

# IMPERIAL COUNTY COMMUNITY BENEFIT PROGRAM GRANT / LOAN APPLICATION PROCESS AND TIMELINE

**LETTER OF INTEREST (LOI)**  
Upon issuance of RFP, Applicant shall submit a Formal Letter of Interest (LOI), which includes the amount of requested, funds a project description, timeline, and budget.



**COMMUNITY BENEFIT ADVISORY COMMITTEE  
REVIEW OF SUBMITTED LOI WITHIN THIRTY (30) DAYS OF SUBMISSION**



**APPROVED LOI**  
Notification of approved LOI.  
Full Application requested.

**LOI NOT APPROVED**  
Notification of denied NOI.  
No further action.



**ATTENDANCE TO MANDATORY  
PRE-APPLICATION WORKSHOP**  
Prior to application due date, Applicants must attend pre-application workshop. Failure to attend will result in conclusion of proposal.



**SUBMITTAL OF FULL GRANT/LOAN APPLICATION**  
Complete application due within thirty (30) days after LOI notification. Failure to submit complete application within specified timeframe will result in conclusion of proposal.



**EVALUATION OF SUBMITTED APPLICATIONS**  
The Community Benefit Advisory Committee will review, evaluate, and provide recommendation for funding selected applications within thirty (30) days of submission.



**APPLICATION RECOMMENDED**  
Notification to establish meeting with County Executive Office to develop draft Grant/Loan Agreement.

**APPLICATION NOT RECOMMENDED**  
Notification of denied Application.



**BOARD OF SUPERVISORS DISCUSSION AND FINAL DECISION  
OF GRANT/LOAN REQUEST**  
Board of Supervisors during a regular meeting will discuss and provide decision on approved Applications.



**APPLICATION APPROVED**  
After Board of Supervisors approval of Applications, Applicants must meet with County Executive Office to review requirements for processing applications.

**APPLICATION NOT APPROVED**  
Notification of denied Application.