

# **DRAFT--Timeline for Preparation and Completion of FY10 SNAP-Ed/WNEP Plans and Budget Proposals**

February 2009

## **February – March**

- County Coordinators gather data, consult with local partners, and prepare their County/Project Narrative Plans for FY10
- County Coordinators develop programming relationships with agency partners in the county/counties. Complete necessary copies of Form A-10 and Form B-10 to describe Educational Plans with Partner Agencies.

**March 23, 1 pm** Statewide Conference call on preparation of SNAP-Ed Proposals for FY10

**April 20** FY10 Narrative Plans are complete and submitted

**March – April** County Coordinators carefully review the “Instructions for Preparing FY10 SNAP-Ed/WNEP Budget Plan and Documents.”

## **April -- May**

- County Coordinators continue to meet with local County and Agency partners, draft agreements, and calculate value of cost share contributions from partners. Complete necessary copies of Form C-10 and Form D-10 to document Cost Share relationships and contributions of Agency Partners.
- Complete a “Roles & Responsibilities” document for each Extension colleague contributing time/effort as cost share to WNEP.

**April 16 to May 26** Each County Coordinator has a **phone conference** with Bev Phillips.

- Send draft or final versions of all Educational Plans (Forms A-10 and B-10) and Cost Share Agreement forms (Forms C-10 and D-10) to the state office at least 2 days before your scheduled phone conference. **Please note: These conference calls are not productive unless all documents are sent to the state office 2 days prior to the call.**
- Each Educational Plan (Form B-10) and Cost Share Agreement (Form D-10) is reviewed during the phone conference and any necessary revisions will be agreed upon at that time.
- Cost share on county agents, other staff, and county office space will be reviewed
- Planned expenditures will be reviewed during the phone conference

**May 28** All data related to the FY10 **budget plan is entered** into the WNEP database and considered **final** (includes cost share on UWEX faculty/staff, physical space at county Extension offices, planned expenditures, and contributions from Agency partners)

**June 1** **Final Originals** of all Educational Plans (Forms A-10 and B-10) **Signed** Agency Cost Share Agreements (Forms C-10 and D-10) and Roles & Responsibilities documents are on file in the state WNEP office.

**June 15** Signed Originals of all County Agreement Letters are on file in the state WNEP office. If you will not meet this June 15 deadline, you must send an email to the state WNEP office informing us as to when the County Agreement Letter will be signed and submitted.