2020-2021 DELIVERABLES SCHEDULE
MESA COLLEGE PREP PROGRAM
(Contract Dates: July 1, 2020 – June 30, 2023)

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 2020 Graduating Seniors *(To MESA Database)*	**Wednesday, July 1, 2020** (Database Entry)	➢ To prepare for transcript transmittal to MESA Statewide by 9/21/2020
2) 2020 Senior Transcripts *(Send electronic copies to MESA Statewide*	**Monday, September 21, 2020** (Electronic submittal)	➢ To gather data for annual Student Academic Preparation Education Partnerships (SAPEP) report
3) MESA College Prep Center Information for SAPEP Report *(Enter info to the MESA Database)*	**Tuesday, November 3, 2020** (Database Entry)	➢ To gather data for annual Student Academic Preparation Education Partnerships (SAPEP) report
4) MESA College Prep DATA: **a. 2020-2021 Student & School & Advisor Data** *(Enter into MESA Database* **b. Scanned PDF copies of signed Site Agreement for all schools** *(Email to MESA Statewide)*	**Friday, February 5, 2021*** * Notes: ➢ **Item a**: No report due. MESA Statewide will access your data directly from the MESA Database. ➢ **Item c**: Scanned PDF copies due on 2/5/2021	➢ To track student & advisor 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)
5) End of Year Event Information **and** **Advisor Award Nomination Forms/Notification**	**Friday, March 12, 2021** (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.

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6) 2020-2023 MESA Program Plan (MPP) Progress Report/Update for 2021-2022	**Friday, April 16, 2021** **(until further notice)** *(Electronic submittal)*	➢ To monitor Center's development of and/or progress toward program goals and to determine financial need and allocations for Centers.
7) Carryforward Request (*if applicable*) **and** **List of Upcoming Summer 2021 Programs** *(include opportunities for Industry/Volunteer involvement, if any)*	**Friday, May 14, 2021** *(Electronic submittal of signed original in PDF format)*	➢ To enhance MESA Budget allocation process (i.e., determine availability of funds for next fiscal year, etc.) ➢ To compile information for industry partners
8) Final Program Report (*Use EXHIBIT 2 Template: Expected Outcomes*) **and** **Final Expenditure Report** (*Fiscal Year Cash Reconciliation Report - and Expenditure Narrative*)	**Friday, August 20, 2021** *(Electronic submittal)* *(Electronic submittal of signed original in PDF format)*	➢ 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.

2020-2021
SPECIAL PROJECTS DELIVERABLES SCHEDULE

DELIVERABLE	DUE DATE	COMMENTS / NOTES
MESA Day Host Centers' winners list (by event), student participation list (by Center/event) and evaluations	**Friday, May 7, 2021** *(Electronic submittal)*	➢ To post winners on MESA website, to track student participation rates, to assess event effectiveness, and to plan accordingly for future years.
Final MESA Day Expenditure Report (from Host Centers)	**Friday, August 20, 2021** *(Electronic submittal)*	➢ To monitor funding expenditures and determine allocations for funding regional MESA Day events the following year.

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