

Timeline for 2008 EFSP Funding - Phase 26—Sonoma County
1/28/08 - To be finalized after National Board Allocation Date

1. Task Force for the Homeless confirms & completes roster of Local Board representatives (by 12/19/07)
2. Task Force updates RFP and EFSP information and application (by 1/31/08). Copies available in Task Force office and on www.sonomacountyhomeless.org.
3. Task Force posts Request for Proposals on Continuum of Care List Serve, sends RFP to previous applicants, and sends required public advertisement for publication (by 1/31).
4. Applicants' Workshop (Feb. 14, 10am-Noon). Mandatory for new applicants and those with Phase 24 or 25 compliance problems. Recommended for all applicants.
5. Task Force receives allocation from National Board. Phase 25 (2007) Final Reports and Documents due to the National Board (by Feb. 15).
6. Applications Due at 5 pm Thursday, Feb. 28, at Task Force office, 3315 Airway Drive, Santa Rosa, 95403.
7. Application packets distributed to Local Board members. (Feb. 29 – March 3)
8. Local Board meets to allocate funds and set appeals timeline (3/6/08)
9. Applicant agencies notified of Local Board funding decisions and appeals process by March 7. Deadline for appeal submission: 3/14.
10. Local Board considers and decides any appeals (TBD-by 3/24), Task Force notifies LROs, and sends Local Board Plan to National Board by web entry and mail. (Deadline TBD by National Board).
11. Approved LROs Receive Funds in two installments. The first within c. one month after National Board approval and second in August after Interim Reports. Newly funded agencies must set up electronic deposits prior to first payment.
12. LROs submit Interim Reports to Local Board Administrator (Task Force) (by July15).
13. Local Board Approves and submits any interagency transfers by 7/31.
14. Task Force sends Interim Reports and Requests for Second payment to be received by the National Board by July 31.
15. LROs receive Second Payments (August)
16. Local Board meets to review Phase 26 operation and discuss Phase 27. (Fall 2007)
17. All funds spent by December 31, 2008.
18. LROs submit final reports (3 copies) and required documentation (two copies) to Local Board by January 25, 2009.
19. Local Board reviews all reports and supporting documents and submits final report with financial documentation to arrive at National Board by February 15, 2009.
20. LROs preserve all expense documentation for three years.