

CCCHP Grant Timeline Overview

Example of typical grant cycle only - Actual dates are set by the Commission for the grant cycle at the time the cycle begins

Dates	Applicant/Grantee	SHPO	Commissioners	Agencies
January	Grant Opportunity Announcement Released			
	Statement of Intent for first time applicants or properties due <u>no later than February 15</u>	Review Statements of Intent and provide to Commissioners and Agencies by <u>March 1</u>	Review Statements of Intent and provide feedback by to the SHPO by <u>March 15</u>	Review Statements of Intent and provide feedback to the SHPO by <u>March 15</u>
	Technical Guidance Requests due <u>no later than March 15</u>	Send Statement of Intent feedback to applicants by <u>April 1</u>		
		Provide technical guidance to applicants no later than <u>April 15</u>		
April 30	Application Due Date			
	Prepare to present at the Commission Grant Hearing in August	Send cultural programming summary to Agencies by <u>May 15</u>	Receives and reviews applications with programming and technical review comments	Receives cultural center programming summary from the applications for review
		Submit applications with technical review comments and agency programming comments to Commissioners <u>mid July</u>		
		Schedule grant hearing date and notify all applicants as soon as possible		Provides written comments to the SHPO for distribution by <u>mid July</u>
September	Commission Grant Hearing			
	Awardees will likely need to revise their scope of work and budget and should send it in as soon as possible	Review awardees new scopes of work and budgets including new contracts and materials		
	Revised scopes of work and budgets are due on or around November 30	Prepare Covenants and Funding Agreements based on final scopes of work and budgets		
December	Bond Sales and 18 mo. Grant Period Begins			

Grant Timeline Overview Cont.

Dates	Applicant/Grantee	SHPO	Commissioners	Agencies
	File signed covenants with the county and return originals to the SHPO	Covenants and Funding Agreements sent to Grantees who have provided final approved scopes of work and budgets		
	Complete Funding Agreement			
	Grant work cannot commence until covenants are filed and the funding agreement is completed			
March 31	First Progress Report Due			
	Note: The final report is due no more than 60 days after the completion of the project or by June 30, whichever comes first.	Review progress reports and provide summary to Commissioners	Review summaries	
		Report any Grantee that has not filed covenants and/ or completed the Funding Agreement within 180 days	If any grantees have not filed Covenants or completed the Funding Agreement, the Commission will meet to discuss if the grantee will keep funding	
June 30	Second Progress Report Due			
		Review reports and provide summary to Commissioners	Review Summaries	
September 30	Third Progress Report Due			
		Review reports and provide summary to Commissioners	Review Summaries	
December 31	Fourth Progress Report Due			
		Review reports and provide summary to Commissioners	Review Summaries	
March 31	Fifth Progress Report Due			
	All grant work to be completed no later than May 31	Review reports and provide summary to Commissioners	Review Summaries	
June 30	Sixth and Final Progress Report Due			
		Review final reports and provide final summary to Commissioners	Review final report summaries	
If any extensions are granted, progress reports will continue to be required.				