

**CITY OF PASADENA
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
Allocation Schedule for the 33rd Program Year (July 1, 2007 - June 30, 2008)**

ACTIVITY		SCHEDULED DATES/TIMES
1.	<p style="text-align: center;">Commission Approves Needs Assessments/Program Priorities</p> <p>Northwest Commission - finalize Needs Assessment/Program Priorities.</p>	October 10, 2006
2.	<p style="text-align: center;">City Council – Public Hearing</p> <p>Draft Consolidated Annual Performance and Evaluation Report (CAPER: 2005-2006 PY); Approval of Needs Assessments/Program Priorities for CDBG Non-Public Services 2007-2008 PY; and Approval of Modifications to the Allocation Process.</p>	Monday, October 23, 2006
3.	<p style="text-align: center;">Release of Request for Proposals (RFP)</p> <p>Non-Public Service Projects and City Set-Aside Projects.</p>	Wednesday, November 1, 2006
4.	<p style="text-align: center;">RFP Workshops and Technical Assistance</p> <p>City convenes Technical Assistance Workshops and is available to assist prospective proposers by scheduled appointments.</p>	November / December, 2006 (Nov. 14, Nov. 30, and Dec. 13) <i>Please refer to RFP Flyer for additional information</i>
5.	<p style="text-align: center;">Fiscal Reconciliation</p> <p>Housing & Community Development in conjunction with Finance Department performs fiscal reconciliation of the CDBG/ESG programs and presents recommendations to Commissions and City Council regarding the reprogramming of unexpended funds.</p>	November - December 2006
6.	Proposal Deadline	Friday, December 29, 2006 - 12 noon
7.	<p style="text-align: center;">Preliminary Review of Proposals</p> <p>Proposers are notified of proposal ineligibility, incompleteness, etc.</p>	January 2-12, 2007
8.	<p style="text-align: center;">Allocation Memorandum – Delivery of Proposals</p> <p>An allocation memorandum is transmitted to the Commission and City Review Team stating instructions and pertinent information for the allocation process including RFP/Proposal, recusal information, evaluation forms, allocation schedule, etc.</p>	Tuesday, January 23, 2007 (Northwest Commission)
9.	<p style="text-align: center;">Submission of Recusal Forms</p> <p>All Northwest Commissioners complete the Conflict of Interest forms and submit forms to Housing/Community Development. Forms are reviewed throughout the process and retained as part of the official records. The recusal process shall be implemented in accordance with City Council approved policies and procedures.</p>	Northwest Commission submit by Tuesday, January 23, 2007
10.	<p style="text-align: center;">Commissions' Orientation Session</p> <p>The Commissions' Orientation Sessions conducted to facilitate implementation of the City Council approved allocation process adherence to the RFP guidelines, and ensure federal compliance.</p>	Tuesday, February 13, 2007

	ACTIVITY	SCHEDULED DATES/TIMES
11.	<p align="center">2006-2007 PY Mid-Year Monitoring Reviews</p> <p>On-Site Monitoring visits (fiscal and program) conducted. Monitoring Review Reports provided to agencies detailing identified project performance. Mid-Year Project Performance Assessment presented to subrecipients, Commission, and City Council.</p>	January - March 2007
12.	<p align="center">Proposers' Oral Presentations</p> <p>Proposers deliver a brief oral presentation to the Northwest Commission and respond to questions.</p>	Tuesday, February 27, 2007
13.	<p align="center">City Set Aside</p> <p>City Council approves the allocation of CDBG funds to eligible City administered projects for 33rd PY 2007-2008.</p>	Monday, March 12, 2007
14.	<p align="center">Available Funding Allocation</p> <p>The Northwest and Human Services Commissions advised of funds available based on HUD Entitlement/Reallocated, CDBG/ESG Prior Year Fund Balance, Program Income and approved City Set Aside.</p>	<p>Human Services Commission Wednesday, April 11, 2007</p> <hr/> <p>Northwest Commission Tuesday, March 27, 2007</p>
15.	<p align="center">City Deliberations</p> <p>City Review Team completes evaluation of proposals and presents funding recommendations to the Northwest Commission for acceptance. The Commission begins its deliberations and provides a preliminary funding recommendations including rationale, comments, etc.</p>	Northwest Commission Tuesday, March 27, 2007
16.	<p align="center">Notice to Proposers</p> <p>Notices sent to proposers regarding the Commissions' preliminary funding recommendations. Proposers are invited to comment at Commissions' Public Meeting.</p>	Tuesday, April 3, 2007
17.	<p align="center">Commission Convenes Public Meeting</p> <p>The Northwest Commission convenes a Public Meeting to hear appeals and/or public comments; the Public Meeting supplements the Oral Appeals Process. Commission finalizes its deliberations and funding recommendations following the Public Meeting.</p>	Northwest Commission Tuesday, April 10, 2007
18.	<p align="center">Notice to Proposers</p> <p>Following the Public Meeting, proposers are notified of the Commissions' proposed funding recommendations that will be forwarded to City Council as part of the Annual Action Plan. The notice also includes information on the date/time of the City Council Public Hearing, the public comment period and the proposed projects included in the Annual Action Plan (2007-2008).</p>	Monday, April 23, 2007
19.	<p align="center">City Council - Annual Action Plan (2007-2008) – Public Hearing</p> <p>City Council convenes the Public Hearing. The Commissions' proposed funding recommendations presented to City Council for final approval as part of the Annual Action Plan 2007-2008 PY. Citizens' comments recorded and included in the Public Comment section of the Annual Action Plan.</p>	Monday, May 21, 2007
20.	<p align="center">Award Notices</p> <p>Award notices sent to Sub-Recipients advising of funding award, mandatory Orientation Session, requirements to execute Sub-Recipient agreement, etc.</p>	Monday, June 4, 2007

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21.	<p style="text-align: center;">Submittal of the Annual Action Plan (2007-2008 PY)</p> <p>Submittal of the Annual Action Plan to HUD in May. The Annual Action Plan serves as the federal funding application, as well as a comprehensive planning and implementation document for the City's federal grant programs.</p>	May 2007
22.	<p style="text-align: center;">Orientation Session</p> <p>Sub-Recipients attend the mandatory Sub-Recipient Orientation Session. Sub-Recipients provided information regarding their contractual requirements, City policy and procedures, federal requirements, contract execution guidelines, etc.</p>	June 2007
23.	<p style="text-align: center;">Contract Execution</p> <p>June through August dedicated to preparation and execution of Sub-Recipient agreements.</p>	June - July - August 2007
24.	<p style="text-align: center;">Commence the 33rd Program Year (July 1, 2007-June 30, 2008)</p>	July 1, 2007