



City of Claremont–Human Services Department

Community Based Organization & Homeless Funding Process

	Timeframe	Task
Staff	November	Applications are prepared
	November	Applications are emailed, mailed, and advertised
	January	Summary books are prepared for City Council, CHS Commission, and staff
	February CHSC Meeting	Summary books are delivered and the CHS Commission sets dates for CBO presentations

	Timeframe	Task
Community and Human Services Commission & Staff	February	CBO presentation dates are advertised
	Early March	First CBO presentation meeting
	Mid-March	Second CBO presentation meeting
	April	CHS Commission funding recommendation meeting
Staff	May City Council Meeting	City Council hears CHS Commission funding recommendations and approves final recommendations for CBO funding

	Timeframe	Task
Staff	May/June	Staff prepares and sends out CBO contracts
Community and Human Services Commission & Staff	October-November	CHS Commissioners and staff conduct annual site visits utilizing site visit evaluation form
Community and Human Services Commission & Staff	November/December	Staff submits CBO site visit evaluation report to the CHS Commission