



2019-2020 DELIVERABLES SCHEDULE
MESA COLLEGE PREP PROGRAM (MCP)
 (Contract Dates: July 1, 2017 – June 30, 2020)

Note: The P.I. will be notified on the 3rd reminder of a Deliverable being past due

DELIVERABLE	DUE DATE	COMMENTS / NOTES
1) Final Date to enter all 2019 Graduating Seniors <i>(To MESA Database)</i>	Monday, July 1, 2019 (Database Entry)	<ul style="list-style-type: none"> ➤ To prepare for transcript transmittal to MESA Statewide by 9/23/2019
2) 2019 Senior Transcripts <i>(Send electronic copies to MESA Statewide)</i>	Monday, September 23, 2019 (Electronic submittal)	<ul style="list-style-type: none"> ➤ To gather data for annual Student Academic Preparation Education Partnerships (SAPEP) report
3) MSP Center Information for SAPEP Report <i>(Enter info to the MESA Database)</i>	Tuesday, November 5, 2019 (Database Entry)	<ul style="list-style-type: none"> ➤ To gather data for annual Student Academic Preparation Education Partnerships (SAPEP) report
4) Enrollment Progress Census <i>(Review of enrollment progress – MESA Database input)</i>	Friday, December 6, 2019 (Database entry)	<ul style="list-style-type: none"> ➤ For UC Legislative Reports and to track UC Eligibility Rates
5) MSP DATA: a. 2019-2020 Student Data <i>(Enter into MESA Database)</i> b. 2019-2020 Advisor & Personnel Profiles <i>(Enter into MESA Database)</i> c. Scanned PDF <u>copies</u> of signed Site Agreement for all schools <i>(Email to MESA Statewide)</i>	Friday, February 7, 2020* * <u>Notes:</u> <ul style="list-style-type: none"> ➤ Items a & b: No report due. MESA Statewide will access your data directly from the MESA Database. ➤ Item c: Scanned PDF copies due on 2/7/2020 	<ul style="list-style-type: none"> ➤ To track student demographic data for MESA and UCOP ➤ To track advisor & personnel demographic/academic data for MESA and UCOP ➤ To validate school-site and/or district commitments to program; determine potential cash/in-kind commitments to Center (for MESA, UCOP & Legislature)
6) End of Year Event Information <p align="center">and</p> Advisor Award Nomination	Friday, March 13, 2020 (Electronic submittal)	<ul style="list-style-type: none"> ➤ To ensure that required documents are sent to Centers in a timely manner and to plan for a MESA Statewide representative's attendance when possible. ➤ To determine and award outstanding advisors in the state. Awards to be presented at local and/or MESA Statewide recognition events.

Forms/Notification		
<p>7) 2020-2023 MESA Program Plan (MPP)</p>	<p>Friday, April 17, 2020 (until further notice) (Electronic submittal)</p>	<ul style="list-style-type: none"> ➤ To monitor Center’s development of and/or progress toward program goals and to determine financial need and allocations for Centers.
<p>8) No-Cost Extension Request <i>(if applicable)</i> and List of Upcoming Summer 2020 Programs <i>(include opportunities for Industry/Volunteer involvement, if any)</i></p>	<p>Friday, May 15, 2020 (Electronic submittal of <u>signed</u> original in PDF format)</p>	<ul style="list-style-type: none"> ➤ To enhance MESA Budget allocation process (i.e., determine availability of funds for next fiscal year, etc.) ➤ To compile information for industry partners
<p>9) Final Program Report <i>(Use EXHIBIT 1 Template: Expected Outcomes)</i> and Final Expenditure Report <i>(Fiscal Year Cash Reconciliation Report - <u>and</u> Expenditure Narrative)</i></p>	<p>Friday, August 21, 2020 (Electronic submittal) (Electronic submittal of <u>signed</u> original in PDF format)</p>	<ul style="list-style-type: none"> ➤ To assess completion of program goals and determine Center needs ➤ To determine individual and Statewide use and availability of resources and to determine availability of funds for next fiscal year.