

## Grant Process/Timeline for Cycle 44

<b>Task/Process</b>	<b>Date(s):</b>
<b>SPC Meeting</b> State Plan Committee reviews the 2022-26 State Plan goals and objectives to identify the areas that they would like to address the grant.	<b>November 16, 2020</b>
<b>Council Meeting</b> Council meets and approves recommended areas of emphasis and process/timeline recommended by the State Plan Committee.	December 1, 2020
<b>SPC Meeting</b> State Plan Committee reviews the final draft of the RFP and makes a recommendation to Council.	January 19, 2021
<b>Council Meeting</b> Council meets and considers the Committee's recommendation to adopt the RFP.	January 26, 2021
<b>Announcement</b> Request for Proposal (RFP) Announcement disseminated in all formats: mail, post to website, email and enter into FI\$CAL (state procurement website)	February 15, 2021
Allow approximately 3 months to advertise for the RFP.	February – May 2021
<b>Submission Deadline: Request for Proposals</b>	<b>May 15, 2021</b>
<b>Technical and Committee Review</b> <ul style="list-style-type: none"> <li>○ May 16-21 – Staff performs administrative review of proposals</li> <li>○ May 22, 2021 – Scoring of proposals to select grantees</li> <li>○ June 15, 2021 – State Plan Committee reviews recommendations and takes action on the scoring teams recommendations.</li> </ul>	May – June 2021

<b>Task/Process</b>	<b>Date(s):</b>
<b>Council Meeting</b> Council meets and considers the Committee’s recommendations for funding.	July 27, 2020
<b>Council Provides Public Notice at Meeting</b> <ul style="list-style-type: none"> <li>○ Posting of selected grantees will be posted on the State Council’s website.</li> <li>○ A hard copy of selected grantees will be posted at each SCDD office.</li> </ul>	July 27, 2021
<b>Protest Period</b> A 10-day protest period is allowed. No action will be taken during this time unless a protest is received.	July 27 – August 7, 2021
<b>Notification Letters Sent</b>	<b>August 8, 2021</b>
<b>Encumbrance Process</b> <ul style="list-style-type: none"> <li>○ Staff works with grantee to receive all required documents <b>(August 2021)</b></li> <li>○ Grants received by SCDD HQ <b>(September 2021)</b></li> <li>○ Staff sends grantee reporting and invoicing templates <b>(September 2021)</b></li> <li>○ Staff enters contracts in FI\$CAL</li> <li>○ Grant starts <b>(October 1, 2021)</b></li> </ul>	August – October 2021
<b>Grant in Process</b> Designated staff will keep in contact with grantee to ensure work is being completed on schedule throughout the duration of the contract and help resolve any issues if necessary.	Ongoing
<b>Billing Procedures</b> Grantee must send original invoice, year-to-date financial report and bi-monthly progress report to HQ (all originals must be signed in blue ink)	Ongoing TBD
<b>End of Contract Exiting Evaluation</b> Grantee must submit final report and billing	TBD