

# 2024 Community Development Block Grant Application Checklist

Check each step as it is completed

| #  | ✓ |   |
|----|---|---|
| 1  |   | Attend CDBG “How to Apply Workshop” in your AOG region - Oct/Nov 2023.  |
| 2  |   | Non-profits must be <i>sponsored</i> by a City or County for which the project will serve. The City or County will sub-contract with the Non-Profit (Appendix F).   |
| 3  |   | Work with AOG Rep. to determine project type (construction, acquisition, etc.) and if the project is eligible and ‘shovel ready’. Review Ch. 2 and 3 for eligible project types.  |
| 4  |   | Register as a user in the WebGrants 3 system if not already assigned a login.<br><a href="https://webgrants.utah.gov/register.jsp">https://webgrants.utah.gov/register.jsp</a>  |
| 5  |   | Evaluate procurement needs to facilitate obtaining an estimate (chapter 7).   |
| 6  |   | CDBG applicants AND other recipients of CDBG funds such as Contractors and Engineers must register in SAM.GOV to receive CDBG funds (Appendix A).   |
| 7  |   | Review Civil Rights / Equal Opportunity and address any gaps (chapter 5).   |
| 8  |   | Contact AOG representative for guidance regarding income survey requirements. The state CDBG staff <u>must</u> approve survey forms and methodology (Appendix D).   |
| 9  |   | If required, conduct income survey of residents in project area. Submit original surveys to AOG rep to determine project eligibility. Retain copies. <u>Deadline for AOGs to submit completed surveys to the state CDBG staff is <b>January 15, 2024.</b></u> |
| 10 |   | Prepare scope of work, budget & service map of project activities.  |
| 11 |   | Review AOG Rating & Ranking Policies for your region, provided in Appendix H.   |
| 12 |   | Based on the entire project scope of work, determine environmental review needs. Call State Environmental Review Specialist for guidance.   |
| 13 |   | AOG specific due date for pre application submission ___/___/___  |
| 14 |   | Hold 1 <sup>st</sup> Public Hearing prior to <b>January 31, 2024. USE templates</b> in Appendix B.  |
| 15 |   | Current CDBG grants must spend down <u>50%</u> of any contracts by <b>February 2024.</b>  |
| 16 |   | Complete CDBG Application online in WebGrants. SUBMIT by January 31, 2024.  |
| 17 |   | State staff review applications for completeness and eligibility - February 2024.   |
| 18 |   | <b>Do not hold 2<sup>nd</sup> public hearing until award notification from AOG is received in March/April 2024.</b>   |
| 19 |   | <b><u>If</u></b> an Award Notification is received from the AOG, Hold 2 <sup>nd</sup> public hearing. See Appendix B for templates.   |
| 20 |   | Update application with 2 <sup>nd</sup> public hearing info. Make any other edits if necessary.   |
| 21 |   | Re-submit Application prior to May 31, 2024. WebGrants locks submission at 5:00 PM  |