NON-DEPARTMENTAL

TIMELINE

1 — AUGUST - OCTOBER 2023

Applications

- Aug.-Sept.: plan outreach; finalize application materials
- Oct.: Application opens; Training, and Q&A.

2 — DECEMBER 2023

Applications Close/ Begin Evaluation

- Application Deadline December 1
- Evaluation & Review Process begins

3 — JANUARY/ FEBRUARY 2024

Organization Selection

Finalization of the selection by the City of Richmond Committee

4 — MARCH 2024

Budget Proposed

Mayor's Budget introduction

5 — MAY 2024

Budget Adopted

Council's Budget are adopted

6 — MAY 2024

Grant Agreement Vetting

Drafting of contractual grant agreements for the organizations selected. City Attorney's Office review and contract editing.

7 — MAY 2024

Contract Submission

Organizations will receive the final contract drafts for operational review

8 — JUNE 2024

Final Authorization

City Attorney's Office and Chief Administrative Officer sign and authorize grantee contracts

9 — JULY 2024

Procurement Invoice

City staff will setup initial Purchase Order (PO) or Invoice Payment Form (IFP) for grantees. New organizations must register.

10 — JULY 2024

Payment Submission

Grants over $100,000 must submit quarterly invoices. Grants under $100,000 must submit one full lump sum invoice.

11 — JULY 2024

Performance Measures

Prior to payments, each organization should submit the metrics outlined in their signed contractual agreement

12 — ONGOING 2024

Performance Tracking

Continued submission of metrics contractually agreed upon.