

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***

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| **DELIVERABLE** | **DUE DATE** | **COMMENTS / NOTES** |
| **1) Final Date to enter all 2022 Graduating Seniors**  *(To MESA Database)* | **Friday, July 1, 2022** (Database Entry) | * To prepare for transcript transmittal to MESA Statewide by 9/20/2021 |
| **2) Final Program Report** (*Use EXHIBIT 2 Template: Expected Outcomes*)  **and**  **Final Expenditure Report** (*Fiscal Year Cash Reconciliation Report -* ***and*** *Expenditure Narrative*) | **Friday, August 18, 2022**  (Electronic submittal) | * 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. |
| **3) 2022 Senior Transcripts** *(Send electronic copies to MESA Statewide* | **Monday, September 19, 2022** (Electronic submittal) | * To gather data for annual Student Academic Preparation Education Partnerships (SAPEP) report |
| **4) MESA College Prep Center Information for**  **SAPEP Report** *(Enter info to the MESA Database)* | **Tuesday, November 8, 2022** (Database Entry) | * To gather data for annual Student Academic Preparation Education Partnerships (SAPEP) report |
| **5) Revised budget, budget narrative and explicit goals in regards to:**   * **Increasing the total enrollment of students in MESA** * **Increasing the number of LCFF+ schools served** * **Strengthening support for students pursuing community college pathways.** | **Wednesday,**  **November 30, 2022**  (box submission) | * Needed to process contracts with new funding amounts. |
| **6) MESA College Prep DATA:**   1. **2022-2023 Student & School & Advisor Data**   (*Enter into MESA Database*   1. **Scanned PDF copies of signed Site Agreement for all schools**   (*Email to MESA Statewide*) | **~~Friday, February 3, 2023\*~~**  ***Monday, April 3, 2023\****  \* date changed: changed 11/10/22   * **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 | * 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) |
| **7) End of Year Event Information**  **and**  **Advisor Award Nomination Forms/Notification** | **Friday, March 10, 2023**  (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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| **8) 2023-2026 MESA Program**  **Plan (MPP)** | **Friday, April 14, 2023**  **(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. |
| **9) No-Cost Extension Request**  (*if applicable*)  **and**  **List of Upcoming Summer 2023 Programs** *(include opportunities for Industry/Volunteer involvement, if any)* | **Friday, May 12, 2023**  (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 |
| **10) SAPEP Survey** | **Tuesday, August 15, 2023**  **(until further notice)**  (Electronic submittal) | * Required by GUEA for SAPEP reporting. Will be sent via SurveyMonkey |
| **11) Final Program Report** (*Use EXHIBIT 2 Template: Expected Outcomes*)  **and**  **Final Expenditure Report** (*Fiscal Year Cash Reconciliation Report -* ***and*** *Expenditure Narrative*) | **Friday, August 18, 2023**  (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. |

2022-2023

SPECIAL PROJECTS DELIVERABLES SCHEDULE

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| **DELIVERABLE** | **DUE DATE** | **COMMENTS / NOTES** |
| **MESA Day Host Centers’ winners list (by event), student participation list (by Center/event) and evaluations** | **Friday, May 5, 2023**  *(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 18, 2023**  *(Electronic submittal)* | * To monitor funding expenditures and determine allocations for funding regional MESA Day events the following year. |

*\*Remember that all deliverable forms can be found on the MESA website – mesa.ucop.edu (Contact us, Intranet)*

*Please submit deliverables via Box. (Tips on using Box to submit deliverables can also be found on MESA website).*