

2017 CDBG Application Checklist

- Attend CDBG “How to Apply Workshop” in your region (Oct/Nov 2016).
- Register as a user in WebGrants system at: ***webgrants.community.utah.gov*** (See Appendix A).
- In order to apply, non-profits must be ***sponsored*** by a City or County in the project service area and register in WebGrants under that City or County. (Appendix A).
- Current CDBG grantees must spend down 50% of prior grant by **Feb. 2017**.
- Due to AOG ___/___/_____
- Review Chapters 2 and 3 for funding information and eligible project types.
- Hold 1st Public Hearing (See Appendix B for templates) prior to **01/31/2017**.
- Review Rating & Ranking Policies for your region (provided at end of this book).
- Choose potential project(s) and define project area/beneficiaries.
- Contact AOG representative for guidance regarding income survey requirements (if any). With AOG rep guidance, prepare survey document and methodology. (see Appendix C & D). Do not conduct survey without state CDBG staff approval.
- If required, conduct income survey of residents in project area. (Do not mail surveys).
- Submit copies of surveys to AOG rep who will determine project eligibility.
- Prepare Scope of Work, budget and map of project area.
- Complete CDBG Application online in WebGrants. **SUBMIT by 01/31/2017**

Do not hold 2nd public hearing unless notified by AOG in March/April 2017 that your application has been awarded funding!

- Feb./March 2017 - State staff review applications for completeness and eligibility.
- Awards announced March/April 2017. Hold 2nd Public hearing prior to **05/31/2017**.
- Update application with 2nd public hearing info. Edit scope/budget if necessary.
- Re-submit Application prior to **05/31/2017**. Late applications will not be funded.