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| --- | --- |
| **October** | * IA: Initiate subcontracts
* IA: Plan FY22 Q report and 3-year plan due dates, regional meetings, set calendar, update processes, etc.
* IA: Update R3 local provider contact information & share with CTW team
* Eval Guidance updated – Read & adjust processes accordingly
* FY2021 Fiscal closeout starts
* **October 1:** Start FFY2021 Program Year! Send out approved plans & budgets, and new WSU program budget numbers
* **October 8:** All 2020 PEARS data entry DUE (no more entry until Oct 13)
* **October 20:** LT monthly mtg
* **October 22:** Annual reports due from LIAs
* **Oct X:** FY22 Kickoff mtg
* **October 30:** All FY2020 Effort Certification Forms DUE to Kim
* **October 30:** All FY2020 fiscal/billing due to IA
 |
| **November** | * IA: Look at PEARS data and EARS report, prepare EARS forms
* IA: Adapt project summary/plan templates for local programs
* **November 11:** Veterans Day Holiday
* **November 17:** LT monthly mtg
* **November 25-26:** Thanksgiving Holiday
 |
| **December**End of 1st Qtr. | * **December 1:** Activity Insight available for reporting?
* **December 7-8:** CTW PSE workshop – Examining Whiteness in Food Systems
* **December 15:** Final date to submit FFY2021 invoices to DSHS
* **December 15:** LT monthly mtg
* **December 24 and 27:** WSU Holidays
* **December 27:** Annual Report DUE to DSHS
* **December 31:** All programs complete annual Civil Rights & other required training (collect for ALL project sites)
* **December 31:** WSU Holiday
 |
| **January** | * WSU Internal: Activity Insight Reporting Due (date TBD)
* WSU Internal: AP Annual Reviews
* **January 14:** Q1 Report and PEARS data DUE from LIAs
* **January 14:** 1st round amendments DUE to R3 IA
* **January 17:** MLK JR Holiday
* **January 19:** LT monthly mtg
* **January 28:** Q1 Report and Q1 Invoice DUE to DSHS
* **January 31:** Q1 PEARS entry, and Q Reports DUE to Eval
* **January 31:** Submit 1st round amendments to DSHS
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| **February** | * WSU Internal: AP Annual Reviews DUE
* **February 8-11:** ASNNA Virtual Conference
* **February 16:** LT monthly mtg
* **February 23-25:** WSFMA Conference?
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| **March**End of 2nd Qtr. | * IA: Coordinate Program Monitoring meetings & site visits
* **March 16:** LT monthly mtg
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| **April** | * Start Program Monitoring meetings & site visits
* **April X:** Farm to Cafeteria
* **April 1:** Receive ME materials, respond to DSHS by 5/3?
* **April 5:** Collect any 2nd round no-cost amendments and all COST amendment documentation
* **April 15:** Final FFY20 cost Amendments DUE to DSHS
* **April 16:** Q2 Report & PEARS data due to IA from local programs
* **April 20:** Q2 LT zoom meeting
* **April 29:** Q2 Report and Q2 Invoice DUE to DSHS
* **April 29:** Q2 PEARS Data & Q Reports to EVAL
* **April 29:** Certification of 100% time and effort bi-annual forms DUE to Kim
 |
| **May** | * **May 3:** ME materials DUE to DSHS?
* **May 18:** LT monthly mtg
* **By end of May:** IA contact each LIA with FY23 funding amount
* Complete Program Monitoring meetings & site visits
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| **June**End of 3rd Qtr. | * WSU Internal: purchasing blackout dates –end of fiscal year for both WSU and DSHS
* WSU Internal: Civil Service Annual Reviews
* **TBD:** Zoom R3 meeting?
* **June 14:** FY23 Plans & Budgets DUE to IA
* **June 15:** LT monthly mtg
 |
| **July** | * Unspent funds estimate to DSHS
* **July 15:** Q3 Report & PEARS DUE to IA
* **July 15:** FY23 Plans & Budgets DUE to DSHS
* **July TBD:** SNEB Conference
* **July 20:** Q3 LT zoom meeting
* **July 29:** Q3 Report & Invoice DUE to DSHS
* **July 29:** Q3 PEARS Data and Q Report to EVAL
 |
| **August** | * WSU Internal: Start reappointments (with Linda & Kim)
* **August X:** DSHS submits 3-year plan to FNS
* **August 17:** LT monthly mtg
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| **September**End of 4th Qtr. | * Annual background checks all program staff
* WSU Internal: Complete staff reappointments, Initiate subcontracts
* **September 21:** LT monthly call
* **October 6:** PEARS Q4 Evaluation team due date
* **October 28:** FY22 Annual Reports DUE to IA
* **October 28:** Certification of 100% time and effort bi-annual forms DUE to Kim
* **October 28:** Final local program Invoices DUE for 2022
* **December 15:** FY22 Q4 FINAL invoice DUE to DSHS
* **December 15:** FY22 Annual Report DUE to DSHS
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\*Other items to add when dates available:

* Conferences (WSFMA now biennial so not until 2023, Farm to Cafeteria April 2022)