

**CITY OF FITCHBURG CONSOLIDATED PLAN
YEAR 49 CDBG PROGRAM SCHEDULE
(July 1, 2023 - June 30, 2024)**

Wednesday, November 1, 2022	<u>CDBG Applications Available</u> Available on the City of Fitchburg Community Development Block Grant Webpage.
Wednesday, November 16, 2022	<u>Community Input Meeting</u> 5:30 p.m. Consultation with providers and interested parties on the Action Plan, discussion of unmet needs, and CDBG application assistance in North Room, third floor, suite 300
Monday, November 21, 2022 December 2022	<u>Alternative Community Input Meeting – 10 am</u> - Virtual <u>Optional Application Technical Assistance</u> Virtually, by appointment. Please contact kleblanc@FitchburgMA.gov for an appointment.
Wednesday, January 4, 2023	<u>CDBG Proposal Deadline</u> Applications due at the Community Development Department by 11:59 p.m., via the OpenGov Portal (see CDBG Webpage).
Thursday, January 12, 2023	<u>First Public Hearing – Legislative Building</u> 6:00 p.m. Review of proposals.
Tuesday, January 24, 2023	<u>Planning Board Meeting – Legislative Building</u> 6:00 P.M. Establish Year 49 CDBG Recommendations.
February 1, 2023 to February 14, 2023	<u>Mayoral Review Period</u>
Wednesday, February 15, 2023	<u>Mayor’s Recommendations submitted to the City Council</u>
Tuesday, February 21, 2023	<u>City Council Meeting – May be Virtual</u>
Wednesday, February 22, 2023	<u>City Council Finance Committee Review – May be Virtual</u>
Tuesday, March 7, 2023	<u>City Council Meeting</u> to vote on Finance Committee report on Year 49 CDBG Program. Meeting may be virtual.
Wednesday, March 22, 2023	<u>Proposed Action Plan</u> and Notice of Second Public Hearing Published – Sentinel & Enterprise and City website
Tuesday, April 25, 2023	<u>Second Public Hearing on Proposed Action Plan</u> 5:00 p.m. in North Room, third floor, suite 300.
Monday, May 15, 2023	Submit CDBG Action Plan to HUD.
June 2023 – Date TBD	Subrecipient Training & Signed Contracts Due
Saturday, July 1, 2023	CDBG Year 49 Commences



For more information, or to register for virtual meetings, email CommDev@FitchburgMA.gov or call 978-829-1899

**City of Fitchburg
CDBG Year 49 – Additional Information**

Technical Assistance

Community Development Staff encourages applicants to reach out for any and all questions regarding the application, in order for the applicant to submit the most accurate and competitive application possible.

Optional Technical Assistance is available by appointment. Short questions may be submitted via email or by phone, by reaching out to:

Kimberly LeBlanc
Community Development Coordinator
KLeblanc@FitchburgMA.gov
978-829-1899

Liz Murphy
Director of Housing
LMurphy@FitchburgMA.gov
978-829-1897

Submitting Your Application

Year 49 applications may be submitted electronically via the OpenGov portal. If you have any questions about submission, please reach out to the Community Development Staff.

CDBG Application – <https://fitchburgma.viewpointcloud.com/categories/1087/record-types/6552>

Be sure to submit the application by no later than 11:59 pm on January 4, 2023.

What to Expect at the Public Meetings

If you are participating virtually at a meeting or hearing, please be sure to register ahead of time to receive the meeting link. Please note, not all meetings will be virtual.

The public meetings, whether in front of the Planning Board or the City Council, are a vital part of the CDBG process. These forums allow for public comment and for questions from the governing body presiding over the meeting. All applicants are strongly encouraged to attend the First Public Hearing to respond to questions from the Planning Board about their application. The representative(s) should be someone who is well-versed in the application details.

Following the First Public Hearing, the Planning Board meets to make their recommendations to the Mayor. Applicants may attend this meeting, but are not required to do so. The Mayor then reviews the proposals and recommendations and makes his recommendation to the City Council. The City Council will then refer these recommendations to the Finance Committee.

Those applicants who have been recommended (by the Planning Board and Mayor) for funding are strongly encouraged to attend the Finance Committee meeting (applicants will be notified by email as to whether or not they have been recommended for funding). This meeting will be similar to the First Public Hearing and applicants will respond to questions from the City Council Finance Committee members.

The Finance Committee will then make their recommendations to the City Council as a whole, and the Council will vote. Applicants may attend this meeting, but are not required to do so. Applicants will be notified by both email and letter regarding the results. Those selected for funding will be notified of next steps.