

## **Timeline for 2012 EFSP Funding - Phase 30—Sonoma County -as of 2/17/12**

1. Local Board (LB) updates Ph. 30 RFP, funding documents & policies (By 2/15/12).
2. LB Chair/Administrator completes LB Roster (by 2/20/12).
3. Task Force updates and posts Request for Proposals (RFP), Application, and materials on [www.sonomacountyhomeless.org](http://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 Wed. 2/22/11).
4. Phase 29 (2011) Final Reports and Documents due to the Task Force for review (date to be determined) and from Task Force to National Board (by date to be determined by National Board).
5. **Applicants' Workshop Wednesday, Feb. 29<sup>th</sup>, 2012 – 9:30am – 12 Noon, required for new applicants and strongly suggested for all applicants.**
6. Task Force receives allocation information from EFSP National Board. Applies for State Set-Aside Funds if necessary. (Date uncertain)
7. **Applications Due at 5 pm Wednesday, March 21<sup>st</sup>**, at the Task Force office, 3315 Airway Drive, Santa Rosa, 95403.
8. Application packets distributed to Local Board members. (By March 23<sup>rd</sup>).
9. Local Board meets and allocates funds – Fri. March 30 - Only If Federal Allocation has Been made. If not, extended timeline will be issued.
10. Applicants notified of Local Board funding decisions, appeals process, and requests revised budgets by Tuesday April 3<sup>rd</sup>. Tentative deadline for written appeals: Tuesday April 10<sup>th</sup>.
11. Local Board considers and decides any appeals (by Tuesday April 17<sup>h</sup>).
12. Task Force notifies LROs of final decisions by (Wednesday April 18<sup>th</sup>).
13. Task Force completes & sends Local Board Plan to National Board by web entry and mail. (Deadline to be set).
14. Approved LROs Receive Funds in two installments. The first within c. one month after National Board approval and second after Interim Reports are submitted. Newly funded agencies must set up electronic deposits prior to second payment.
15. LROs submit Interim Reports to Local Board Administrator (Task Force) (by July 15), along with any requests for interagency transfers of funds.
16. Local Board reviews and submits any interagency transfers (by July 31).
17. Task Force sends Interim Reports and Requests for Second payment to be received by the National Board (by July 31).
18. LROs receive Second Payments (usually August)
19. Local Board meets to review Phase 30 operations and discuss Phase 31 (Fall/Winter 2012).
20. **All funds are spent by December 31, 2012.**
21. LROs submit final reports (3 copies) and required documentation (two copies) to Local Board by January 20, 2013.
22. Local Board reviews reports & supporting documents & submits final report with financial documentation to National Board (by date to be set by National Board).
23. LROs preserve all expense documentation for three years.