc.)				
Establishing Collaborations/Partnerships				
Establishing regular, working relationship with LEA or schools				

Summer Program Administration Component <i>(if no summer programming was provided, leave blank)</i>	Perceived Success			Notes/Comments
	VS	MS	SS	
Community Outreach				
Staffing				
Professional Development for Staff and Volunteers				
Student Transportation (if N/A, leave blank)				
Obtaining Key Resources (facilities, technology, etc.)				
Establishing Collaborations/Partnerships				
Establishing regular, working relationship with LEA or schools				

What type of information should be included in the "Notes/Comments" column?

- If indicating "very successful" describe what made that specific program administrative component successful this past year.
- If indicating "mostly successful" describe the small challenges you experienced this past year.
- If indicating only "somewhat successful" describe the challenges you faced and what you think your program may need to do to improve in the future.

ADDITIONAL COMMENTS ON PROGRAM IMPLEMENTATION (TAB H)

Use the following section to provide additional comments/data regarding the implementation of your school year (SY 2025-26) and Summer (2026) programming. (Note. If you need to insert a hard return to begin a new line/paragraph within in your response below, you must press Alt-Enter. Pressing Enter will cause the cursor to exit text box completely.)

Please provide the contact information of the individual completing this report and date of completion.

Name	<input type="text"/>
Title	<input type="text"/>
Email	<input type="text"/>
Date	<input type="text"/>

The final page of the reporting template (Tab H) asks for the “contact information of the individual completing this report.” Does NCDPI have a preferred person/role-type in each organization to complete the report?

The report is a required deliverable for all Cohort 17 and Cohort 18 subgrantees; however, it is up to the discretion of your organization to determine who is ultimately responsible for submitting and/or “signing off” on the report. In other words, if NCDPI has any questions regarding the information submitted, who would be the most knowledgeable person at your organization to provide clarification.

What do I do with this Excel Report template after completing it?

After completing this report template, upload it in CCIP. The report is considered “submitted” when uploaded in CCIP. More specifically, upload it under Funding Application > under Related Documents.

APPENDIX

FACILITATED DISCUSSIONS USING DATA

In accordance with ESSA Sec. 4205(b)(1),

21st CCLC programs are required to conduct ongoing monitoring and evaluation to assess progress towards achieving the goals of providing high quality opportunities for academic enrichment. The results of the evaluation should be used to refine, improve, and strengthen the program or activity.

Thus, in response to subgrantees' request for additional guidance regarding the use of data to ensure ongoing continuous program improvement, the follow section provides reflective questions program directors and/or site coordinators can use when facilitating data-based discussions with stakeholders.

Data-based Discussion #1:

Directions:

Review data reported on Tab A and F of the Subgrantee Annual Evaluation Report.

Guiding Questions:

- Looking at the proposed vs. the actual number of students served, what do you think the data are telling you about what is happening regarding program attendance and enrollment?
- Are you noticing any interesting relationships between the number students served at a center (or total) and the average hours of attendance (either by center or in total)?
- What does the data indicate regarding the relationship between the total hours of operation (Section A) and average hours of attendance (Section F)?

Data-based Discussion #2:

Directions:

Review data reported on Tab G in conjunction with Tab A and F of the Subgrantee Annual Evaluation Report.

Guiding Questions:

- Do you notice any patterns or themes in relationship between:
 - Number of hours a center operated and survey responses/reported growth in engagement in learning?
 - Average number of hours students attended program and survey responses/reported growth in engagement in learning?

Data-based Discussion #3:

Directions:

Review data reported on Tab B in conjunction with Tabs A and F of the Subgrantee Annual Evaluation Report.

Guiding Questions:

- What do you think the data are telling you about what is happening regarding program spending?
- How does your overall spending relate to information found in Sections A and F?
- What are you curious to learn more about relating to your program's spending?

Data-based Discussion #4

Directions:

Review data reported on Tabs C and D of the Subgrantee Annual Evaluation Report.

Guiding Questions:

- What evidence or data did you use to determine your rankings?
- Is there additional data you would have liked to have to support your implementation assessment? What additional data would be most useful to collect?

Overall Annual Evaluation Report Data Reflection

Directions:

Review data reported across all sections of the Subgrantee Annual Evaluation Report. Also, if applicable, consider reviewing data from past year's reports and/or data from concurrently funded cohorts your organization implemented.

Guiding Questions:

- Did any of the patterns and themes across reporting sections surprise you?
- Do any interesting stories emerge from the responses?
- Do the results suggest any recommendations for improving the program?
- Do the results lead to additional questions about the program? Do they suggest additional data could be needed?
- What might other program stakeholders be thinking about the results?
- What factors may be explaining some of the trends you are seeing?
- To what extent do the results of your Subgrantee Annual Evaluation Report align with and/or support your organization's State Board of Education (SBE)-approved goals that were proposed in your original grant application?