

APPLICATION PROCESS AND TIMELINE

ACTIVITY	DESCRIPTION	DATE
Application Workshops	One (1) Technical Workshops will be offered during the application period. If necessary, a training schedule will be posted in the Addendum section of the funding opportunity, or, you may call Ernest Guzman at the City Manager's Office for more information at (408) 535-8171 or email SJGrants@unsc.org	TBD
Application Inquiries	<p>All inquires to application must be submitted in writing via email or fax to the Ernest Guzman, City Manager's Office. Questions should be directly related to the application. Email: ernest.guzman@sanjoseca.gov or Fax: 408-292-6724.</p> <p>Any City response to this request will be made in the form of an addendum and will be posted online in Webgrants. All addenda shall become part of this Application.</p>	
Deadline for Submission of Applications	<p>Completed applications must be submitted online by Friday July 29, 2016, at 4:00 pm:</p> <p>NOTE: STAFF OR FISCAL AGENT WILL NOT REVIEW APPLICATIONS PRIOR TO THE SUBMISSION DEADLINE.</p>	4:00 PM Friday July 29, 2016
Notification Letters	Notification of award letters will be emailed to the contact person listed on the Cover Sheet of the application. Applicants are responsible to ensure that their email and location address on file are current and accurate.	First Week of September 2016
Appeals Process	There will be no appeal process for this cycle	
Grant Agreement Development Begins	<p>Memorandum of Understanding (MOU) / Grant agreement development and execution period begins. MOUs will be emailed to contact person listed on the Cover Sheet of the application. Applicants are responsible to ensure that their email address on file is current and accurate.</p> <p>THE DEADLINE TO SUBMIT YOUR SIGNED MOU IS 45 DAYS OF ISSUE OR YOU WILL FORFEIT FUNDING</p>	Third Week of September 2016

Grant Award Check Distribution	Checks will be available 30 business days after full execution of each grant agreement.	October 2016
CAP Cycle 30 Activities Begin	Activities funded in CAP Grants, Cycle 30 must take place between September 1, 2016 and August 31, 2017. Final Reports as defined by the MOU are to be returned no later than September 30, 2017	