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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 |
| **February** | * WSU Internal: AP Annual Reviews DUE * **February 8-11:** ASNNA Virtual Conference * **February 16:** LT monthly mtg * **February 23-25:** WSFMA Conference? |
| **March**  End of 2nd Qtr. | * IA: Coordinate Program Monitoring meetings & site visits * **March 16:** LT monthly mtg |
| **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 |
| **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 |
| **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 |

\*Other items to add when dates available:

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