

## 2004 CFC TIMETABLE

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Mid-February 2004	2004 CFC applications posted on FEB website at <a href="http://www.honolulu-pacific.feb.gov">www.honolulu-pacific.feb.gov</a> . Organizations notified by letter of CFC workshops and application process.
February 29, 2004	Notice appears in Sunday newspaper that application process is open.
March 1, 2004	Opening date for local CFC applications.
April 9, 2004	Completed CFC applications due to the LFCC by 5:00 p.m. (Hawaii Standard Time). NO faxes or electronic submissions allowed. Applications postmarked by April 9 but received in the FEB office after that date are considered late.
April 28, 2004	LFCC makes eligibility decisions.
April 30, 2004	FEB mails eligibility decisions to agencies. Agencies that are not approved will receive certified, return receipt requested letter.
May 14, 2004 (approximately)	Appeals due LFCC. Appeals must be received within 7 business days of the date of receipt of the initial decision or 14 calendar days from the date the decision was mailed, <b><u>whichever is earlier</u></b> .
June 11, 2004 (approximately)	FEB mails appeal decisions to agencies. Agencies that were not approved will receive certified, return receipt requested letters. If appeal is denied, agency may appeal to OPM.
June 30, 2004 (approximately)	Deadline for appeals to OPM. OPM must receive appeals within 10 business days from the date of receipt of the letter from the LFCC denying eligibility on appeal.
July 30, 2004 (approximately)	Target date for OPM to notify LFCC and local agencies of their appeal decisions.
September, October or November 2004	Combined Federal Campaign conducted during 6-week period in fall. Speakers orientation and speakers bureau active.
Mid-February to Mid-March 2005	Agencies notified of campaign results and forwarded list of donors that want to be acknowledged.
NLT April 1, 2005	Disbursement of funds to agencies begins.