

Proposed Public Service Grant Critical Dates Timeline

Responsible Party	Event	Proposed New Date
Grants Administrator	Annual Required Training of PSG Council Members	In November
PSG Council	Recommend Priority Populations/Needs to City Council (via letter to Council President w/ copy to CMs)	On or before March 1st
PSG Council	Submit Lump Sum Appropriation Request to MBRC for inclusion in Mayor's Budget	On or before April 1st
City Council	Establish Priority Populations/Needs	On or before May 1st
PSG Council	Publish Score Sheet containing Evaluation Criteria and maximum points assigned to each criterion	On or before May 1st
Grants Administrator	Mandatory Application Workshop	Within 30 days following the Effective Date of Priority Population Legislation
Mayor's Office	Submit Proposed Budget to City Council	July 15th
Requesting Agencies	Grant Application Submission Period and Deadline	Effective Date of Priority Population Legislation July 1st
Grants Administrator	Courtesy Application Review Period	Effective Date of Priority Population Legislation thru 5 business day before July 1st
City Council	Appropriate PSG Grant Funding (if any) in annual budget ordinance	On or before September 30th
PSG Council	Conduct interviews of requesting agencies in a Priority Population	Prior to October 1 st (but no earlier than grant application deadline)
PSG Council	Application Score Sheets Due from PSG Members	On October 1 st or next business day, but not before
PSG Council	Meeting to Announce Rankings and Adopt Tentative Funding Allocations	First week in October
Requesting Agencies	Request Appeal	5 business days from Tentative Adoption of Funding Allocations by PSG Council
PSG Appeals Board	Appeal Hearings Held (if any)	Last two weeks in October
PSG Council	Final Rankings and Adoption of Funding Allocations	On or before November 1 st
Grants Office	Contract Training for Recipients	First week in November
Grants Office	Recipient PSG Contracts fully Executed	On or before November 30th