

Sobriety Checkpoint Mini-Grant Program Application and Award Timeline

September 14, 2007	Mini-grant applications due to UC Berkeley TSC. Must be postmarked (for mailed applications) or submitted on-line no later than September 14, 2007. TSC provides a confirmation of receipt.
September 2007	TSC and OTS review the applications. OTS makes the funding selections.
November 2007	Agencies provide information on the Authorizing Official for the Applicant Agency, Agency Office Authorized to Receive Payments, Tax I.D. Number, and Individuals Authorized to Sign Claims. TSC sends out the mini-grant contracts. Agencies review and sign the contracts. Agencies mail signed contract cover to the TSC by the specified deadline. TSC signs the contract cover and emails a PDF copy of the cover to the agency contact(s) and to OTS.
December 2007	TSC generates purchase orders for agencies that have returned signed agreements. TSC emails purchase orders to agencies and to OTS. Checkpoint operations begin <u>after</u> agencies receive the UC Berkeley purchase orders. Purchase orders are delayed if returned agreements are not properly and fully filled out or not mailed in by the TSC-specified deadline.
December 2007	Mini-grant pre-operational trainings by the TSC at sites throughout California.
December 14, 2007- January 3, 2008	Winter Holiday Mobilization Period
August 17, 2008 – September 3, 2008	Labor Day Mobilization Period

