



California Deer Association

Project Committee

P. O. Box 1766

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projects@caldeer.org

Important dates to keep in mind

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| 11/15 | Request for Proposals mailed to Agencies and posted on CDA Project Web site. |
| 3/31 | Deadline for submission of proposals to CDA. |
| June | Project Committee meets to consider proposals and makes recommendations to the Board of Directors |
| July | Board of Directors selects projects to be funded for 2010 |
| August | Project Committee notifies applicants or Agencies of the CDA's action on their project within 10 days of the Board meeting. |
| 9/1 | Applicant returns a Collection Agreement or M.O.U. to the CDA Project Committee. |
| 9/15 | The Project Committee Chairman signs the Collection Agreement or M.O.U. and returns it to the applicant. The Chairman then requests that the applicant submit a "Bill for Collection" when payment is due. If the project is delayed, the CDA needs notification in writing to reserve the funds. |
| As nec. | Applicant returns a fully-executed Collection Agreement or M.O.U. and a "Bill for Collection" to the CDA Project Committee. |
| As nec. | Project Chairman authorizes payment. A check is sent from the Habitat account to the source or applicant along with a blank Project Completion Report (Form #5). |
| As nec. | Applicant sends Project Completion Report to the CDA Committee Chairman who forwards it to the Board of Directors for review and insertion into our Newsletter. |