

# City of Salem CDBG & HOME Application Cycle

Program Year 2012-13

**NOTE: DATES ARE SUBJECT TO CHANGE**

## 1 Preparing for 12/13 PY July 30, 2011 – October 2011

| Date                | Activity/ Milestone   |
|---------------------|---|
| July 30 – Oct. 2011 | 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 November 1, 2011 – December 15, 2011

| Date         | Activity/ Milestone  |
|--------------|--|
| November 15  | Application process opens for 12/13 PY                             |
| Nov. 17 & 28 | One-hour application workshops 11/17 at 2:30 pm & 11/29 at 3:00 pm |
| December 31  | Applications due by 4pm. Application process closes.               |

## 3 Application Review and Administrative Preparation December 15, 2011 – January 19, 2012

| Date                    | Activity/ Milestone   |
|-------------------------|---|
| January 2-21            | Application Review Process  |
| Early January           | HUD announces proposed allocation amounts for eligible jurisdictions. |
| January 17 – January 23 | Draft Summaries   |

## 4 Proposal & Funding Approvals and Action Plan Approval January 28, 2012 – July 1, 2012

| Date        | Activity/ Milestone   |
|-------------|---|
| January 9   | SSAB discusses applications, makes recommendations  |
| January 25  | HUDAC Meeting <ul style="list-style-type: none"> <li>▪ Review application summaries</li> </ul>  |
| February 8  | HUDAC Meeting <ul style="list-style-type: none"> <li>▪ Application review</li> </ul>  |
| February 15 | HUDAC Meeting <ul style="list-style-type: none"> <li>▪ Applicant review continued</li> </ul>  |
| February 29 | HUDAC Meeting/Social Services <ul style="list-style-type: none"> <li>▪ Review recommendations</li> <li>▪ Discuss Public Service Applications</li> <li>▪ Review draft Annual Plan</li> </ul> |
| March 14    | HUDAC Meeting <ul style="list-style-type: none"> <li>▪ Approve final Annual Plan (includes funding recommendations)</li> <li>▪ Recommendations to Council</li> </ul>                        |
| March       | Citizen comment period on Annual Action Plan  |
| May         | City Council public hearing on Annual Plan. City Council approval.  |
| May         | Notification letters to applicants  |
| May 13      | Annual Plan submission to HUD   |
| June 1      | General Fund determined. Notification to applicants.  |
| 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 12/13 Funding is available.  |