



2024-2025 Special Project Process

01

Open Special Projects Application

July Special Project Application opens. Interested organizations apply to receive funds from the CT HCC.

03

Application Review & Scoring by the Executive Committee

Two weeks before Executive Committee Meeting, CT HCC Staff send application package to Executive Committee for review and scoring.

05

Subrecipient Notice of Award & Contract

A Notice of Award and Subrecipient Contract are sent to approved project subrecipients for signature.

07

Special Projects Close

Application process closes November 30, 2024. After this point, remaining funds are allocated for coalition priorities.

02

Application Review

CT HCC Staff review applications for eligibility and work with applicants to make necessary changes in order make them eligible for consideration.

04

Executive Committee Vote

One week before Executive Committee Meeting, CT HCC Staff send ranking scores to Executive Committee. Projects will be voted on during the Executive Committee meeting.

06

Quarterly Progress Report & Reimbursement Request

Subrecipients submit a quarterly progress report and reimbursement request. Report and documentation will be reviewed by CT HCC Staff. Reimbursement will be submitted for payment.

08

Final Reimbursement

Final Reimbursement documentation and request are due no later than May 31, 2025. Remaining funding will be allocated for coalition priorities.

