

CmDv's Annual Fiscal Year Calendar of Events

Activity	2024-2025 Date Range
BEGIN FISCAL YEAR	May 1 st
HUD Field Office Audit	May (tba)
Compile CAPER DRAFT	May 1 st
Send Citizen Advisory Committee meeting reminders	May 10 th
Advertise CAPER (15 days public comment)	May 10 th – May 24 th
Citizens Advisory Committee - meeting #1 (review CAPER)	May 23 rd
Introduce CAPER to City Council public hearing	May 28 th
Environmental Review Process (CE, Demo & Rehab projects)	June – July
Adopt CAPER at City Council public hearing	June 11 th
Enter CAPER in IDIS	June 17 th
HUD 425 Report due (Apr 1-June 30)	July 20 th
CAPER final submittal deadline – due in IDIS	July 30 th
HUD 60002 and Section 3 Report (due with CAPER)	July 30 th
HOME Project commitment deadline (for two years prior funds)	July 31 st
HUD 4710 Report (Davis Bacon) – due in IDIS (Apr 1-Sept 30)	October 15 th
HUD 2516 Report (MBE) – due in IDIS (Oct 1 – Sept 30)	October 15 th
Send Agenda Fact Sheet for Cost Hearing	October 18 th
HUD 425 Report (July 1-Sept 30)	October 19 th
Set Date for City Council Cost Public Hearing	October 29 th
5 Year Con Plan	November – March (2025)
Prepare Annual Plan (budget & activity proposal for following year)	November – March
Collect Non-Profit input for Annual Plan	November 1 st – 17 th
Neighborhood Meeting – Groups AB, C, D, E, & F (for Annual Plan)	November 6 th
Compile Annual Action Plan DRAFT	November 18 th
Advertise Annual Action Plan (30 days public comment)	December 1 st – January 1 st
Cost Public Hearing	December 10 th
Citizens Advisory Committee - meeting #2	January 16 th
HUD 425 Report due (Oct 1-Dec 31)	January 18 th
Confirm HUD allocations for next fiscal year	February (tba)

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Introduce Annual Plan to City Council public hearing (after allocations)	February 4 th
Send Agenda Fact Sheet for Condemnation Hearing	February 6 th
Pay any outstanding CDBG invoices (for Timeliness Test)	February 14 th
Adopt Annual Plan at City Council public hearing (after allocations)	February 18 th
Set Date for City Council Condemnation Public Hearing	February 18 th
Environmental Review Process (2019 demo projects)	March – April
HUD Timeliness Test (CDBG)	March 1 st
Rehab Program Application Period (1)	March 7 th -11 th
Annual Action Plan final - due in IDIS	March 15 th (tba)
HOME Projects desk / site monitoring inspections	April - May
Prepare CAPER (accomplishments for past years budget & activities)	April – June
Condemnation Public Hearing	April 1 st
HUD 4710 Report (Davis Bacon) – due in IDIS (Oct 1- Mar 31)	April 13 th
Collect Non-Profit input for CAPER	April 16 th – May 4 th
HUD 425 Report due (Jan 1-Mar 31)	April 20 th
Enter fiscal year program accomplishments in IDIS	April 25 th – 27 th
END FISCAL YEAR	April 30 th