



**TIMELINE for DSP GRANT APPLICATION & PARTICIPATION - FY2025**

TASK	DUE DATE	RESPONSIBLE
FY25 Provider Notice of Grant Availability	8/1/2024	PGPC
<b>Application Documents Due - Part I</b>	<b>9/1/2024</b>	<b>Applicant</b>
<b>Final Application Deadline - Part II: Board Signatures</b>	<b>9/15/2024</b>	<b>Applicant</b>
Decision of PGPC regarding application	10/1/2024	PGPC
<p>NOTE: A webinar will be made available via the PGPC website* to assist applicants with completing the application process. Applications must be fully and accurately completed, with all attachments and signatures, by the 9/15/2024 deadline in order to be considered for FY2025 Grant Program participation. Incomplete packets will be returned to the submitting agency.</p> <p>* <a href="https://www.pgprovidercouncil.org/">https://www.pgprovidercouncil.org/</a></p>		

<b>Q-1 Report with Payroll Back-Up</b>	<b>10/15/2024</b>	<b>Grantee</b>
Q-1 Disbursement	10/31/2024	PGPC
<b>Q-2 Report with Payroll Back-Up</b>	<b>1/15/2025</b>	<b>Grantee</b>
Q-2 Disbursement	1/31/2025	PGPC
<b>Q-3 Report with Payroll Back-Up</b>	<b>4/15/2025</b>	<b>Grantee</b>
Q-3 Disbursement	4/30/2025	PGPC
<b>Q-4 Report with Payroll Back-Up</b>	<b>7/15/2025</b>	<b>Grantee</b>
Q-4 Reconciliation/Final Disbursement <i>(if all reports have been submitted timely and accurately)</i>	8/15/2025	PGPC

- a) Quarterly disbursement dates are subject to: a) funds having been issued by the County; and b) Provider agency is in full compliance with all requirements of the Application process and reporting requirements
- b) Quarterly Reports (QR) must be submitted using the PGPC Excel workbook, with accurate data on the appropriate tab(s)
- c) Payroll backup must be generated from the agency payroll system; it should be the source of data for the QR and thus **MUST** show *-employee name/-hourly rate/-number of hours worked*
  - *Excel (.xls or .csv) is the recommended format, as PDF documents are often missing data*
- d) All disbursements are made through electronic transfer of funds
- e) Disbursement is based on Provider response – one late submission delays the process for all