

# City of Salem CDBG & HOME Application Cycle

Program Year 2009-10

**1**

Preparing for 09/10 PY  
July 30, 2008 – October 2008

Date	Activity/ Milestone
July 30 – Oct. 2008	Advertising <ul style="list-style-type: none"> <li>▪ Newspaper</li> <li>▪ Flyers, etc.</li> <li>▪ Applications to Stakeholder list</li> </ul> Web Updates <ul style="list-style-type: none"> <li>▪ Update cycle information &amp; dates</li> <li>▪ Add all application materials</li> </ul>

**2**

Application Process  
October 27, 2008 – December 15, 2008

Date	Activity/ Milestone
October 27	Application process opens for 09/10 PY
Nov. 12-13	One-hour long application workshops 11/12 at 10:00 am & 11/13 at 5:30 pm
December 15	Applications due by 5pm. Application process closes.

**3**

Application Review and Administrative Preparation  
December 16, 2008 – January 17, 2009

Date	Activity/ Milestone
December 16 – January 12	Application Review Process
Early January	HUD announces proposed allocation amounts for eligible jurisdictions.
January 15 – January 17	Draft Summaries

**4**

Proposal & Funding Approvals and Action Plan Approval  
January 21, 2009 – July 1, 2009

Date	Activity/ Milestone
January 21	HUDAC Meeting <ul style="list-style-type: none"> <li>▪ Present application summaries</li> </ul>
February 11	HUDAC Meeting <ul style="list-style-type: none"> <li>▪ Applicant presentations</li> </ul>
February 25	HUDAC Meeting <ul style="list-style-type: none"> <li>▪ Applicant presentations</li> </ul>
March 11	HUDAC Meeting <ul style="list-style-type: none"> <li>▪ Review recommendations</li> <li>▪ Review draft Annual Plan</li> <li>▪ Review policy changes</li> </ul>
March 25	HUDAC Meeting <ul style="list-style-type: none"> <li>▪ Approve final Annual Plan (which includes funding recommendations)</li> <li>▪ Recommendations to Council</li> </ul>
April	Citizen comment period on Annual Action Plan & policy changes
May	City Council public hearing on Annual Plan & policy changes. City Council approval.
May	Notification letters to successful applicants
May 15	Annual Plan submission to HUD
June – July	Agreements <ul style="list-style-type: none"> <li>▪ Draft agreements</li> <li>▪ Legal Approval &amp; Execute</li> <li>▪ Sponsor training/ TA</li> </ul>
July 1	HUD Approves Annual Plan 09/10 Funding is available.