

Timeline for 2010 EFSP Funding - Phase 28—Sonoma County

1/15/10

1. Task Force receives allocation information from EFSP Web site (1/7/10)
2. Task Force for the Homeless confirms & completes roster of Local Board representatives (by 1/7/10).
3. Local Board updates RFP, Application, the funding process and policies for Phase 28. (by 1/15/10)
4. Task Force updates and posts Request for Proposals (RFP), Application, and materials on www.sonomacountyhomeless.org, sends notice of RFP to previous applicants and Continuum of Care List Serve, and sends required public advertisement for publication. RFP copies available in Task Force office (by 1/19/10).
5. Phase 27 and AR'09 (2009) Final Reports and Documents due to the Task Force for review (by Mon., Jan. 25, 2010) and from Task Force to National Board (by Feb. 15).
6. **Applicants' Workshop Tuesday, January 26, 2009, 2:30 – 5:00pm. Mandatory for all applicants.**
7. **Applications Due at 5 pm Wednesday, Feb. 3rd**, at Task Force office, 3315 Airway Drive, Santa Rosa, 95403.
8. Application packets distributed to Local Board members. (by Feb. 5).
9. Local Board meets to allocate funds (Feb. 11, 2009)
10. Applicant agencies notified of Local Board funding decisions and appeals process by Feb. 12. Deadline for written appeals: Feb. 19.
11. Local Board considers and decides any appeals (by Feb 23), Task Force notifies LROs, and sends Local Board Plan to National Board by web entry and mail. (By Feb. 26).
12. Approved LROs Receive Funds in two installments. The first within about one month after National Board approval and second after Interim Reports are submitted. Newly funded agencies must set up electronic deposits prior to first payment.
13. LROs submit Interim Reports to Local Board Administrator (Task Force) (by July15), along with any requests for interagency transfers of funds.
14. Local Board reviews and submits any interagency transfers (by 7/31).
15. Task Force sends Interim Reports and Requests for Second payment to be received by the National Board by July 31.
16. LROs receive Second Payments (usually August)
17. Local Board meets to review Phase 28 operations and discuss Phase 29. (Fall/Winter 2010)
18. **All funds are spent by December 31, 2010.**
19. LROs submit final reports (3 copies) and required documentation (two copies) to Local Board by January 20, 2011.
20. Local Board reviews all reports and supporting documents and submits final report with financial documentation to arrive at National Board by February 15, 2011.
21. LROs preserve all expense documentation for three years.