

## ***A. Planning Phase Timeline***

- January 6, 2012 Initial phone contact from The School Turnaround Office (STO)
- January 30, 2012 Orientation for SIF grantees held at NYSED
- February 15, 2012 Follow-up call/ e-mail SIF grantees & respond to inquiries
- March 2012 “Check-in” visits hosted by grantees. STO staff will coordinate with grantees the date, time, and logistics of visit.
- March 30, 2012 End Quarter 1 of Planning Phase: Performance Agreement, MOU-status report
- April 30, 2012 Follow-up call/ e-mail SIF grantees & respond to inquiries
- May 15, 2012 Reminder: Performance Agreement, MOU-status report  
Formal notice to field to submit FS 10 for Year 1 to submit all contract agreements prior to June 30
- June 30, 2012 Year 1 (2012-2013) Action Plan and Budget (FS -10), MOU’s, Performance Contracts Due

## **B. Year 1 Timeline**

- August 2012            Check-in visits (meeting with SIF leadership team)
- September 2012        SIF Grantees begin Implementation Year  
Reminder quarterly report due October 10
- September 30, 2012    End Quarter 1
- October 2012            Webinar Q& A for grantees (reporting questions)
- October 10, 2012       Quarterly Report due (Q1)
- December 30, 2012    End Quarter 2
- January 10, 2013       Quarterly Report due (Q2)
- March 2013              Site Review Visits (fiscal expenditure, document check)  
Reminder (Q3) report due April 10
- March 30, 2013        End Quarter 3
- April 2013                Upcoming events announcement from STO
- April 10, 2013          Quarterly Report due (Q3)
- May 15, 2013            Reminder Quarterly Report (Q4) due July 10
- June 1, 2013             FS 10 for Year 2 (2013-2014) DUE
- June 30, 2013          End Quarter 4
- July 10, 2013           Quarterly Report due (Q4)

### **C. Year 2 Timeline**

- August 2013 Check-in visits (fiscal expenditure, document check)
- September 2013 SIF Grantees begin Year 2  
Reminder Annual Report (FS 10-F) for Year 1 due September 30
- September 30, 2013 Annual Report (FS 10-F) for Year 1 due  
Reminder Quarterly Report (Q1) due October 10  
End Quarter 1
- October 2013 Webinar Q& A for grantees (reporting questions, site visit outcomes)
- October 10, 2013 Quarterly Report due (Q1)
- December 30, 2013 End Quarter 2
- January 10, 2014 Quarterly Report due (Q2)
- March 2014 Site Review Visits (fiscal expenditure, document check)
- March 30, 2014 End Quarter 3
- April 2014 Upcoming events announcement
- April 10, 2014 Quarterly Report due (Q3)
- April 30, 2014 Quarterly Report = Expenditure and Performance Data
- May 15, 2014 Reminder Quarterly Report (Q4) due June 10
- May 30, 2014 Formal notice to field to submit Annual Report (FS 10-F) for Year 2
- June 2014 Formal notice to field of outcomes from review of report status and budget
- July 10, 2014 Quarterly Report due (Q4)
- September 30, 2014 FS 10-F for Year 2 (Final Report) due September 30