REVIEW SCHEDULE FOR PROGRAM YEAR 2024-2025 (PY24) GRANT CYCLE
COMMUNITY & ECONOMIC DEVELOPMENT ADVISORY COUNCIL **(CEDAC)**

DATE	ACTIVITY	Room
Jan 9th 2024 **12 noon – 2:00 pm**	**1st week: CEDAC Responsibilities and Training Overview** • Open Meeting Training – *District Attorney* • Introductions - ALL • Preferences of committee members. • Discuss CEDAC Member Roles & Responsibilities. • Review Standard Operating Procedures. • Complete administrative paperwork. • Outcome Overview • Review and Approve Meeting Minutes for 03/07/2023. • Review changes in application format and budgets for **2024.** • Review list of proposals & identify potential conflicts of interest. • Discuss and decide on strategy for making decisions, areas of focus, scoring proposals, scheduling meetings and using minutes. • Elect committee chair and vice-chair. • Training / Refresher on ZoomGrants™ navigation and committee member notes. • Overview of process to access Salt Lake County internet.	**Hybrid Meeting**: *Both In Person and Virtual accommodation have been made.* **Physical Location:** 2001 South State Street, S2-950 Salt Lake City Utah 84114 **Virtual Location**: WebEx
Jan. 16th 2024	**2nd week: Review Committee Binder Material, Begin Review of Urban County Jurisdiction Applications.**	
Jan. 23rd 2024	**3rd week: Continue Review of Urban County Jurisdiction Applications, Begin Review of Non-Profit Applications**	
Jan. 30th 2024	**4th week: Continue Review of Non-Profit Applications**	
Feb.6th 2024	**5th week: Continue Review of Non-Profit Applications**	
Feb. 13th 2024	**6th week: Complete Review of Non-Profit Applications**	
Feb. 20th 2024	**7th week**: **Presentation of Admin summary** **Review and discuss timeline for finalizing scoring of proposals**	
Feb. 27th 2024	**8th week: Finalize review of compiled scores and rankings of proposals**. • Presentation of finalized scoring of proposals and resulting ranking. • Discuss allocation recommendations. • Provide results to staff to develop financing options.	
Mar. 5th 2024	**9th week: Adopt final funding recommendations.** • Adopt final funding recommendations to forward to the Mayor. • Discuss public hearing format.	
April 2024	***Public Notice*** *of recommendations out prior to Public Hearing.* ***Public Hearing date:*** *Final funding decisions made by Mayors by end of April - County Council Chambers*	

Schedule represents ESTIMATED timeline. ***The actual applications to be reviewed each week will be determined by the committee's pace and will be adjusted as necessary each week.*** Updates will be confirmed at the end of each meeting related to the following week and will be reflected in the agendas which will be emailed out no later than the Monday before each Tuesday meeting.

NOTES

Updated 12.07.2023.

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