

TIMELINE
FY 2013/14 AGENCY REVIEW PROCESS for
CITY of TEMPE HUMAN SERVICE & CDBG PUBLIC SERVICE FUNDING

TIMEFRAME / DATE & TIME	TASK	WHO	SPECIFIC
Monday, August 6, 2012	Begin recruiting AR Volunteers	TCC	Mena, Matthews
Monday, October 1, 2012	First public notice of CDBG funding available to agencies published	Revitalization	Hittie, Schmalz
Monday, October 8, 2012	Notices e-mailed to currently funded, recent applicants, and other interested nonprofit agencies	TCC/Agencies	Mena, Matthews
Wednesday, October 24, 2012 8:00 AM – 9:30 AM	Bidder's Conference/Grant & Technical Training. Held at Hatton Hall, 34 E. 7 th St., Tempe, AZ 85281. Agencies are to RSVP to ONE of the Training Dates.	TCC/Agencies	Mena, Matthews
Thursday, October 25, 2012 3:30 PM – 5:00 PM	Bidder's Conference/Grant & Technical Training. Held at Hatton Hall, 34 E. 7 th St., Tempe, AZ 85281. Agencies are to RSVP to ONE of the Training Dates.	TCC/Agencies	Mena, Matthews
Monday, November 5, 2012	COT Human Services RFP Release on e-Cimpact	TCC	Mena, Matthews
Wednesday, November 7, 2012 8:00 AM	CDBG presentation to TCC Board (open forum)	TCC/Revitalization	Hittie or Schmalz
Wednesday, November 14, 2012 12:00 PM – 1:30 PM	Executive Director Roundtable. Held at Hatton Hall, 34 E. 7 th St., Tempe, AZ 85281. Executive Directors are asked to be our guest at this luncheon.	TCC/Revitalization/ Agencies	Hanley, Mena, Matthews, Hittie
Wednesday, November 21, 2012	Contact Information Forms due to TCC	Agencies	Mena, Matthews
Monday, December 3, 2012 – <u>BY NOON</u>	Human Service Proposals Due in e-Cimpact by Noon. CDBG Proposals Due by Noon to TCC	Agencies	Mena, Matthews
Tuesday, December 11, 2012 8:00 AM – <u>NEW</u> Volunteers Wednesday, December 12, 2012 5:00 PM – <u>RETURNING</u> Volunteers	Volunteer Training & Orientation, 1 ½ hours. Tempe Schools Credit Union (2800 S. Mill Ave., Tempe, AZ 85282). Trainings will prepare volunteers for the online application system. Training on "How to Read a Form 990." Proposals will be assigned to Volunteers the next day.	TCC/Volunteers	Mena, Matthews
Wednesday, January 2, 2013	Last Day for Volunteer Training & Orientation "Make-Ups" (by appointment only)	TCC/Volunteers	Mena, Matthews
Thursday, January 10, 2013	Interview questions due in e-Cimpact <u>BY NOON</u>	Agency Rev. Comm.	AR Comm.

TIMEFRAME / DATE & TIME	TASK	WHO	SPECIFIC
Thursday, February 7-15, 2013 (exact dates to be determined)	Agency Interviews. Evaluation reports distributed and completed at this time. Determine significant questions and answers. Each Committee member will serve 1 full-day to interview agencies during this week.	Agency Review Committee/Agencies/TCC	Mena, Matthews
Thursday, February 21, 2013	First CDBG Public Hearing FY 2013/14 Action Plan	Revitalization	Hittie, Schmalz
Wednesday, February 27, 2013 9:00 AM - 5:00 PM (Lunch 11:30 - 12:30)	Final Meeting. Committee meets and determines its recommendations by reviewing composite evaluations.	Agency Review Committee/TCC	AR Comm.
Friday, March 15, 2013	30 Day Public Comment Period Begins for DRAFT CDBG Action Plan	Revitalization	Hittie, Schmalz
Wednesday, April 3, 2013 - 7:30 AM	Review recommendations at TCC Board Meeting	TCC	TCC Board
Week of April 15, 2013 (tentative)	City of Tempe Budget Review begins. Departments make individual presentations to Council.	TCC	Hanley, Mena, Matthews
Thursday, April 18, 2013	Second Public Hearing / Recommendations presented to City Council at Issue Review Session	TCC Revitalization	Hanley & AR Co-Chairs Hittie or Schmalz
Thursday, May 9, 2013	Approval of Final Action Plan by Council / and Agency Recs.	TCC Revitalization	Collins, Hanley
Wednesday, May 15, 2013	Action Plan due to HUD	Revitalization	Hittie, Schmalz
Monday, May 27, 2013	Summary Reports and agency notification letters prepared	TCC	Staff
Thursday, June 27, 2013 (tentative)	City of Tempe Final Budget Approval	Tempe City Council	
July 1, 2013	Agencies are officially notified of City allocations	TCC	Staff