

## Public Health Infrastructure Funding Timeline

Application and Project Overview	
October 16	Deadline for community organizations to submit Funding Applications.
November 6	District Coordinating Council (DCC) notifies organization of award. MCD initiates contract negotiations with selected organizations.
November 18 - 30	MCD finalizes contract and provides funding as agreed upon. Organization begins work on project.
December – June 2024	Organization enacts project. Organization and district staff meet with MCD program manager at agreed upon frequency. All invoices are submitted to MCD.
June 30	Project completion deadline.
July 30	Deadline for submission of all outstanding invoices.
Key Roles	
District Liaison or Designee	<ul style="list-style-type: none"> <li>Provides DCCs with all relevant materials.</li> <li>Leads the application review and award selection process.</li> <li>Signs off on Review Committee’s decision and sends to Maine CDC Leadership.</li> <li>Assists MCD in troubleshooting arising issues in district, overseeing and providing technical support as necessary.</li> <li>Provides DCC with information from Maine CDC leadership.</li> </ul>
DCC Review Committee	<ul style="list-style-type: none"> <li>Assists DL in ensuring widespread promotion of the funding opportunity.</li> <li>Solicits Funding Applications from interested district organizations.</li> <li>Reviews and scores Funding Applications.</li> <li>Works with DL to keep up to date on project progress.</li> <li>Works with the DL to inform district of final results.</li> </ul>
Maine CDC Leadership	<ul style="list-style-type: none"> <li>Reviews applications of district selection and asks for any changes to Funding Application deemed necessary to assure alignment with federal grant objectives.</li> <li>Monitors ongoing progress, meeting with MCD and district staff as agreed upon and necessary.</li> <li>Provides Grant holder necessary information on overall progress.</li> </ul>
MCD	<ul style="list-style-type: none"> <li>Supports DL and Review Committee in application process as needed.</li> <li>Meets with organization to help develop project workplan, timeline, and milestones at the beginning of the project and supports organization throughout.</li> <li>Processes all invoices.</li> <li>Meets with organization as agreed upon to monitor progress.</li> </ul>

	<ul style="list-style-type: none"><li>• Meets with selected organizations to review project workplan and timeline, and to develop measurable milestones.</li><li>• Provides fiscal monitoring and necessary fiscal systems support to selected organization.</li><li>• Works with the DL to provide technical support and problem solving to selected organization throughout project period.</li><li>• Meets with CDC Leadership as agreed upon to review overall project progress and troubleshoot as necessary.</li></ul>
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