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|  | **Action** | **Deadline** | **Responsible** | **Note** |
| 1 | Approve timeline and other docs | **Wed April 23** | CRHC Finance Comm | By or before board meeting |
| 2 | Develop/approve grant application, scoring process | **Wed April 23** | CRHC Finance Committee | No potential applicants involved |
| 3 | Board approval | **Tues, April 29** | CRHC Board Members |  |
| 4 | Public Notices | **Thurs, May 1 ongoing** | CRHC Coordinator | website postings |
| 5 | Distribute Notice, timeline, grant applications, budget | **Thurs, May 1** | CRHC Coordinator | Electronic to all members and publicly |
| 6 | Informational meeting for ESG Grants for Applicants | **Mon, May 5 at 2 pm recording will be available** | City HRCS & EDP | Via Zoom, email CRHC Coordinator for invite |
| 7 | Recruit Scorers | **Mon, May 5 (begin) and finalize by Mon, May 12 by 5 pm** | CRHC Exec Comm/ Finance Chair | By email to all members (goal is five) |
| 8 | Letter of Intent from Applicants | **Wed, May 14 by 5 pm** | Applicants | By email to CRHC Coordinator |
| 9 | Informational meeting for Scorers | **By May 15** | City / CRHC Treasurer | Scorers attend  Zoom |
| 10 | ESG Application submission deadline | **DUE Fri, May 16 NOON** | Applicants | By email timestamp to CRHC Coordinator |
| 11 | ESG Applications scored | **To scorers: Fri, May 16 evening; *DUE: Wed, May 21 NOON*** | CRHC Coordinator to send to Scorers | No potential awardees involved |
| 12 | Compile ESG scores | **Wed, May 21, by 5 pm** | City HRCS | Send to Finance Comm, Scorers? |
| 13 | ESG Applications final recommendation | **Thurs, May 22 at 10 am** | CRHC Finance Committee Meeting | Finance Chair sends recommendation to CRHC Chair |
| 14 | ESG Allocations/awards approved | **Tues, May 27** | CRHC Board Vote | Awardees Notified; Info to Doris/Dan @ City |

**MSHDA AND CITY ESG**

**GRANT TIMELINE DETAIL 2025-2026**