



FACT MASTER CALENDER – TEMPLATE June 2025-December 2028

2025	
June	Retrospective review of RFP process; identify potential improvements Tax Insert/Flyer to Print – confirm <i>Membership Renewal Voting</i> <i>Continue FACT Membership Renewal Cycle (for terms ending September 30, 2025);</i> <i>Applications July FACT vote; August FHS Agenda; September BOS Agenda</i>
July	No meeting Tax Insert/Flyer to Print - deadline <i>Finalize FACT Membership Renewal Cycle (for terms ending September 30, 2025); Applications</i> <i>June FACT vote; August FHS Agenda; September BOS Agenda</i>
August	Continue/Finalize retrospective review of RFP process; document needed improvements Start/Discuss approach & planning for first year contractor site visits in anticipation of second year renewal process <i>Carryover/Verify FACT Membership Renewal Cycle (for terms ending September 30, 2025);</i> <i>Applications July FACT vote; August FHS Agenda; September BOS Agenda</i>
September	Continue planning and logistics for 2025-2026 contractor site visits and evaluation Review Fiscal YTD FACT Budget/Spend
October	Review Overall Master Calendar Review Meeting Schedule for 2026
November	Review Meeting Schedule for 2026 & Vote Review Master Calendar Template 2025-2028 Review prior year Annual Report Plan for 2025-2026 contractor site visits
December	Finalize any carryover activity/documentation for 2025-2026 contractor site visits
2026	
January	Implement site visit process (sign up's, team leads, scheduling, orientation/training) <i>FACT new member training orientation session and Execute</i>
February	Implement site visit process (sign up's, team leads, scheduling, orientation) <i>Execute (if follow up needed from January)</i> Site Visit report outs may begin Review Fiscal YTD FACT Budget/Spend (6 months of spending) <i>Contracting</i>
March	Site Visit report outs must be completed <i>Contracting</i>
April	<i>Contracting</i> Site Visit retrospective discussion;
May	Review, revise tax insert flyer <i>FACT Membership Renewal Cycle (for terms ending September 30, 2026); Applications May -</i> <i>July FACT vote; August FHS Agenda; September BOS Agenda</i>

Membership recruitment to be completed on a rolling basis as seats are vacated.

Membership approval to be completed for vacant seats as applications are submitted.



June	Membership Renewal, Voting FACT Membership Renewal Cycle (for terms ending September 30, 2026); Applications May - July FACT vote ; August FHS Agenda; September BOS Agenda
July	No meeting Tax Insert/Flyer to print - confirm Membership Renewal, Voting FACT Membership Renewal Cycle (for terms ending September 30, 2026); Applications May - July FACT vote ; August FHS Agenda; September BOS Agenda
August	Tax Insert/Flyer to print (deadline) FACT Membership Renewal Cycle (for terms ending September 30, 2026); Applications May - July FACT vote ; August FHS Agenda ; September BOS Agenda Chair & Vice Chair Term discussion (2 year term ends in September) Start/Discuss approach & planning for first year contractor site visits in anticipation of second year renewal process
September	Tax Insert/Flyer to print Continue planning and logistics for 2026-2027 contractor site visits and evaluation Carryover/Verify FACT Membership Renewal Cycle (for terms ending September 30, 2026); Applications July FACT vote ; August FHS Agenda; September BOS Agenda Chair & Vice Chair nominations, vote, appointment, 2 year term begins
October	Continue planning for 2026-2027 contractor site visits and evaluation Review Fiscal YTD FACT Budget/Spend
November	Review Meeting Schedule for 2027 and Vote Review prior year Annual Report Plan for 2026-2027 contractor site visits
December	Review and accept Annual Report Finalize any carryover activity/documentation for 2026-2027 contractor site visits
2027	RFP YEAR
January	Implement site visit process (sign up's, team leads, scheduling, orientation) FACT new member orientation session and Execute
February	Implement site visit process (sign up's, team leads, scheduling, orientation) Execute Site Visit report outs may begin Review Fiscal YTD FACT Budget/Spend (6 months of spending) Contracting
March	Site Visit report outs must be completed Review & discuss approach to needs assessment Contracting
April	Site Visit retrospective discussion Review & discuss approach to needs assessment Contracting Review Fiscal YTD FACT Budget/Spend

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May	Review, revise tax insert flyer Implement/continue needs assessment <i>FACT Membership Renewal Cycle (for terms ending September 30, 2027); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
June	Implement needs assessment <i>Membership Renewal, Voting</i> <i>FACT Membership Renewal Cycle (for terms ending September 30, 2027); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
July	No meeting <i>Membership Renewal, Voting</i> <i>FACT Membership Renewal Cycle (for terms ending September 30, 2027); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
August	Complete needs assessment; identify funding priorities Tax Insert/Flyer to print <i>FACT Membership Renewal Cycle (for terms ending September 30, 2027); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
September	Tax Insert/Flyer to print Preliminary RFP discussions/funding priorities Build/prepare RFP <i>Carryover/Verify FACT Membership Renewal Cycle (for terms ending September 30, 2027); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
October	Review Draft RFP and Update Prepare/Draft Triennial Review Report covering 2024, 2025 & 2026 Review Fiscal YTD FACT Budget/Spend
November	Review prior year Annual Report Review, and accept Triennial Review Report covering 2024, 2025 & 2026 Complete RFP, receive approval/vote, release Bidders Conference
December	RFP posted (early December) FACT member orientation on RFP rating process
2028	
January	RFP proposals due (Early January) and disseminated FACT member final orientation & training on rating process; FACT members individual scoring of RFP's
February	Continue RFP Evaluation Review mid-year contractor reports
March	Public meeting for review of FACT individual ratings; funding recommendations
April	Award, Appeals & Contracting Process
May	<i>Award, Appeals & Contracting Process</i>

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	<i>FACT Membership Renewal Cycle (for terms ending September 30, 2028); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
June	Award, Appeals & Contracting Process Approve tax insert <i>FACT Membership Renewal Cycle (for terms ending September 30, 2028); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
July	No meeting Tax Insert/Flyer to Print – FACT staff <i>FACT Membership Renewal Cycle (for terms ending September 30, 2028); Applications May - July FACT vote; August FHS Agenda; September BOS Agenda</i>
August	Tax Insert/Flyer to Print (deadline) Retrospective review of RFP process; identify potential improvements <i>Finalize FACT Membership Renewal Cycle (for terms ending September 30, 2028); Applications July FACT vote; August FHS Agenda; September BOS Agenda</i>
September	Continue/Finalize retrospective review of RFP process; document needed improvements <i>Carryover/Verify FACT Membership Renewal Cycle (for terms ending September 30, 2028); Applications July FACT vote; August FHS Agenda; September BOS Agenda</i>
October	Review Fiscal YTD FACT Budget/Spend
November	Review Overall Master Calendar Begin planning for 2028-2029 contractor site visits and evaluation Review prior year Annual Report Review Meeting Schedule for 2029 & Vote
December	<i>Review, Discuss & Finalize approach for first year contractor (program grantees) site visits in anticipation of second year renewal process</i>

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