

## Typical Calendar Year for Community Development Department\*

\*This calendar may change at any time

- January:
- CDBG and HOME funding applications due by designated date (current application has deadline)
  - Staff evaluates/scores/ranks applications for presentation to ACHRA Work Committee
  - Work begins on current year's Action Plan
  - Recapture of any unspent CDBG funds from previous funding year
- February:
- ACHRA Work Committee meets to review, rank and recommend funding applications to full ACHRA Board
  - ACHRA Board reviews funding recommendations and Action Plan (and every fifth year, the 5-year Consolidated Plan); it holds a public hearing regarding same and forwards recommendations to the Anoka County Board for final approval
  - Dakota County CDA holds a public hearing for the consortium's Action Plan; and every fifth year, that includes the 5-year Consolidated Plan
- March:
- Start 30-day public comment period on applications recommended for CDBG/HOME funding, Action Plan; and every fifth year, the 5-year Consolidated Plan
- April:
- Anoka County Board reviews CDBG/HOME funding applications and gives final approval; it does the same for the department's Action Plan; and every fifth year, the 5-year Consolidated Plan
  - Environmental reviews of newly funded HOME and CDBG activities completed
- May:
- Anoka County's portion of the Action Plan sent to Dakota County; and every fifth year, the 5-year Consolidated Plan
  - Dakota County submits Consortium's Action Plan (and every fifth year, the 5-year Consolidated Plan) to HUD
  - HUD's timeliness test for spending of CDBG funds
  - Letters sent to CDBG/HOME applicants notifying them of funds awarded or no funds awarded
  - Contracts sent for signing to those applicants awarded funding
- June:
- Signed contracts due back to department
  - June 30 is end of a program year
- July:
- July 1 start of new program year for both CDBG and HOME programs
  - Staff begins gathering info for annual CAPER document
  - Department receives HUD approval of Action Plan and funds are released (approval date may be later than July)
  - Reminder letters to previous CDBG funding recipients about spending funds or having funds recaptured by HUD
- August:
- Work continues on CAPER document
  - Every fifth year: begin meeting with communities, other county departments, agencies, and organizations to update the Needs and Priorities for the next 5-year Consolidated Plan
- September:
- Start 15-day public comment period for CAPER document
  - Dakota County Consortium's Public Hearing regarding CAPER document
  - CAPER sent to Dakota County for inclusion in Consortium's submission to HUD
- October:
- Begin preparations for upcoming new program year
- November:
- Update funding application forms for CDBG and HOME programs
  - Applications become available for upcoming funding year (mid month)
- December:
- Department hosts informational meeting for all potential funding applicants
  - Staff available to meet with applicants to answer any questions regarding funding
  - Every fifth year: begin drafting 5-year Consolidated Plan document