

Timeline for Preparation and Completion of FY09 WNEP Plans and Budget Proposals

March 2008

February – March

- County Coordinators gather data, consult with local partners, and prepare their County/Project Narrative Plans for FY09
- County Coordinators develop programming relationships with agency partners in the county/counties. Complete necessary copies of Form A-09 and Form B-09 to describe Educational Plans with Partner Agencies.

April 11, 1 pm Statewide Wisline Conference call on preparation of FSNE Proposals for FY09

April 18 FY09 Narrative Plans are complete and submitted

March – April County Coordinators carefully review the “Instructions for Preparing FY09 WNEP Budget Plan and Documents.”

April 1 - May 15

- 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-09 and Form D-09 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 30 Each County Coordinator has a **phone conference** with Bev Phillips.

- Send draft or final versions of all Educational Plans (Forms A-09 and B-09) and Cost Share Agreement forms (Forms C-09 and D-09) to Bev Phillips 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-09) and Cost Share Agreement (Form D-09) will be 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 also be reviewed during the phone conference

June 3 All data related to the FY09 **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 5 **Final Originals** of all Educational Plans (Forms A-09 and B-09) **Signed** Agency Cost Share Agreements (Forms C-09 and D-09) and Roles & Responsibilities documents are on file in the state WNEP office.

June 19 Signed Originals of all County Agreement Letters are on file in the state WNEP office. If you will not meet this June 19 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.