

## CDBG GRANT CYCLE TIMELINE

What	Who	When	Done
<b>Attend CDBG Application Training:</b> All grant administrators and grant recipients that wish to apply for CDBG must attend training	Grant Administrator, Grantee	June 2024	
<b>ZoomGrantsOpen:</b> <a href="https://zoomgrants.com/gprop.asp?donorid=2217">https://zoomgrants.com/gprop.asp?donorid=2217</a> Enter project ideas into ZoomGrants for eligibility approval	Grant Administrator	July 1, 2024 – October 18, 2024	
<b>1<sup>st</sup> Public Meeting describing CDBG program is held:</b> <b>Public notice posted 14 days prior to meeting.</b> Informational meeting. Review past CDBG projects and estimated funding. Review types of eligible activities and national objectives. Call for project ideas and contact to submit potential projects. Give date of next meeting 30 days after 1 <sup>st</sup> meeting.	Grant Administrator	July 1 <sup>st</sup> Public meeting required to be held in July	
<b>2<sup>nd</sup> Public Meeting held:</b> <b>Public notice posted 14 days prior to meeting.</b> Talk about proposed projects, estimated costs, and estimated beneficiaries. Request public input and announce that no additional projects can be submitted after <b>October 18<sup>th</sup></b> at 5:00 p.m. Announce 3 <sup>rd</sup> /final meeting date and location 30 days after 2 <sup>nd</sup> meeting. Projects to submit for applications will be determined then. Council or Commission will prioritize projects.	Grant Administrator	At least 30 days after 1 <sup>st</sup> Public Meeting.  <span style="color: red;">Before Eligibility due date of October 18<sup>th</sup> at 5:00 p.m.</span>	
<b>Submit job matrix to CDBG staff:</b> Must be completed to submit a project for Eligibility.	Grant Administrator	By September 30 <sup>th</sup> so data can be run before October 18 <sup>th</sup> Eligibility due date.	
<b>Project eligibility ideas due and submitted.</b> Grant Administrator must submit eligibility in ZoomGrants.	Grant Administrator	October 18 <sup>th</sup> by 5:00 p.m.	
<b>Notification by CDBG:</b> CDBG Grant Administrators are notified if projects are eligible or not.	CDBG Staff	October 21 <sup>st</sup> - 24 <sup>th</sup>	
<b>Eligible projects developed into applications.</b>	Grant Administrator, CDBG Staff	Mid-October thru Late-February 21 <sup>st</sup> , 2025.	
<b>Final (3<sup>rd</sup>) Council or Commission Meeting to approve and rank applications to be submitted:</b> <b>Public notice posted 14 days prior to meeting.</b> Council/commission members address public comments and prioritize applications. Final selection of projects is made.	Grant Administrator	Mid-October until last council/commission meeting prior to February 21 <sup>st</sup> , 2025	
<b>Grant CDBG Staff access to ZoomGrants applications:</b>	Grant Administrator	January 17 <sup>th</sup> , 2025	
<b>Applications due:</b> Applications may be submitted any time between the 3 <sup>rd</sup> (last) Public Meeting and February 21 <sup>st</sup> due date. No applications are accepted after February 21 <sup>st</sup> , 2025.	Grant Administrator	February 21 <sup>st</sup> , 2025	
<b>Applicants with applications not eligible are notified:</b> If conditions apply to any application, applicant is notified.	Grant Administrator	Late February 2025	

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<b>Applications available for review by CDBG Advisory Committee.</b>	CDBG staff	After February 21st due date.	
<b>CDBG Project Presentations due to CDBG Program Specialist:</b> Email the Program Administrator and Program Specialist the presentation	Grant Administrator	Mid-March 2025	
<b>CDBG Advisory Committee Allocation Meeting:</b> Allocation meeting may change depending on when Congress passes the budget.	Grant Administrator, Grantee, CDBG Staff	Late March 2025	
<b>Applicants notified about recommended allocations:</b> Dates are contingent on Congress passing a budget.	Grant Administrator	Late March or early April 2025	
<b>Award agreements processed:</b> Grantees have grant agreements signed and returned to CDBG office by July 1 <sup>st</sup> .	Grant Administrator	Late May or by first week in June 2025	
<b>CDBG Grant Year begins</b>	Grant Administrator, Grantee	July 1, 2025	