Date_____

CDBG Economic Development Pre-application Meeting

We, the undersigned, understand and acknowledge the process, responsibilities and obligations of this pending grant request to CDFA.

Applicant (town or county) _____

Applicant Contact person

Grant Writer _____

Organization Contact person

Sub recipient (RDC/EDE) _____

Organization Contact person

Business _____

Business Owner

Process Related Items for CDBG Applications	Time frame(s)*	√
Pre-application meeting	Prior to on-line application submittal	
"Complete" application due to CDFA (see checklists on following pages), including identification of collateral/security that will be pledged for CDBG funds	Minimum 4 weeks prior to CDBG Advisory Committee Meeting at which application will be presented (see next item)	
Advisory Committee Approval	First Thursday of each month	
Contract from CDFA to Grantee	Approximately 1-2 weeks after Advisory approval	
Governor and Executive Council Approval	Approximately 4 weeks from CDFA receipt of signed Contract	
Environmental Review/Release by CDFA (required before CDBG, Bridge *or* Match funds can be obligated or expended)	Up to 60 days from initiation depending on level of review needed (should be started prior to Contract approval)	
Subrecipient Agreement executed (defines EDE/RDC responsibilities)	ASAP after Contract approval by G+C	
Business Employment Commitment Agreement executed (obligates business to repay funds proportional to any jobs not created per Agreement)	ASAP after Contract approval by G+C	
Security Instrument for CDBG funds	Prior to release of CDBG funds	
Procurement restrictions w/CDBG funds	Varies by project	

***Overall time frame from application to availability of funds can be 3 to 6 months.**