

<b>CDBG ANNUAL MASTER CALENDAR FISCAL YEAR 2010-2011 (JULY 1 - JUNE 30)</b>	
<b>DATE</b>	<b>PROCESS EVENT</b>
June 30, 2010	<b>Begin Year-end Close-out for Fiscal Year 2009-2010</b>
July 1, 2010	New Fiscal Year Begins 2010-2011
July 30, 2010	Complete Final 4th Quarter Draws FY 2009-2010 4 <sup>th</sup> Final Quarterly Financial Transaction Reports <b>Due to HUD</b> (Form SF-425)
August 1, 2010	Set-up Any New Programs/Projects for New Fiscal Year (2010-2011) in IDIS
August 5, 2010	Begin CAPER:
August 15, 2010	All Invoices from Sub-recipients for previous Fiscal Year (2009-2010) <b>DUE to Finance</b> Complete Fiscal Year End Close Out for FY 2009-2010
August 28-31, 2010	Complete CAPER for FY 2009-2010
September 1, 2010	Publish 15-day Public Comment Notice for CAPER Post CAPER on Website for Public Review
September 28, 2010	City Council Hearing for CAPER
September 29, 2010	CAPER, <b>DUE to HUD Sept. 30</b>
September 30, 2010	Section 3 Report - Annual Minority Business Enterprise Contract/Subcontract Activity Report <b>DUE to HUD</b> Form 60002 - Submit Online
September 30, 2010	Federal Fiscal Year Ends - HUD Rep. calls for Year End Reports and other needs as necessary
October 1, 2010	Begin Semi-Annual Labor Standards Report/Minority Report (4710)
October 7, 2010	Complete Semi-Annual Labor Standards Report/Minority Report (4710) <b>DUE to HUD</b>
October 7, 2010	Check with HUD Rep on Status of Action Plan Approval and Grant Allocation Contracts Contracts Signed & Returned to HUD
October 15, 2010	Complete 1 <sup>st</sup> Quarter Draws
October 20, 2010	Review Unexpended Funds to Identify Carry-over, Surplus and Reallocation - determine if Con Plan Amendment
October 30, 2010	1st Quarterly Transaction Report <b>DUE to HUD</b>
October 20-31, 2010	HUD Release Entitlement funds for New FY
October 31, 2010	Updated Fair Market Rents are Published
November 10, 2010	Signed M.O.U.'s and Applications for all FY 2010-2011 CDBG Programs
November 29-30, 2010	Conduct Program Monitoring (desk). Send monitoring letters of non-compliance if needed with 30-day notice to correct
December 1-4, 2010	Conduct Internal Training and sub-recipient training on policies & procedures
December, 2010	HUD Announces Annual CDBG Funding Allocation for next FY
December 5, 2010	Begin Mid-year Allocation & Action Plan Amendment Process for FY 2010-2011 & Con Plan Amendment (if required):
December 15, 2010	Funding Applications for Request of Additional/Unexpected Funds for FY 2010-2011 <b>DUE to RDA/Economic Development</b>
December 17, 2010	Determine Funding Reallocations for FY 2010-2011
December 18-23, 2010	Draft FY 2010-2011 Mid-Year Reallocation & Amended Consolidated Plan (if required)/Action Plan Staff Report for City Council;
December 30, 2010	HUD Contractor/Subcontractor Report (Form 2516) <b>DUE to HUD</b> Submit On-line

Last updated 10/19/10

January 6, 2011	<p>Begin Annual Action Plan/Funding Process for FY 2011-2012</p> <ul style="list-style-type: none"> <li>• Distribute Notice of Funding Availability &amp; Applications to past &amp; present sub-grantees per funding priority listed in approved Five-Year Consolidated Plan – provide 5-week deadline;</li> <li>• Publish 30-day public workshop notice of CDBG grant funding availability in newspaper</li> </ul>
January 15, 2011	Complete 2 <sup>nd</sup> Quarter Draw
January 30, 2011	2 <sup>nd</sup> Quarterly Transaction Report <b>DUE to HUD</b> (Form 425/425A)
February 8, 2011	Hold Public Workshop on CDBG Funding availability for FY 2011-2012
February 10, 2011	Applications for Funding for FY 2011-2012 <b>DUE to RDA/Economic Development</b>
February 17, 2011	Hold Public Workshop on CDBG Funding for FY 2011-2012
February 17-21, 2011	Internal review/evaluation of Funding Applications received for FY 2011-2012
February 19, 2011	Publish 15-day Public Hearing notice for City Council Hearing on March 8, 2011 to Receive Comment On and Approve Staff's Preliminary Funding Recommendations for the FY 2011-2012 Action Plan
February 21, 2011	FY 2011-2012 Applications due to Economic Dev. By 5pm
February 22, 2011	Internal evaluations of Applications
February	HUD Training - Internal
February 23	Final Staff Recommendations for funding for FY 2011-2012 <b>DUE</b>
March 8, 2011	City Council Hearing to Receive Comment On & Approve Staff's Preliminary Funding Recommendations for the FY 2011-2012 Action Plan
March - 9, 2011	Begin Drafting FY 2011-2012 Annual Action Plan
March 15 or 31	HUD Publishes New Income Limits
March 23-31, 2011	Complete Draft of FY 2011-2012 Annual Action Plan
April 1, 2011	Begin Semi-Annual Labor Standards Report/Minority Report (4710)
April 10, 2011	Complete Semi-Annual Labor Standards Report/Minority Report (4710) <b>DUE to HUD</b>
April 15, 2011	Complete 3 <sup>rd</sup> Quarterly Draws
April 30, 2011	3 <sup>rd</sup> Quarterly Transaction Report <b>DUE to HUD</b>
May 1, 2011	Timeliness Expenditure Report (PR056) <b>DUE to HUD</b>
May 10, 2011	City Council Hearing to Adopt FY 2011-2012 Annual Action Plan with Funding Recommendations
May 15, 2011	Submit FY 2011-2012 Annual Action Plan <b>DUE to HUD</b>
June 1, 2011	Conduct NEPA/CEQA environmental analyses
June 15, 2011	Prepare new contracts/MOU's for 2011-2012 Programs/Projects with completed environmental analyses.
June 15, 2011	Look at project completions and potential carryover or reallocation that may be necessary. Notify sub-recipients/contractors to submit final billing no later than August 15
<b>June 30, 2011</b>	<b>End of CDBG Fiscal Year</b>