

**REVIEW SCHEDULE FOR 2024-2025 (PY24) GRANT CYCLE**  
**COMMUNITY & SUPPORT SERVICES ADVISORY COUNCIL (CSSAC)**

DATE	ACTIVITY	Room
<b>Jan 11<sup>th</sup> 2024</b>  <b>12 noon – 2:00 pm</b>  (Times of subsequent meetings TBD in first meeting)	<b>1st week: CSSAC Responsibilities and Training Overview</b> <ul style="list-style-type: none"> <li>• Introductions – ALL</li> <li>• <b>Open Meeting Training – District Attorney</b></li> <li>• Preferences of committee members.</li> <li>• Discuss CSSAC Member Roles &amp; Responsibilities.</li> <li>• Review Standard Operating Procedures.</li> <li>• Complete administrative paperwork.</li> <li>• Outcome Overview</li> <li>• Review changes in application format and budgets for 2024.</li> <li>• Review list of proposals &amp; identify potential conflicts of interest.</li> <li>• Discuss and decide on strategy for making decisions, areas of focus, scoring proposals, scheduling meetings, and using minutes.</li> <li>• Training / Refresher on ZoomGrants™ navigation and committee member notes. Overview of process to access Salt Lake County internet.</li> </ul>	<b>Hybrid Meeting: Both in Person and Virtual accommodations have been made.</b> <b>Physical Location: 2001 South State Street, S2-950 Salt Lake City Utah 84114</b> <b>Virtual Location: WebEx</b>
<b>Jan. 18<sup>th</sup> 2024</b>	<b>2nd week: Review Committee Binder Materials &amp; Begin Review of Applications</b> <ul style="list-style-type: none"> <li>• <b>Economic Programs – 3 Renewal Applications</b></li> <li>• <b>Housing Programs – 2 Renewal Applications</b></li> </ul>	
<b>Jan. 25<sup>th</sup> 2024</b>	<b>3rd week: Review Applications</b> <ul style="list-style-type: none"> <li>• <b>Basic &amp; Foundational Needs Programs – 5 Renewal Applications</b></li> </ul>	
<b>Feb. 1<sup>st</sup> 2024</b>	<b>4th week: Review Applications</b> <ul style="list-style-type: none"> <li>• <b>Basic &amp; Foundational Needs Programs – 4 Renewal Applications</b></li> <li>• <b>LOCK SCORES PRIOR TO NEXT MEETING</b></li> </ul>	
<b>Feb. 7<sup>th</sup> 2024</b> <i>*Wednesday*</i>	<b>5th week: Provider Expo</b> <ul style="list-style-type: none"> <li>• Attend provider expo 16:30-18:30 in Government Center North Building Atrium</li> </ul>	
<b>Feb. 15<sup>th</sup> 2024</b>	<b>6th week: Finalize reviews of applications and adopt final funding recommendations</b> <ul style="list-style-type: none"> <li>• Review and discuss final results of renewal proposals</li> <li>• Review financing options for potential reduction or increase in funding</li> <li>• Adopt final funding recommendations to forward to Mayor Wilson</li> <li>• Discuss public hearing format</li> <li>• Discuss content for applicant debriefings</li> </ul>	
<b>Feb 22<sup>nd</sup> 2024</b>	<b>7th week: Buffer week, if needed</b>	
<b>April 4<sup>th</sup> 2024</b> <b>(tentative)</b>	<i>Public Notice of recommendations out prior to Public Hearing.</i> <b>Public Hearing date (tentative): April 4<sup>th</sup>, 2023 from 4:00-6:00pm - County Council Chambers</b> <i>(This date is subject to change. Final funding decisions made by Mayors by end of April.)</i>	
<b>Schedule represents ESTIMATED timeline. Actual applications to be reviewed each week will be determined by 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 Wednesday before each Thursday meeting.</b>		

