

**DRAFT TIMELINE – HUMAN SERVICES BOARD
2021-23 Request for Funding Process**

| <u>Date</u> | <u>Task</u> |
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| January 13, 2021 | City staff notify all current grantees that the proposed RFF will be on the City Council Consent Calendar on January 19 th and include the Council agenda packet for their review. |
| January 19, 2021 | HSB proposed RFF and evaluation criteria on City Council Consent Calendar |
| January 20, 2021 | City staff notify all current grantees if the proposed RFF was adopted and that they are invited to attend the HSB meeting on February 1, 2021 |
| January 21, 2021 | Notice of Human Services Board (HSB) meeting regarding Request for Funding Process in Benicia Herald on Sunday, January 24, 2021 |
| January 26, 2021 | HSB agenda packet sent to current and former grantees for February 1, 2021 HSB meeting |
| February 1, 2021 | Special Meeting to assess community needs and review RFF process with potential grantees. Update recipient list as needed. |
| February 2, 2021 | Send out RFF Form to potential grantees. |
| February 8, 2021 | Regular Meeting scheduled |
| March 2, 2021 | Due date for completed RFFs (11:59 p.m. deadline for e-mail submittals) |
| March 3, 2021 | City Staff e-mail digital copies of all RFF packets received to Board Members |
| March 8, 2021 | Regular Meeting canceled allowing for RFF review |

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| March 15, 2021 | Special Meeting - Board reviews RFF packets received from applicants |
| April 12, 2021 | Meeting – Applicants give a 5-10 minute presentation to the Board. |
| April 19, 2021 | Special Meeting – Board to review information received at the 4/12/2021 meeting and score the RFF. |
| May 10, 2021 | Board finalizes recommendations to Finance Director for inclusion in the City's 2021-23 budget |