

Attachment A

Application Timeline

There will be two invitations for Hotel Occupancy Tax applications. Timelines for each invitation will be according which will be updated annually by the City Manager.

The first application timeline in which a maximum of seventy-five percent (75%) of the yearly allocation of Hotel Occupancy Tax funding may be awarded will be as follows:

- May 1 Application submission deadline at 5:00 p.m.
- May 4-15 City staff review of applications for administrative completeness and basic requirements.
- May 26 – July 14 City Council discussion of HOT funding requests.
- September 22 City Council to consider approval of funding recommendations for the Fiscal Year Budget.
- October 1 Funds available for distribution according to application request.

The second application timeline in which the remaining twenty-five percent (25%) of the yearly allocation of Hotel Occupancy Tax funding may be awarded will be as follows:

- December 31 Application submission deadline at 5:00 p.m.
- January 4 - 18 City staff review of applications for administrative completeness and basic requirements.
- January 26 – March 9 City Council discussion of HOT funding requests.
- April 13 City Council to consider approval of funding recommendations for the Fiscal Year Budget.

Funds available for distribution according to application request.

The city deadlines are an estimate based on optimum circumstances related to the review, approval, and execution of the program and its agreements. These items could be delayed based on a variety of factors. Please email the Assistant to the City Manager at regueira@beecavetexas.gov if you have any questions about this program.