

# THE CDBG PROCESS

## A HANDY GUIDE TO GRANT TIMING

### APPLICATIONS

CDBG applications typically open in late November or early December and close in March of the following year. Applications require:

- Organization information
- Project narrative
- Project budget
- Other relevant documents like maps, drawings, sketches, plans, studies, photos, surveys, etc.

### REVIEW

Once applications close, CCHRA will internally review and score each one, building an allocation plan as we go. The Allocation Plan is then approved by the County Commissioners before being submitted for final approval by HUD, usually in late May or early June.

### ADMINISTRATIVE

Once the Allocation Plan is approved, an Environmental Review is needed for each eligible project before any activities can begin. CCHRA will handle this and notify you when your project's ER is finished, as well as providing an official Notice to Proceed.

### FUNDING

Once all administrative tasks are completed, HUD usually releases funding in November of each year. This is the time when organizations can begin to submit requests for payment for their projects. Work started after the ER is issued but before the funds are released can be reimbursed at this time as well.