

## 2017 CAPS Timeline and Important Dates

2015	States survey for exotic pests – calendar year 2015 agreements
July 2015	Assessment of new pests for consideration to 2017 pest lists begins
August 2015	<b>Work and Financial Plans for 2016 due to Field Operations August 15</b> <b>Survey Summary Form completed before work plan will be reviewed</b>
December 2015	Pest List Working Group reviews Commodity pest lists for 2017 Guidelines 2017 OPEP Prioritized Pest List analysis completed 2017 Prioritized Pest List to NSC for review
December 2015- January 2016	PDMT prepares for Annual NCC Meeting
February 2016	<b>Annual NCC Meeting, February 2-3, Phoenix, AZ</b> CAPS Program review from previous year (2015) and direction for next year (2017)
February-March 2016	<b>PDMT begins review and update of Survey Guidelines for 2017</b>
March 2016	<b>2017 CAPS Survey Guidelines to NCC for review on CAPS R&amp;C site</b> <b>All survey data for 2015 to be entered in NAPIS database before March 31</b> ADODRs review <b>CAPS Accountability Report</b> for data entry requirements CY15 Annual Accomplishment Report due to Field Operations before March 31 CY15 SF425 Federal Financial Report (annual financial status report) due March 31 CY15 SF270 Request for Advance or Reimbursement (final request for funds) due March 31
April 22, 2016 Earth Day	<b>2017 CAPS Survey Guidelines published on CAPS R&amp;C site</b> <b>2017 CAPS Approved Survey Methods published</b>
2016	States survey for exotic pests – calendar year 2016 agreements
July 2016	Assessment of new pests for consideration to 2018 pest lists begins
August 2016	<b>Work and Financial Plans for 2017 due to Field Operations August 15</b> <b>Survey Summary Form completed before work plan will be reviewed</b>
September 2016	National Operations Manager reviews States' proposed 2017 survey work and financial plans for alignment with CAPS mission, policies, and priorities

October 2016	Final Revisions to 2017 Survey Work and Financial Plans due to Field Operations by October 18* <b>Survey Supply database opens to accept 2017 orders</b>
November 2016	Complete Cooperative Agreement packages due to Field Operations by November 18* Survey Supply database closes for 2017 orders
December 2016	Pest List Working Group reviews Commodity pest lists for 2018 Guidelines 2018 Prioritized Pest List analysis completed 2018 Prioritized Pest List to NSC for review
December 2016- January 2017	PDMT prepares for Annual NCC Meeting
January 2017	<b>Annual NCC Meeting – location TBD</b> CAPS Program review from previous year (2016) and direction for next year (2018)
February-March 2017	PDMT begins review and update of Survey Guidelines for 2018
March 2017	<b>2018 CAPS Survey Guidelines to NCC for review on CAPS R&amp;C site</b> <b>All survey data for 2016 to be entered in NAPIS database before March 31</b> ADODRs review CAPS Accountability Report for data entry requirements CY16 Annual Accomplishment Report due to Field Operations before March 31 CY16 SF425 Federal Financial Report (annual financial status report) due March 31 CY16 SF270 Request for Advance or Reimbursement (final request for funds) due March 31
April 22, 2017 Earth Day	2018 CAPS Survey Guidelines published on CAPS R&C site 2018 CAPS Approved Survey Methods published
2017	States survey for exotic pests – calendar year 2017 agreements

\* Time frame for final revisions and cooperative agreement packages may change based on budget considerations.

2015 – Green

2016 – Red

2017 – Black

2018 - Blue