<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

**HOLIDAY:** Independence Day July 3rd

**Summary**

7/01—Program Year begins

Week 1—Reminders sent to subrecipients about Q report and invoices due no later than July 15; Set up days/times for prior year program site monitoring

Day 10—Request Admin/Staff report from Finance Dept

Day 15—Review, approve, submit invoices to Accounts Payable; Timesheet, time/effort certifications prepared for prior month; Log into SPEARS to keep account current

Weeks of July 20, 27—Conduct Site Monitoring Visits

Third Wednesday—Community Development Commission meets (if necessary)

7/23—Timeliness Report due to HUD

7/30—PR-29 due to HUD

7/31—Draw/Receipt in IDIS when Expense shows in GL and enter accomplishment data into IDIS

No later than 7/31—Final executed grant agreement with HUD; ERRs submitted; RROF approved

7/23—Timeliness Report due to HUD

7/30—PR-29 due to HUD
**Summary**

**Week of August 3**—Send out follow up letters from site visits

Day 10—Request Admin/Staff report from Finance Dept

8/14—CAPER draft available for review

Day 15—Review, approve, submit invoices to Accounts Payable; Timesheet, time/effort certifications prepared for prior month

Committee Review of CAPER:
- 8/19: CDC (quorum req’d)
- 8/26: Request to Publish
- 8/31: Finance

8/31—Public Notice Runs in Legal Section
- Notice of Public Hearing on 9/9
- 15-day Public Comment Period Begins

8/21—Submit Timeliness Report to HUD

8/31—Close out site monitoring

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 26</td>
<td>July 27</td>
<td>July 28</td>
<td>July 29</td>
<td>July 30</td>
<td>July 31</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td>Sept 1</td>
<td>Sept 2</td>
<td>Sept 3</td>
<td>Sept 4</td>
<td>Sept 5</td>
</tr>
</tbody>
</table>

CAPER draft Available

CDC meeting

Timeliness Report due to HUD

Request to Publish
HOLIDAY:
Labor Day Sept. 7th

Summary

Committee Review of CAPER (cont.)
• 9/2—Quality of Life

9/9—City Council Meeting
• CAPER Public Hearing

Day 10—Request Admin/Staff report from Finance Dept

9/14—End of Public Comment Period

Day 15—Review, approve, submit invoices to Accounts Payable; Timesheet, time/effort certifications prepared for prior month

Third Wednesday—Community Development Commission meets (if necessary)

9/23—Timeliness Report due to HUD

9/28—CAPER due to HUD (submitted via IDIS) 90 days after the end of the program year (due on a business day)***

9/28—HUD Form 60002 is due with submission of CAPER

***DUE TO COVID, 180 DAY EXTENSION IN PLACE for PY19
Summary

Week 1—Reminders sent to subrecipients about Q report and invoices due no later than Oct 15

10/05—HUD Form 4710 due by email to: Karen Clark (Karen.Clark@hud.gov)

Day 10—Request Admin/Staff report from Finance Dept

Day 15—Review, approve, submit invoices to Accounts Payable; Timesheet, time/effort certifications prepared for prior month; Log into SPEARS to keep account current

10/15—Log into SPEARS to keep current

Third Wednesday—Community Development Commission meets (if necessary)

10/23—Timeliness Report due to HUD

10/30—PR 29 Submitted

10/31—Draw/Receipt in IDIS when Expense shows in GL and enter accomplishment data into IDIS
### NOVEMBER 2020

**HOLIDAY:**
- Veteran’s Day Nov. 11th
- Thanksgiving Day Nov. 26th
- President’s Day Observance Nov. 27th

**Summary**

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

- Day 10—Request Admin/Staff report from Finance Dept

- Day 15—Review, approve, submit invoices to Accounts Payable; Timesheet, time/effort certifications prepared for prior month

- 11/18—CDC Meeting to determine funding priorities

- 11/23—Timeliness Report due to HUD

**NOTES**
- CDC Meeting *Quorum Required*
- Timeliness Report due to HUD
- *HOLIDAY*
- *HOLIDAY*
HOLIDAY:
Christmas Eve - 24th Closed
Closes at 12:00PM
Christmas Day - 25th Office
closed all day
New Year's Even - 31st Office
Closes at 12:00PM

Summary

Day 10—Request Admin/Staff report from Finance Dept

Day 15—Review, approve, submit invoices to Accounts Payable; Timesheet, time/effort certifications prepared for prior month

12/17 - 3PM Meeting with Fran to review CDBG & AHTF RFPs
FRAN CANCELLED

12/23—Timeliness Report due to HUD

12/31—Final RFP for CDBG & AHTF for 2021-22 projects approved by Procurement
Summary

- **01/04—Reminders sent to subrecipients about Q report & invoices due no later than Jan 15**
- **01/04 - Finance Committee Meeting**
- **01/27—CDBG/AHTF RFP Available**
  - Press release
  - Website Posting
- **Day 10—Request Admin/Staff report from Finance Dept**
- **01/13 -Governing Body Meeting**
- **Day 15—Review, approve, submit invoices to Accounts Payable; Timesheet, time/effort certifications prepared for prior month; Log into SPEARS to keep current**
- **01/19 -Finance Committee Meeting**
- **01/20—Community Development Commission meets TBD...**
- **01/21—Mandatory CDBG/AHTF Training for Applicants TBD...**
- **01/22—Timeliness Report due to HUD**
- **01/27 -Governing Body Meeting**
- **01/29—PR 29 Submitted in IDIS**
- **01/29—Draw/Receipt in IDIS when Expense shows in GL and enter accomplishment data into IDIS**

### JANUARY 2021

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wed.</th>
<th>Thurs.</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>29</td>
<td>30</td>
<td></td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

**HOLIDAY:**
- Jan. 1st - New Year’s Day Office closed
- Jan. 18th - Dr. Martin Luther King Jr. Day Office closed
Summary

2/01 — Finance Committee Meeting We... completeness and assembles CDC packet
2/10 — Governing Body Meeting
2/12 — CDBG/AHTF Mandatory Training
Day 10 — Request Admin/Staff report from Finance Dept
Day 15 — Review, approve, submit in-voices to Accounts Payable; Timesheet, time/effort certifications prepared for prior month
2/15 — Finance Committee Meeting
Week 3 — Application Packet Posted and Packets Distributed to CDC
2/17 — Deadline to submit written questions
2/19 — Responses to written questions due
2/24 — CDC Meeting & Submission of Proposals due
  • Executive Session for Final Funding Recommendations
2/23 — Timeliness Report due to HUD
2/24 — Governing Body Meeting
2/24 - 3/4 — Proposal Evaluation
  * City Staff & CDC Members

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wed.</th>
<th>Thurs.</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Finance Committee Meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ack. of Receipt Form due Governing Body Meeting</td>
<td></td>
<td>Mandatory Training 8:30AM CDBG Application Posted &amp; distributed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CDC Meeting 3:30P - 5P</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Timeliness Report due to HUD</td>
<td>Governing Body Meeting</td>
<td></td>
<td>to CDC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NEED TO ADD AAP TO CDC AGENDA THIS MONTH!

3/01—Begin drafting Annual Action Plan

3/01 -Finance Committee Meeting

Week of 3/01—Prepare draft PSAs for funded projects

3/4—Oral Presentation of Projects in AM & Recommendation of Awards in PM

3/4—CDC Meeting

3/08—Submit Contracts to Legal to be approved to form; begin drafting Annual Action Plan

Day 10—Request Admin/Staff report from Finance Dept

3/10 -Governing Body Meeting

Day 15—Review, approve, submit invoices to Accounts Payable; Timesheet, time/effort certifications prepared for prior month

3/15 -Finance Committee Meeting

3/17—CDC reviews/approves AAP Draft

3/17—Finalize DRAFT Contractual Agreements

3/23—Timeliness Report due to HUD

3/24 -Governing Body Meeting

3/26—Annual Action Plan Draft + PSAs are finalized for Packet Submission
  • Memo updated
  • PR26 report run, reconciled with GL, approved by Finance Dept
**Summary**

**Week 1**—Reminders sent to subrecipients about Q report and invoices due no later than Apr 15

04/05: HUD Form 4710 due (email to: Karen Clark, Karen.Clark@hud.gov)

Day 10—Request Admin/Staff report from Finance Dept

**Week 2**—Public Notice Runs in Legal Section
- Notice of Public Hearing (Date TBD)
- 30-day Public Comment Period Begins

Day 15—Review, approve, submit invoices to Accounts Payable; Timesheet, time/effort certifications prepared for prior month; Log into SPEARS to keep current

Committee Review of AAP
- Quality of Life Committee 4/21
- Finance Committee 4/19

04/23—Timeliness Report due to HUD

04/30—Draw/Receipt in IDIS when Expense shows in GL and enter accomplishment data into IDIS
**Summary**

Week 1—AAP Public Comment Period ends; Public Hearing at City Council (Date TBD)

Day 10—Request Admin/Staff report from Finance Dept

5/14 –Annual Action Plan due to HUD 45 days prior to start of program year

Day 15—Review, approve, submit invoices to Accounts Payable; Timesheet, time/effort certifications prepared for prior month

5/21—Timeliness Report due to HUD

**HOLIDAY: Memorial Day May 31st**

**NEED TO ADD AAP TO CITY COUNCIL AGENDA THIS MONTH!**
Summary

Day 10—Request Admin/Staff report from Finance Dept

Week of June 7—Set up IDIS Projects

Week of June 14—Initiate ERRs in HEROS

Day 15—Review, approve, submit invoices to Accounts Payable; Timesheet, time/effort certifications prepared for prior month

Third Wednesday—Community Development Commission meets (if necessary)

Week of June 21—Prepare RROF for submission and Public Notice for release after grant agreement with HUD is executed

6/23—Timeliness Report due to HUD

By June 30—Enter PSAs in Munis, request POs, set up project files