**CAMDEN COUNTY SENIOR CITIZENS SERVICES FUND BOARD 2023-2024o RFP APPLICANT ACTION ITEM SCHEDULE FOR RFP PROCESS**

|  |  |  |
| --- | --- | --- |
| **DUE BY** | **NEXT YEAR’S RFP SCHEDULE (2024) A Representative Must be present @ Board Meeting** | **DUE** **BY** |
| **11/10/2023** | **RFP 4pm Submission DEADLINE must be postmarked or emailed to Secretary** |  |
| **11/16/2023** | **Submit completed 2023 RFP. Prepare for Board’s review of RFP. Representative MUST attend Board meeting Board meeting is 11/16/23** |  **11/10/2023** |
| **12/14/2023**  | **Attend review meetings. Board Meeting 12/14/23****Reps must attend to answer questions** |  |
| **1/18/2024** | **Reps MUST attend board meeting****Prepare to answer questions on 2023 RFPs.** |  |
| **2/15/2024** | **Prepare 2 copies of 2023 contract for signature. Submit completed & signed contract for 1st Allocation. Rep MUST be present to receive $ allocation.** |  |
| **3/21/2024** |  **Brd. Mtg. TBD** |  |
| **4/15/2024** | **Submit 1st qtr. rpt. by April 15th to board Secretary by email or by mail to 247 Hickory Hollow Rd Sunrise Beach, Mo 65079**  |  |
| **May 2024** | **----------** |  |
| **June 2024** | **----------** |  |
| **7/15/2024** | **Submit 2nd qtr. Accountability report by July 15th**  | **7/15/2024** |
| **7/18/2024** | **Board Meeting All recipients should be present****Be Prepare to answer questions on reports & funding status****Prepare contract for 2nd/ final allocation. Bring to meeting (complete at mtg.) Brd. Mtg** |  |
| **9/6/2024** | **Additional Funding requests for emergency funding due to Secretary by 9/6/24.** | **9/6/2024** |
| **9/19/2024** | **Board Meeting be prepared to answer questions on why emergency funding is needed and it’s use.** |  |
| **10/15/2024** | **Submit 3rd Quarter Accountability Tracking to board secretary via email or mail.**  | **10/15/2024** |
| **10/17/2024** | **Recipients should begin to prepare draft of org’s next yr’s budget/need to prepare for RFP.** **Board mtg. for questions on process if needed by applicants. Information on Website on what is needed.** |  |
| **OCTOBER** | **Begin RFP application process for next year & submit – due 2nd Friday in November.** |  |
| **11/8/2024** | **RFP DUE FOR SUBMISSION must be post marked by 11/8/2024 or emailed from completion on website** | **11/8/2024** |
| **11/16/2023** | **Prepare for Board’s review of RFP. Representative MUST attend Board meeting Board meeting to address any questions had** |  |
| **12/12/2024**  | **Attend review meetings. Board Meeting** **Reps must attend to answer questions** |  |