

2018 CAPS Timeline and Important Dates

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	Work and Financial Plans for 2017 due to Field Operations August 15 Survey Summary Form completed before work plan will be reviewed
December 2016	Pest List Working Group reviews Commodity pest lists for 2018 Guidelines 2018 OPEP Prioritized Pest List analysis completed 2018 Prioritized Pest List to NSC for review
December 2016- January 2017	PDMT prepares for Annual NCC Meeting
February 2017	Annual NCC Meeting, February 7-9, McAllen, TX 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	2018 CAPS Survey Guidelines to NCC for review on CAPS R&C site All survey data for 2016 to be entered in NAPIS database before March 31 (or no more than 90 days after the conclusion of the cooperative agreement) 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
July 2017	Assessment of new pests for consideration to 2019 pest lists begins
August 2017	Work and Financial Plans for 2018 due to Field Operations August 15 Survey Summary Form completed before work plan will be reviewed
September 2017	National Operations Manager reviews States' proposed 2018 survey work and financial plans for alignment with CAPS mission, policies, and priorities

October 2017	Final Revisions to 2018 Survey Work and Financial Plans due to Field Operations by October 18* Survey Supply database opens to accept 2018 orders
November 2017	Complete Cooperative Agreement packages due to Field Operations by November 18* Survey Supply database closes for 2018 orders
December 2017	Pest List Working Group reviews Commodity pest lists for 2019 Guidelines 2019 Prioritized Pest List analysis completed 2019 Prioritized Pest List to NSC for review
December 2017- January 2018	PDMT prepares for Annual NCC Meeting
January 2018	Annual NCC Meeting – location TBD CAPS Program review from previous year (2017) and direction for next year (2019)
February-March 2018	PDMT begins review and update of Survey Guidelines for 2019
March 2018	2019 CAPS Survey Guidelines to NCC for review on CAPS R&C site All survey data for 2017 to be entered in NAPIS database before March 31 (or no more than 90 days after the conclusion of the cooperative agreement) ADODRs review CAPS Accountability Report for data entry requirements CY17 Annual Accomplishment Report due to Field Operations before March 31 CY17 SF425 Federal Financial Report (annual financial status report) due March 31 CY17 SF270 Request for Advance or Reimbursement (final request for funds) due March 31
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* Time frame for final revisions and cooperative agreement packages may change based on budget considerations.

2016 – Green

2017 – Red

2018 – Black

2019 - Blue