

**PROPOSED TIMETABLE FOR CONSOLIDATED/ONE YEAR ACTION  
PLAN AND COMMUNITY DEVELOPMENT XXVIII**

11/05/01  
Timetable 28

<b>To Do Date</b>	<b>Activity</b>	
January 2002	11	Develop/Prepare Request For Proposal and transmittal letters
	11	Prepare resolution scheduling Needs Hearing
	11	Prepare Needs Hearing Ad
	16	Transmit letters requesting proposals to operating agencies
	22	Submit resolution scheduling Needs Hearing. Reserve time with Council
February	1	Resolution scheduling Needs Hearing appears on Council Agenda
	6	Send Bobby Bowden Department memo, resolution and Ad for hearing
	6	Prepare Needs Public Hearing Handout and reserve Conference room for March 20th meeting
	6	Provide needs hearing Ad to Tribune. Notify cable department about Ad and Internet.
	22	Publication of legal notice announcing Needs Public Hearing
March	1	Deadline of receipt of subrecipient agency proposals
	14	Needs Public Hearing (last possible date 3/21) give Agenda to Council
	20	Meeting with Department Representatives to discuss Block Club "Needs" requests (or 3/27)
	21	Community Block Club review RFP's
April	12	Departments submit responses to Needs list
	19	Community Block Club receive N & R responses
	26	Review proposals/prepare proposed project summaries
May	1-24	Determine proposed program/funding levels
	9	Initiate Preparation of Environmental Review Records
May	10	Initiate Prep of Consolidated/One Year Action Plan PY2002 (FY2003)

	22-31	Present program configurations to Mayor for review
June	4	Submit resolution scheduling Consolidated/One Year Action Plan Hearing
	5	Submit project information to the State for Intergovernmental Coordination and Review (Review Period: June 9-August 7) (If applicable)
	7	Finalize CD Funding decisions
	13	Resolution scheduling Consolidated/One Year Action Plan Hearing appears on Council agenda
	18	Have Proposed Consolidated/One Year Action Plan ready
	26	Have Summary of Proposed Consolidated/One Year Action Plan and Notice ready for Tribune and other newspapers (La Gazetta or Sentinel)
July	1-5	Tribune needs 4 working days to process. Notify cable and MIS departments about Ad.
	6	Publication of Summary of Proposed Consolidated/One Year Action Plan
	6	Publication of Notice Announcing Consolidated/One Year Action Plan Hearing
July 6 – July	16	Begins 10 days comment period from citizens
July 6 – Aug	5	Begins 30 days comment period from citizens
	12	Obtain latest Displacement Policy
	15	Prepare Notice of Submission of Consolidated/One Year Action Plan Ad
	15	Transmit letters informing subrecipients of their funding amount; and letters requesting audits, insurance certificates, budgets, and etc. Obtain status of programs.
	15	Prepare resolution approving/authorizing submission/execution of Consolidated/One Year Action Plan
	18	Consolidated/One Year Action Plan Hearing (Depends upon Council's Vacation)
	19	Have Notice of Submission Ad ready for Tribune. Notify cable and MIS departments about Ad.
	24	Initiate prep of subrecipient contracts
	30	Submit resolution approving/authorizing submission/execution of Consolidated/One Year Action Plan
August	1	Publication of Notice of Intention to Expend Federal Funds in a Floodplain (If necessary) (Review Period: August 4-August 18) (You can do before August 3, but not later)
	6	Deadline for citizen comments regarding published Consolidated/One Year Action Plan (July 6-Aug 5).
	6	Submit project information to State for Intergov't Coordination & Review (review period: 6/09-8/07, if applicable).

	8	Resolution approving/authorizing submission/execution of Consolidated/One Year Action Plan appears on Council agenda
	8	Submit Consolidated/One Year Action Plan to HUD-latest time possible
	8	Publication of Notice of Submission of Consolidated/One Year Action Plan
	15	Deadline for HUD receipt of Consolidated/One Year Action Plan
	15	Deadline for State to do 60 day review (If applicable)
	16	Publication of Notice of Explanation of Floodplain Projects (If applicable)
	16	Publication Date of Combined Notice to Public of No Significant Impact on the Environment and Notice of Request for Release of Funds (Review Period: August 19-September 3) (If applicable)
September	3	Deadline Date for Receipt of Public Comments. If applicable
	4	Submit Request for Release of Funds (RROF). If applicable
	5	Date of Receipt by HUD of RROF. If applicable (Review Period: September 6 -September 20)
	10	Submit Resolution approving/acceptance of Funds (If Grant Agreements have been received from HUD)
	19	Resolution approving/accepting HUD Funds appears on Council Agenda
	19	Enter into Subrecipient Agreements
	20	Earliest possible date for HUD notification of Approval or Disapproval (Removal of Grant Condition). We should follow up. (If applicable)
	26	Submit executed Grant Agreements to HUD
October	4	Reimbursement request deadline
November	19	Forward final responses to Block Club Needs

