SUPP FY24 Calendar of Required Documents Due Dates

Month/Year	DHS	Prevention Hub
July 2023	**July 15** • June MGI **July 31** • FY23 DHS Annual Report ofContract Deliverables *[CSUPS/SUPS only]* • FY23 SRSUPS Annual Report *[SRSUPS only]* • FY23 Q4 Periodic Performance Report	**July 31** • Submit FY23 4th Quarter Report • Report all YPE cycles implemented during FY23 *[CSUPS/SUPS only]* • Upload FY23 Communication Campaign #1 and #2 Annual Report Form/Project Timeline *[CSUPS/SUPS only]* • Upload IYS Recruitment Outreach Plan *[CSUPS/SUPS only]* • Report all My Generation Rx programs completed during FY23 *[CSUPS/SUPS only]* • Report all YAC meetings implemented during FY23 *[CSUPS/SUPS only]* • Upload FY23 YAC Meeting Minutes *[CSUPS/SUPS only]* • Update FY23 YAC Work Plan Projections actual number of meetings and youth members *[CSUPS/SUPS only]*
August 2023	**August 15** • July MGI **August 31** • FY24 Close Out Reports (Subject to change)	**August 31** • Report FY24 Work Plan Projections *[CSUPS/SUPS only]*
September 2023	**September 15** • August MGI	
October 2023	**October 15** • September MGI	**October 31** • Submit FY24 1st Quarter Report • Upload IYS Recruitment Plan *[CSUPS/SUPS only]* • Report My Generation Rx programs completed during 1st Quarter *[CSUPS/SUPS only]* • Report YAC Meetings implemented during 1st Quarter *[CSUPS/SUPS only]*
November 2023	**November 15** • October MGI	
December 2023	**December 15** • November MGI	**December 17** • Upload IYS Recruitment Plan *[CSUPS/SUPS only]*

Month/Year	DHS	Prevention Hub
January 2024	**January 15** • December MGI	**January 31** • Submit FY24 2nd Quarter Report • Report My Generation Rx programs completed during 2nd Quarter *[CSUPS/SUPS only]* • Report YAC Meetings implemented during 2nd Quarter *[CSUPS/SUPS only]*
February 2024	**February 15** • January MGI	**February 29** • Upload IYS Recruitment Plan *[CSUPS/SUPS only]*
March 2024	**March 15** • February MGI	
April 2024	**April 1** • National Prevention Week and Drug Take Back Activity Report **April 15** • March MGI	**April 30** • Submit FY24 3rd Quarter Report • Upload IYS Recruitment Plan *[CSUPS/SUPS only]* • Report My Generation Rx programs completed during 3rd Quarter *[CSUPS/SUPS only]* • Report YAC Meetings implemented during 3rd Quarter *[CSUPS/SUPS only]*
May 2024	**May 15** • April MGI	
June 2024	**June 15** • May MGI	
July 2024	**July 15** • June MGI **July 31** • FY24 SRSUPS Annual Report *[SRSUPS only]*	**July 31** • Submit FY24 4th Quarter Report • Report all YPE cycles implemented during FY24 *[CSUPS/SUPS only]* • Upload FY24 Communication Campaign #1 and #2 Annual Report Form/Project Timeline *[CSUPS/SUPS only]* • Upload IYS Recruitment Outreach Plan *[CSUPS/SUPS only]* • Report all My Generation Rx programs completed during FY24 *[CSUPS/SUPS only]* • Report all YAC meetings implemented during FY24 *[CSUPS/SUPS only]* • Upload FY24 YAC Meeting Minutes *[CSUPS/SUPS only]* • Update FY24 YAC Work Plan Projections actual number of meetings and youth members *[CSUPS/SUPS only]* • Upload Resource Directory *[CSUPS/SUPS only]*

Update 06/27/23