

## PPGC – January through June 2008 timeline

### By the end of January:

- HSC framework for their proposal completed
- Grant guidelines completed for both LOI and full proposal processes
- Scoring matrix for LOI completed
- Pre-proposal conference (in February) planned – all logistics in place
- Technical assistance provider and facilitator for pre-proposal conference secured
- Steering Committee meets (in late December/early January) to organize a quarterly convening/forum
- Grants committee meets to confirm the amount of money available for first year grants (meeting needs to occur no later than January 18, 2008)
- Public launch details in place (venue, invitation list, agenda, invitation distribution, refreshments, etc.) and RSVP's collected by Friday, January 25, 2008
- **Web site completed (including on-line needs assessment piece), beta tested and ready for launch by Wednesday, January 30, 2008**
- **Public launch on Thursday, January 31, 2008**

### By the end of February:

- Quarterly convening/forum held in very early February
- Pre-proposal conference executed (week of February 18, 2008)
- LOI's received (February 29, 2008)
- Steering Committee meets

### By the end of March:

- LOI's reviewed, scored and ranked by "staff"

- Smaller pool (if in fact the pool of applicants is large) of LOI's reviewed, scored and ranked by committee
- Grants Committee meets to finalize prospective grantees invited to submit full proposals (week of March 10, 2008)
- Prospective grantees notified of status (full proposal invitation or declination)
- Scoring matrix for full proposals completed
- Site visit criteria finalized
- Steering Committee meets
- Topic, speaker and logistics for the second community convening secured
- Invitations for the second community convening distributed

**By the end of April:**

- Full proposals received
- Grants committee reviews, scores and ranks full proposals
- Specific site visit questions compiled
- Steering Committee meets to finalize second quarterly convening

**By the end of May:**

- Site visits completed
- Grant Committee meets to finalize the docket of grantees to be funded
- Second quarterly convening is held
- Prospective grantees notified (funded or declined)
- Grantee awards announced

**By the end of June:**

- Meeting of the grantees