**PFS 2015 Grant Milestones, Timeline, and Deliverables**

**Deadlines: January 29, 2016 – October 31, 2016**

1. **By** **Friday, January 29, 2016** 
   * Programs must submit the following information to Fernando Perfas at [Fernando.perfas@state.ma.us](mailto:Fernando.perfas@state.ma.us):
     1. **A letter of agreement** to provide bi-annual high school survey data using an existing instrument in the community

OR

**A letter from the Superintendent of School, his/her designee, or the Principal in the high school(s)** that are likely to be targeted by this initiative indicating that you are not currently able to meet the data requirement for the duration of the grant, but that the designated school spokesperson will work with the state and UMASS to fulfill the data requirement.

* + 1. **A Memorandum Of Understanding (MOU)** from *each* of the following list of local partners:
       - Schools
       - Law Enforcement/Fire/First Responders
       - Health Care Providers
       - Local Prevention Coalitions/Groups

1. **Monday, February 1, 2016** 
   * PFS 2015 grant begins.
   * Begin work on Assessment and Capacity-Building sections.
2. **Wednesday, February 17, 2016** **(Time: 11:00am-12:30pm)** 
   * Mandatory introductory webinar for new grantees, in which the following individuals are *required* to participate:
     + - Project Coordinator (if this individual has been hired)
       - A representative from the municipality and/or a representative from the non-municipal organization named in the grant award (if applicable)
3. By **Friday, March 4, 2016** 
   * Programs must submit a staffing plan that describes project staff, education, qualifications, responsibilities and percentage of time devoted to the project (with résumés attached) to Andrew Robinson at [Andrew.robinson@state.ma.us](mailto:Andrew.robinson@state.ma.us)
4. **March 8-11, 2016** 
   * Mandatory Substance Abuse Prevention Skills Training for PFS 2015 Coordinators. Contact your contract manager with questions about this training.
5. No later than **Friday, April 1, 2016** 
   * Programs must schedule a meeting with their MassTAPP TA provider to discuss:
     + - Status of the development of a decision-making process for coordinating efforts across the community
       - Status of Assessment efforts and whether any data gaps remain
       - Status of Capacity-Building efforts and any challenges being faced in this area
       - Remaining steps toward completing the Assessment and Capacity-Building stages
6. No later than **Friday, April 22, 2016** 
   * Programs must submit a draft of Sections 1 and 2 of their Strategic Plan to their BSAS Contract Manager and their MassTAPP TA provider for review.
7. **Wednesday, June 1, 2016 (Time: TBD)** 
   * Mandatory webinar for grantees, in which the following individual should participate:
     + - Project Coordinator and/or other appropriate community grantee representative
8. No later than **Friday, June 17, 2016** 
   * Programs must submit a draft of their completed **strategic plan, including logic model**, to their MassTAPP TA provider for review.
9. **Thursday, June 30, 2016** 
   * End of the first year of PFS 2015 grant
10. No later than **Friday, July 1, 2016** 
    * Beginning of the second year of the PFS 2015 grant
    * Programs must submit their **completed Strategic Plan** to BSAS
11. **Monday, August 1, 2016** 
    * Upon BSAS approval of the **strategic plan**, all programs **begin full implementation** of the strategies identified in their strategic plan, based on the results of their needs assessment.
12. **Monday, October 31, 2016** 
    * Initial CLI-R data submission deadline (for strategies implemented April 1, 2016–September 30, 2016)
    * CLI-R data reporting will take place every six months after initial submission
    * A shorter, yet to be determined DPH-BSAS narrative report will also be required at minimum twice a year opposite the CLI-R reporting