

2019 CAPS Timeline and Important Dates

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
December 2017	Pest List Working Group reviews Commodity pest lists for 2019 Guidelines 2019 OPEP Prioritized Pest List analysis completed 2019 Prioritized Pest List to NSC for review
December 2017- January 2018	PDMT prepares for Annual NCC Meeting
February 2018	Annual NCC Meeting, February 7-8, Newnan, Georgia 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	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
April 2018	2019 CAPS Survey Guidelines to NCC for review on CAPS R&C site
April 22, 2018 Earth Day	2019 CAPS Survey Guidelines published on CAPS R&C site 2019 CAPS Approved Survey Methods published
2018	States survey for exotic pests – calendar year 2018 agreements
July 2018	Assessment of new pests for consideration to 2020 pest lists begins
August 2018	Work and Financial Plans for 2019 due to Field Operations September 7; Survey Summary Form completed before work plan will be reviewed
September 2018	National Operations Manager reviews States' proposed 2019 survey work and financial plans for alignment with CAPS mission, policies, and priorities

October 2018	Final Revisions to 2019 Survey Work and Financial Plans due to Field Operations by October 18* Survey Supply database opens to accept 2019 orders
November 2018	Complete Cooperative Agreement packages due to Field Operations by November 18* Survey Supply database closes for 2019 orders
December 2018	Pest List Working Group reviews Commodity pest lists for 2020 Guidelines 2020 Prioritized Pest List analysis completed 2020 Prioritized Pest List to NSC for review
December 2018- January 2019	PDMT prepares for Annual NCC Meeting
February 2019	Annual NCC Meeting – location TBD CAPS Program review from previous year (2018) and direction for next year (2020)
February-March 2019	PDMT begins review and update of Survey Guidelines for 2020
March 2019	All survey data for 2018 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 CY18 Annual Accomplishment Report due to Field Operations before March 31 CY18 SF425 Federal Financial Report (annual financial status report) due March 31 CY18 SF270 Request for Advance or Reimbursement (final request for funds) due March 31
April 2019	2020 CAPS Survey Guidelines to NCC for review on CAPS R&C site
April 22, 2019 Earth Day	2020 CAPS Survey Guidelines published on CAPS R&C site 2020 CAPS Approved Survey Methods published
2019	States survey for exotic pests – calendar year 2019 agreements

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

2017 – Green

2018 – Red

2019 – Black

2020 - Blue