

**Babies Can't Wait
Grant Application
Public Comment & Public Hearing Processes
Checklist for Early Intervention Coordinators**

Tasks To Be Completed	Date to be Completed
Districts will mail, fax, and/or email Notification to Families & Providers . Notification must include information about where Grant Application will be available for review throughout District.	Wednesday, February 25, 2015
Coordinate with District Public Information Officer to disseminate Press Release/Public Announcement information to local newspapers. DPH will prepare and disseminate a statewide news release to print and radio outlets.	To be Published in Public Notice sections of newspapers by Sunday, March 1, 2015
Fulton BCW & Fulton PIO should coordinate and follow-up to ensure that the Atlanta Journal Constitution receives and publishes announcements.	Follow-up ASAP, no later than week of February 23, 2015
Place copies of Grant Application in multiple locations throughout District (at least one location per county). Suggested sites include District BCW office, District or County Health Offices, GLRS sites, Public Libraries. Include Grant Application Sign-In Sheet with each copy, for use by anyone who reviews the document. Grant Application must be available in multiple sites for 60 days.	Wednesday, February 25, 2015 Provide list of all sites to State Office by Monday, March 9, 2015
Place document on District website , if possible. Include instructions about how to make public comment (copied from Notification to Families & Providers).	As soon as possible (recommended strategy but not required)
Maintain documentation (originals of all Grant Application Sign-In sheets; copies of all newspaper advertisements/posting; copies of all notices sent to families and providers) for submission to State Office.	Submit all documentation electronically to Fanthecia Dunbar, BCW Program Consultant at Fanthecia.Dunbar@dph.ga.gov by April 18, 2015

Tasks To Be Completed	Date to be Completed
<p>Public Hearing sites: Assign individual to function as Staff person and Recorder at each Hearing. Submit Public Hearing Sign In Sheet and transcript of all public comments received at Hearings.</p> <p>Please submit electronic copies of public comments or have attendees write their comments on sign-in sheet on space provided.</p>	<p>Hearings Scheduled for March 9-13, 2015</p> <p>Three locations throughout Georgia – to be determined</p> <p>Submit all documentation electronically to Fanthnecia Dunbar , BCW Program Consultant at Fanthnecia.Dunbar@dph.ga.gov by April 7, 2015</p>

In addition:

Grant Application and Public Hearing schedule will be posted to Public Health main page (<http://dph.georgia.gov>) with instructions on how to make comment.

Department of Public Health, Office of Communications will prepare a news release/public announcement to be sent to all print and radio media outlets throughout the state by **February 17, 2015**. District PIOs will be copied on all disseminations. District PIOs and Babies Can't Wait EICs should then follow-up to ensure receipt and publication of announcements.

Department of Public Health, Office of Communications will send the news release/public announcement to the Georgia Press Association for posting to their website where all members of the Georgia press may download for printing in their newspapers.