



**FALLBROOK PUBLIC UTILITY DISTRICT
COMMUNITY BENEFIT PROGRAM COMMITTEE
STEPS OF THE APPLICATION AND AWARD PROCESS**

1. Workshop Meeting
2. Open Electronic Application Process Online
3. Close Electronic Application Process Online
4. Opportunity for FPUD to Review Applications for Eligibility
5. Proposal Development Workgroup to Assemble and Distribute Application Notebooks
6. Committee Members Review Applications and Submit Questions to Proposal Development Workgroup Chair
7. Notice Sent to Each Applicant Announcing Next Regularly Scheduled CBP Meeting and that Projects Will be Discussed with Opportunity for Applicant to Respond to the Committee's Questions with Clarification and/or Answers
8. Regularly Scheduled CBP Committee Meeting with Agenda Item for each Eligible Application and to Address Requests for Site Visits
9. Site Visits, if Requested
10. Special Meeting to Report on Site Visits, if applicable
11. Committee Members Individually Score Applications and Turn In Scoring Rubric to Proposal Development Workgroup
12. Regularly Scheduled CBP Meeting to Discuss Application Scores and Determine Funding Awards
13. Secretary Emails Each Applicant about Results of CPB Funding Decisions
14. Negotiation and Execution of Award Contracts
15. Website Update on *Report of Awards*
16. Contract Oversight Workgroup Assigns Project Monitor and Provides Reporting Requirements to Each Award Recipient
17. Funding; Accomplished by FPUD
18. Reporting Period (Recipient must submit a final report 13 months from the date of this contract's execution.)