



# California Deer Association

## Project Committee

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### 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.   |