



**2018-2019 DELIVERABLES SCHEDULE**  
**MESA SCHOOLS PROGRAM (MSP)**  
 (Contract Dates: July 1, 2017 – June 30, 2020)

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

DELIVERABLE	DUE DATE	COMMENTS / NOTES
<b>1) Final Date to enter all 2018 Graduating Seniors</b> <i>(To MESA Database)</i>	<b>Monday, July 2, 2018</b> (Database Entry)	➤ To prepare for transcript transmittal to MESA Statewide by 9/28/2018
<b>2) 2018 Senior Transcripts</b> <i>(Send electronic copies to MESA Statewide)</i>	<b>Monday, September 24, 2018</b> (Electronic submittal)	➤ To gather data for annual Student Academic Preparation Education Partnerships (SAPEP) report
<b>3) MSP Center Information for SAPEP Report</b> <i>(Enter info to the MESA Database)</i>	<b>Tuesday, November 6, 2018</b> (Database Entry)	➤ To gather data for annual Student Academic Preparation Education Partnerships (SAPEP) report
<b>4) Enrollment Progress Census</b> <i>(Review of enrollment progress - Database input)</i>	<b>Friday, December 7, 2018</b> (Database Entry)	➤ For UC Legislative Reports and to track UC Eligibility Rates
<b>5) MSP DATA:</b>  <b>a. 2018-2019 Student Data</b> <i>(Enter into MESA Database)</i>  <b>b. 2018-2019 Advisor &amp; Personnel Profiles</b> <i>(Enter into MESA Database)</i>  <b>c. Scanned PDF electronic copies of signed Site Agreement for all schools</b> <i>(Email to MESA Statewide)</i>	<b>Friday, February 1, 2019*</b>  * <u>Notes:</u> ➤ <b>Items a &amp; b:</b> No report due. MESA Statewide will access your data directly from the MESA Database.  ➤ <b>Item c:</b> Scanned PDF copies due on 2/1/2019	➤ 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)
<b>6) End of Year Event Information</b>  <b>and</b>  <b>Advisor Award Nomination Forms/Notification</b>	<b>Friday, March 15, 2019</b>  (Electronic submittal)	➤ 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.

<p><b>7) 2017-2020 MESA Program Plan (MPP) Progress Report/Update for 2019-2020</b></p>	<p><b>Friday, April 19, 2019</b> (until further notice)  (Electronic submittal)</p>	<ul style="list-style-type: none"> <li>➤ To monitor Center’s development of and/or progress toward program goals and to determine financial need and allocations for Centers.</li> </ul>
<p><b>8) Carryforward Request</b> <i>(if applicable)</i></p>	<p><b>Friday, May 17, 2019</b>  (Electronic submittal of <u>signed</u> original in PDF format)</p>	<ul style="list-style-type: none"> <li>➤ To enhance MESA Budget allocation process (i.e., determine availability of funds for next fiscal year, etc.)</li> </ul>
<p><b>9) Final Program Report</b> <i>(Use EXHIBIT 1 Template: Expected Outcomes)</i></p> <p style="text-align: center;"><b>and</b></p> <p><b>Final Expenditure Report</b> <i>(Fiscal Year Cash Reconciliation Report - <u>and</u> Expenditure Narrative)</i></p>	<p><b>Friday, August 23, 2019</b>  (Electronic submittal)</p> <p>  (Electronic submittal of <u>signed</u> original in PDF format )</p>	<ul style="list-style-type: none"> <li>➤ To assess completion of program goals and determine Center needs</li> <li>➤ To determine individual and Statewide use and availability of resources and to determine availability of funds for next fiscal year.</li> </ul>