

CALENDAR FOR PREPARATION OF THE CONSOLIDATED PLAN
AS THE CITY OF OAKLAND'S APPLICATION FOR FUNDING CYCLE 2009-2011
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDS

The Calendar presents the dates for the proper sequence of events in the development of the budget for the Community Development Block Grant funds to be awarded for the 2009-2011 funding cycle beginning July 1, 2009. A Consolidated Plan was prepared and submitted to HUD in May 2005 that described the housing and community development needs of lower income households and individuals in the City of Oakland; and included a Five Year Strategy for the period July 1, 2005 to June 30, 2010 as well as an Annual Action Plan identifying how these needs will be addressed. Each year for the five year period an Annual Action Plan is submitted to HUD. In order that citizens have adequate opportunity to participate in an advisory role, the Calendar describes how timely information is distributed and how the input of citizens will be recognized. A public hearing will be held as required by Federal regulations.

2008

Dec. 7
Sun. Publication of notice of funding availability.

Dec 8
Mon. Staff distributes the invitation to submit funding proposals for youth services, senior services, blight/healthy environment projects, and capital improvement projects to be funded from the allocation for the seven CD Districts for projects that will operate in their respective districts. The invitation includes the Calendar for preparation of the 2009-2011 grant budget as well as the documentation which citizens, organizations, agencies, and City Departments should submit with funding proposals.

Dec. 15
Mon. Mandatory orientation meetings for prospective applicants for 2009-2011 funding. In order to be eligible to submit an application, prospective applicants are required to attend one of the two meetings which will be held in **City Hall Hearing Room Three, One Frank H. Ogawa Plaza, Oakland at the following times:**

- 10:00 a.m. to 12:00 noon
- 2:00 p.m. to 4:00 p.m.

2009

Jan. 16
Fri. **Deadline for submission of funding requests from citizens, organizations, agencies, and City Departments to the Community and Economic Development Agency (CEDA) by 12:00 noon.** Acknowledgment letters will be mailed to citizens, organizations, and City Departments within 15 days of receipt. The Chairpersons, Vice Chairpersons, and Review Committee members of the seven District Boards will receive copies of the full packet for

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each proposal requesting funding from their respective Districts; and copies of the Executive Summary for each proposal will be distributed to each District Board member in the respective District(s) for which funding is requested.

February	Presentation to the seven Community Development District Boards on proposals for District funded programs. See Attachment C for the dates, times and locations of the seven Community Development District Boards. Applications will be assigned a specific time slot and are expected to be on time. Funding will not be considered or recommended for applicants who do not attend to make presentations.
March	The seven Community Development District Boards formulate their recommendations for programs to be funded from District funds.
April	Publication of the Notice of the Official City Council Public Hearing on 2009-2011 recommendations and of the availability of the Annual Action Plan of the Consolidated Plan and request for public comments.
April/May	The City Council Community and Economic Development Committee reviews the proposed 2009–2011 budget allocations for the Annual Action Plan of the Consolidated Plan. The meeting will be held on the 2 nd or 4 th Tuesday in Hearing Room One, City Hall, One Frank H. Ogawa Plaza, from 4:00 to 6:00 p.m.
May	<u>Official City Council Public Hearing</u> on the recommendations for 2009-2011 budget allocations at <u>7:00 P.M. in the Council Chambers, City Hall, One Frank H. Ogawa Plaza.</u> Council obtains citizen views and responds to proposals and questions, and directs staff to prepare the draft Annual Action Plan of the Consolidated Plan.
May	End of 30 day comment period and deadline for submission of all public comments on the Annual Action Plan.
May 15	Deadline for submittal of Annual Action Plan to HUD.
May/June	Two mandatory orientation meetings will be scheduled for private nonprofit agencies that are recommended for funding to provide information on contract procedures and guidelines, including required documents that must be completed before contracts are developed. Funded agencies will be notified of the dates, times and locations. No contracts will be executed with and no funds released to a prospective contractor that has not attended an orientation meeting.

ORGANIZATIONS SHOULD NOT INCUR ANY COSTS, PERFORM

ANY WORK, PURCHASE ANY GOODS OR SERVICES, NOR MAKE ANY COMMITMENTS OR SIGN ANY CONTRACTS WITH ANY PERSON, ORGANIZATION OR COMPANY RELATED TO THE PROJECT FOR WHICH CDBG FUNDS HAVE BEEN REQUESTED UNTIL THE FUNDS HAVE BEEN APPROPRIATED BY THE CITY COUNCIL AND UNTIL A THIRD-PARTY CONTRACT HAS BEEN EXECUTED WITH THE CITY.