

CDBG ANNUAL MASTER CALENDAR FISCAL YEAR 2011-2012 (JULY 1 – JUNE 30)	
DATE	PROCESS EVENT
June 30, 2011	Begin Year-end Close-out for Fiscal Year 2010-2011
July 1, 2011	New Fiscal Year Begins 2011-2012
July 30, 2011	Complete Final 4th Quarter Draws FY 2010-2011 4 th Final Quarterly Financial Transaction Reports Due to HUD (Form SF-425)
August 1, 2011	Set-up Any New Programs/Projects for New Fiscal Year (2011-2012) in IDIS
August 5, 2011	Begin CAPER:
August 12, 2011	All Invoices from Sub-recipients for previous Fiscal Year (2010-2011) DUE to Finance Complete Fiscal Year End Close Out for FY 2010-2011
August 22-25, 2011	Complete CAPER for FY 2010-2011
August 25, 2011	Publish 15-day Public Comment Notice for CAPER Post CAPER on Website for Public Review
August 29, 2011	Update CDBG Maps based on 2010 Census Data
September 13, 2011	City Council Hearing for CAPER
September 29, 2011	CAPER, DUE to HUD Sept. 29
September 30, 2011	Section 3 Report - Annual Minority Business Enterprise Contract/Subcontract Activity Report DUE to HUD Form 60002 – Submit Online
September 30, 2011	Federal Fiscal Year Ends – HUD Rep. calls for Year End Reports and other needs as necessary
October 3, 2011	Begin Semi-Annual Labor Standards Report/Minority Report (4710)
October 6, 2011	Complete Semi-Annual Labor Standards Report/Minority Report (4710) DUE to HUD
October 6, 2011	Check with HUD Rep on Status of Action Plan Approval and Grant Allocation Contracts Contracts Signed & Returned to HUD
October 17, 2011	Complete 1 st Quarter Draws
October 20, 2011	Review Unexpended Funds to Identify Carry-over, Surplus and Reallocation
October 30, 2011	1st Quarterly Transaction Report DUE to HUD
October 20-31, 2011	HUD Release Entitlement funds for New FY
October 31, 2011	Updated Fair Market Rents are Published
November 3, 2011	Determine Unexpended Funding for Mid-Year Reallocations for FY 2010-2011/ Draft Staff Report for Mid-Year Reallocation
November 15, 2011	MBE Contract and Subcontract Activity Report - 2516
November 17, 2011	Schedule Annual Monitoring of all 11-12 CDBG Projects
December 1-29, 2011	Conduct Annual Monitoring of all 11-12 CDBG Projects
December 27, 2011	City Council Hearing for Action Plan Amendment/Mid-Year Reallocation of Unexpended 10-11 CDBG Funds
December, 2011	HUD Announces Preliminary CDBG Funding Allocation for next FY
December 30, 2011	HUD Contractor/Subcontractor Report (Form 2516) DUE to HUD Submit On-line
January 10, 2011	Section 3 Report DUE to HUD
January 11, 2012	Begin Annual Action Plan/Funding Process for FY 2012-2013 <ul style="list-style-type: none"> • Distribute Notice of Funding Availability & Applications to past & present sub-grantees per funding priority listed in approved Five-Year Consolidated Plan – provide 5-week deadline;

Last updated 12/28/11

	<ul style="list-style-type: none"> • Publish 30-day public workshop notice of CDBG grant funding availability in newspaper (Due to Clerk by 1/5/12) • Conduct Workshop in February
January 16, 2012	Complete 2 nd Quarter Draw
January 30, 2012	2 nd Quarterly Transaction Report DUE to HUD (Form 425/425A)
February 23, 2012	Hold Public Workshop on CDBG Funding availability for FY 2012-2013 & Internal Staff technical training
March 1, 2012	Applications for Funding for FY 2012-2013
March 5-8, 2012	Internal review/evaluation of Funding Applications received for FY 2012-2013
March 5, 2012	Forward 15-day Public Notice for 4/3/12 CC Hearing to Receive Comments on and Approve Staff's Preliminary Funding Recommendations for the FY 2012-2013 Action Plan to Clerk's Office for submission to Publisher by Noon on 3/7/12: (Publish Date - 3/14/12)
March 15, 2012	Final Staff Recommendations for funding for FY 2012-2013 DUE
March 19, 2012	Begin Drafting FY 2012-2013 Annual Action Plan
March 20-30, 2012	Work on Action Plan;
	Forward 30-day Public Notice for 5/8/12 CC Hearing for Action Plan Adoption to Clerk's Office for submission to Publisher by Noon on 3/28/12: (Publish Date - 3/21/12)
March 22, 2012	Complete Draft of FY 2012-2013 Annual Action Plan; Publish 30-day public notice on 4/4/12 for 5/10/12 CC hearing for Action Plan Adoption; Post Draft Action Plan on web page
March 26, 2012	Forward 30-day Public Notice for 5/8/12 CC Hearing for Action Plan Adoption to Clerk's Office for submission to Publisher by Noon on 3/28/12: (Publish Date - 4/4/12)
March 31	HUD Publishes New Income Limits (Published on 12/1/11)
March 31, 2012	Complete Program Monitoring (desk). Send monitoring letters of non-compliance if needed with 30-day notice to correct.
April 1, 2012	Begin Semi-Annual Labor Standards Report/Minority Report (4710)
April 3, 2012	City Council Hearing to Receive Comment On & Approve Staff's Preliminary Funding Recommendations for the FY 2012-2013 Action Plan
April 9, 2012	Complete Semi-Annual Labor Standards Report/Minority Report (4710) DUE to HUD April 9, 2012
April 15, 2012	Complete 3 rd Quarterly Draws
April 30, 2012	3 rd Quarterly Transaction Report DUE to HUD
May 1, 2012	Timeliness Expenditure Report (PR056) DUE to HUD
May 8, 2012	City Council Hearing to Adopt FY 2012-2013 Annual Action Plan with Funding Recommendations
May 14, 2012	Submit FY 2012-2013 Annual Action Plan DUE to HUD
June 4, 2012	Conduct NEPA/CEQA environmental analyses
June 11, 2012	Prepare new contracts/MOU's for 2012-2013 Programs/Projects with completed environmental analyses.
June 18, 2012	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
June 30, 2012	End of CDBG Fiscal Year