

### EAF HP RFP Timeline

Date	Item	Action Items	Questions/Clarification required?
8/30/19	Finalize draft of the RFP application so that it can be reviewed by the EC during its 9/6/19 meeting	<p>Send application draft to the EC a week prior to the 9/6/19 meeting</p> <p>Send Bonnie a draft of RFP so she can review and comment</p> <p>Forward draft to Ryn so that she can start setting up in SmartSimple (SS)</p>	
8/30/19	Finalize draft of the RFP project timeline so that it can be reviewed by the EC during its 9/6/19 meeting	<p>Send timeline draft to the EC a week prior to the 9/6/19 meeting</p> <p>Send Bonnie a draft of timeline so she can review and comment</p>	Per Bonnie, current contract covers the RFP tranche so no need for a separate contract/amendment with JC
9/6/19	LSTFC EC meeting: 12:00pm – 1:30pm	<p>EC to review/approve draft RFP and associated timeline</p> <p>Notice the meeting 10 days in advance for Bagley-Keene (Done)</p>	
9/13/19	RFP Dates	<p>Determine exact date and release RFP application in SS along with e-mail to programs with key RFP dates and deadlines</p> <p>Determine how much time staff will need to review applications and formulate preliminary funding recommendations. Set up EC meeting so that funding recommendations can be reviewed and approved</p>	When should applications be due back? (probably allow for 5 weeks after application release date)
10/18/19	RFP due date	Assuming a 3 week staff review period, develop funding recommendations by 11/8/19	
Week of 10/28/19	Set up convening session	Review collaboration opportunities between proposed projects	For ease of scheduling, it might be best to set up a conference call for this
Week of 11/11/19	LSTFC EC meeting	<p>Notice meeting 10 days in advance</p> <p>EC to review/approve RFP funding recommendations</p>	
11/14-15/19	BOT Meeting in SF	Coordinate with Donna and Justin Ewert to schedule an update for the Programs Chair and Vice-Chair.	

11/14-15 2019	Judicial Council Meeting	Bonnie to provide a list of recipients of the EAF HP Formula funds and a description of the process for the RFP funds (brief informational reports). Next JC meeting scheduled for January 2020.	<p>What's the trigger for releasing the \$5M?</p> <p>Same questions/issues below from formula funding also applies for RFP funding?</p> <p>Need an estimate on contract draft/execution and date of fund receipt</p> <ul style="list-style-type: none"> <li>- Additional reporting requirements</li> <li>- Spend down by June 30, 2021</li> <li>- E-sign live connecting to SS</li> <li>- Program Assurances built into grant agreement</li> </ul>
11/22/19	LSTFC Meeting	LSTFC to approve EC recommendations on RFP funding	
Late Nov 2019	Send request for \$5M funds to JC	Coordinate with Bonnie/JC/SBC Procurement in advance on scheduling for contract procurement/issuance, gathering signatures, etc	
Late Nov 2019	Finalize budgets based on approved grant amounts		
Dec 2019	Determine funding disbursement date	<p>Ensure that eligible programs sign grant agreements</p> <p>Possible funding period of 1/1/20 – 6/30/21</p>	<p>When to determine and communicate reporting requirements?</p> <p>Model off of formula funding reporting requirements?</p> <p>Main benefits for bank grants?</p> <p>Create a new sheet to try to:</p> <ul style="list-style-type: none"> <li>- Roll out tying main benefit with individual characteristics</li> <li>- Include Open and closed cases?</li> <li>- Specific populations e.g. veterans, LEP, seniors (Based on EAF goals?)</li> </ul>
Jan 2020	Report to JC on distribution of \$5M		
Jan/Feb 2020	Get moving on evaluation	Hold webinars, gatherings, other ways to communicate requirements, provide tools to collect data to tell story of what they are accomplishing	