

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
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| **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.
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| **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
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| **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
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| **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.
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| **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)
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| **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.
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| **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
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| **10) SAPEP Survey** | **Tuesday, August 15, 2023****(until further notice)** (Electronic submittal) | * Required by GUEA for SAPEP reporting. Will be sent via SurveyMonkey
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| **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.
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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.
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| **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.
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*\*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).*