

URBAN COUNTY
FY 2009 - 2010 ANNUAL PLAN and
REQUEST FOR PROPOSAL PROCESS
TENTATIVE SCHEDULE OF ACTIVITIES

2008

- Nov 30 Send Public Notices Out for Public Hearing
- Ann Arbor News Classified
 - Ann Arbor News Weekend Editor
 - Council Agenda Memo
 - E-mail to nonprofits and interested parties
 - Post on Bulletin Boards and designated locations
 - Website
- Dec 11 Urban County Public Hearing on Housing & Human Services Needs and Annual Plan
- Dec 15 Ann Arbor City Council Meeting (7:00 pm)
Public Hearing on Housing & Human Services Needs and Annual Plan
- Dec 19** Publish Draft RFP's for Housing & Human Services
Send RFP's and Evaluation Criteria to County Purchasing to Publish

2009

- Jan 1 County Fiscal Year begins
- Jan 2** **Release Housing RFP to public**
- Jan 9 Mandatory Bidders Conference Housing RFP (1:00PM – 3:00 PM) LLRC
- Jan 9** **Release Human Services RFP to public**
- Jan 9 Community Grants Training (noon – 1PM) LLRC Tech Lab
- Jan 12 Community Grants Training (2PM – 3PM) LLRC Tech Lab
- Jan 13 HHSAB Meeting (6:30 PM – 8:30PM) 110 N 4th, 1st fl Conf room
- Jan 14 **FY 2006/07 Semi-Annual Performance Reports due On-line**
- Jan 16 Mandatory Bidder's Conference Human Services (1PM – 3PM) LLRC
- Jan 19 Send CHDO Operating RFP and Evaluation Criteria to County Purchasing to Publish
- Jan 21 Board of Commissioners Meeting (6:45 PM) County Admin
- Approve NSP Grant
 - Approve \$1 HUD Home process
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- Jan 26 Community Grants Training (10AM – 11AM) LLRC Tech Lab
- Jan 27 Urban County Meeting (1 PM – 3 PM) LLRC
- Jan 30 Community Grants Training (2PM – 3PM) LLRC Tech Lab
- Feb 5** **Housing RFP Bids Due by 3:00 PM – County Purchasing**

Feb 6 Release CHDO Operating RFP to public

Feb 10 HHSAB Meeting (6:30 PM – 8:30PM) 110 N 4th, 1st fl Conf rm

Feb 11 Human Service RFP Bids Due by 3:00 PM – County Purchasing

Feb 13 Mandatory Bidders Conference CHDO Operating RFP (1 PM – 2PM) 110 N 4th, 3rd floor

Feb 17 Evaluation Committee Meeting Orientation (3PM – 5PM) 110 N 4th, CD office

Feb 23 – Mar 19 Evaluation Subcommittee Meetings Scheduled for 4 weeks

Feb 24 Urban County Meeting (1 PM – 3 PM) LLRC

- Approve Housing funding recommendations for HOME and NSP

March 6 CHDO Operating RFP Due by 3:00 PM – County Purchasing

Mar 10 HHSAB Meeting (6:30 PM – 8:30PM) 110 N 4th, 1st fl Conf rm

March 11 **Post Notice that Draft Annual Plan & Citizen Participation Plan will be available on April 7**

- Ann Arbor News Classified
- E-mail to interested parties
- Post on Bulletin Boards and designated locations
- Website

March 12 Send Award Letters to Housing Contractors & CHDO's for Operating funds

March 17 Evaluation Committee Meeting – Final Recommendations (3PM – 5PM) CD office

March 23 Mandatory Housing Contractor's Meeting (9 AM – 4PM), LLRC, Computer Lab

- Homeownership HOME & NSP
- Rental HOME, NSP & CDBG

March 24 Urban County Meeting (1 PM – 3 PM) LLRC

- Approve CDBG Human Service Funding

March 26 DRAFT Annual Plan, Public Hearing, and Human Service General Fund Recommendations to Jayne for April 20 Council agenda

April 7 DRAFT Annual Plan and Citizen Participation Plan available for Public Comment

April 14 HHSAB Meeting (6:30 PM – 8:30PM) 110 N 4th, 1st fl Conf Rm

April 20 Ann Arbor City Council

- Annual Plan given to Council as a G-Item
- Public Hearing on Housing & Human Services funding recommendations
- Council approves Human Services General Fund Recommendations
- Council approves NSP funding recommendations

Apr 28 Urban County Meeting (1 PM – 3 PM) LLRC

- LAST CHANCE – Approval of Human Services Funding
- LAST CHANCE – Approval of HOME & CDBG Funds
- LAST CHANCE - Approval of Annual Plan

May 1 Complete Environmental Review Record

May 4 Ann Arbor City Council

- **LAST CHANCE Approval of Human Services General Funds**
- **LAST CHANCE Approval of City federal funds as part of Urban County**

May 8 **Last Day for Public Comment on Annual Plan & Citizen Participation Plan**

- May 8 Send Request for Release of Funds and FONSI Notice to A2 News for May 15
- May 12 ANNUAL PLAN LAST DAY TO SUBMIT TO HUD is May 15**
- Due 45 days before start of program year (July 1)
 - Certifications signed
- May 13 Housing RFP final documents due for NSP rental projects City of A2 & County
- May 14 HHSAB Meeting (6:30 PM – 8:30PM) SAFE HOUSE, 4100 Clark Road
- May 15 Publish Request for Release of Funds and FONSI
- Ann Arbor News and Ypsilanti Classified
 - E-mail to interested parties
 - Post on Bulletin Boards and designated locations
 - Website
 - 2 week public comment period
- May 25 **Send Award letters to Human Service recipients**
- May 26 Urban County Meeting (1 PM – 3 PM) LLRC
- June 2 **Last Day Public Comments to Community Development for ROF and FONSI**
- June 3 Send RROF and Certification to HUD
- Form 7
 - Copy of Public Notice
 - Administrator signature
- June 8 **Contractor's Meeting Human Services (2PM - 4PM) LLRC**
- FY 2007/08 Annual Reports due
- July 1 HUD & City Fiscal Year Begins