



MESA ENGINEERING PROGRAM (MEP)

2017-2018 DELIVERABLES SCHEDULE

(Contract Dates: July 1, 2017 - June 30, 2020)

Deliverable	Due Date	Comments / Notes
Start of Year: <ul style="list-style-type: none"> ✓ Cover Sheet ✓ Goals ✓ Budget ✓ Budget Narrative ✓ External Support Form 	TBD 2017	<ul style="list-style-type: none"> • To identify center responsibilities, set annual goals and budget funds appropriately. • To identify external support received by center.
End of Year Recognition Event Survey Student Data and Demographic Summary <ul style="list-style-type: none"> ✓ MEP Data Elements ✓ 2016-2017 Graduates Data ✓ 2017-2018 Current Enrollment Data 	Friday March 16th 2018	<ul style="list-style-type: none"> • To plan for MESA Statewide site visits. • To track student demographic data for MESA and UCOP
Carry forward Request/ Budget Change Form (if applicable)	Friday May 18th 2018	<ul style="list-style-type: none"> • To enhance MESA Budget allocation process (i.e., determine availability of funds for next fiscal year, etc.)
End of Year: <ul style="list-style-type: none"> ✓ Program Progress Report ✓ Final Expenditure Report (Fiscal Year Cash Reconciliation Report with Narrative) ✓ Assessment Report (pending review) ✓ Additional Grant Report (if applicable) 	Friday August 24th 2018	<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. • To report use of additional grants.