



2022-2023 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 2022 Graduating Seniors <i>(To MESA Database)</i>	Friday, July 1, 2022 (Database Entry)	<ul style="list-style-type: none"> ➤ To prepare for transcript transmittal to MESA Statewide by 9/20/2021
2) 2022 Senior Transcripts <i>(Send electronic copies to MESA Statewide)</i>	Monday, September 19, 2022 (Electronic submittal)	<ul style="list-style-type: none"> ➤ To gather data for annual Student Academic Preparation Education Partnerships (SAPEP) report
3) MESA College Prep Center Information for SAPEP Report <i>(Enter info to the MESA Database)</i>	Tuesday, November 8, 2022 (Database Entry)	<ul style="list-style-type: none"> ➤ To gather data for annual Student Academic Preparation Education Partnerships (SAPEP) report
4) MESA College Prep DATA: a. 2022-2023 Student & School & Advisor Data <i>(Enter into MESA Database)</i> b. Scanned PDF <u>copies</u> of signed Site Agreement for all schools <i>(Email to MESA Statewide)</i>	Friday, February 3, 2023* * <u>Notes:</u> <ul style="list-style-type: none"> ➤ Item a: No report due. MESA Statewide will access your data directly from the MESA Database. ➤ Item c: Scanned PDF copies due on 2/3/2023 	<ul style="list-style-type: none"> ➤ 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 <p align="center">and</p> Advisor Award Nomination Forms/Notification	Friday, March 10, 2023 (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.

<p>6) 2023-2026 MESA Program Plan (MPP)</p>	<p>Friday, April 14, 2023 (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>7) No-Cost Extension Request <i>(if applicable)</i> and List of Upcoming Summer 2023 Programs <i>(include opportunities for Industry/Volunteer involvement, if any)</i></p>	<p>Friday, May 12, 2023 (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>8) Final Program Report <i>(Use EXHIBIT 2 Template: Expected Outcomes)</i> and Final Expenditure Report <i>(Fiscal Year Cash Reconciliation Report - <u>and</u> Expenditure Narrative)</i></p>	<p>Friday, August 18, 2023 (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.

**2022-2023
SPECIAL PROJECTS DELIVERABLES SCHEDULE**

DELIVERABLE	DUE DATE	COMMENTS / NOTES
<p>MESA Day Host Centers’ winners list (by event), student participation list (by Center/event) and evaluations</p>	<p>Friday, May 5, 2023 <i>(Electronic submittal)</i></p>	<ul style="list-style-type: none"> ➤ To post winners on MESA website, to track student participation rates, to assess event effectiveness, and to plan accordingly for future years.
<p>Final MESA Day Expenditure Report (from Host Centers)</p>	<p>Friday, August 18, 2023 <i>(Electronic submittal)</i></p>	<ul style="list-style-type: none"> ➤ To monitor funding expenditures and determine allocations for funding regional MESA Day events the following year.