

**TIMELINE – HUMAN SERVICES BOARD
2019-21 Request for Funding Process**

<u>Date</u>	<u>Task</u>
December 4, 2018	Agenda packet sent to current and former grantees for December 10, 2018 HSB meeting
December 5, 2018	Notice of Human Services Board (HSB) meeting regarding Request for Funding Process in Benicia Herald on December 5, 2018
December 10, 2018	Meeting to assess community needs and review RFF process with potential grantees. Update recipient list as needed.
December 20, 2018	Finalize and send out RFF Form to potential grantees.
January 29, 2019	Due date for completed RFFs (5:00pm deadline)
February 4, 2019	Meeting - Board reviews RFF packets received from applicants
March 11, 2019	Meeting – Council Chambers – Applicants give 5-minute presentations to Board
March 18, 2019	Special Meeting for Board to review information received at 3/11/2019 Meeting
April 8, 2019	Board finalizes recommendations to Finance Director for inclusion in the City's 2019-21 budget