



CDBG Timeline: Application and Award

The initial step in enhancing your community.

Prepare

CDBG grant training- typically mid-August.

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Plan

Letter of intent due- typically end of August.

Apply

CDBG Grant application due- typically end of September.

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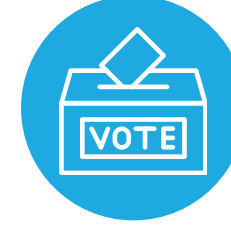
Site Visits

Site visit scheduled- typically in October.

Board Votes

WCDA Board of Directors vote on applications typically end of January

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Award/Denial

Award or denial letters sent by February 15th. If Awarded, Grantee must sign and return award letter to WCDA.



CDBG Timeline: Environmental Review

Congratulations on overcoming the first hurdle, but construction cannot begin just yet.

Review

Environmental Review typically completed within 90 days of Award letter.

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Sign

Agreement will be signed within 60 days upon completion of Environmental Review.

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Submit

Draws submitted on an as needed basis by the 10th of the month and must include itemized invoice and proof of payment, 5% of grant total should be expended within 180 days of agreement.

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Process

If required, a Finding of No Significant Impact (FONSI) and Request for Release of Funds (RROF) must be published and an affidavit of publication submitted to WCDA.

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Authorize

Authorization must be received for any other signers for draws of grant funds or the draws must be signed by the primary individual (Mayor).

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Reports

Monthly status reports must be submitted on ProCore by the 10th of the month for the previous month beginning after the agreement is signed

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CDBG Timeline: Project Bid and Pre-Construction

Once you receive the green light from WCDA, you can initiate the bidding process.

Public Notice

Public Notice for bid published and affidavit of publication submitted to WCDA.

Received

All bids received, the bid tab and proposed contractor selection must be submitted to WCDA.

Signed

Contract signed within 90 days of bid opening or a new prevailing wage must be obtained and used.

Signs

Davis Bacon signs and prevailing wages must be posted at the work site by the first day of work. Photos of posted signs sent to WCDA.



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Paperwork

Bid paperwork prepared including prevailing wages and Federal documents and submitted to WCDA for review prior to publication.



Walk Through

Contractor walk through scheduled.



Prepared

Contract prepared and submitted to WCDA for review including Federal requirements and prevailing wages prior to contract execution.



Meeting

Pre-construction meeting scheduled, WCDA needs a two week notice of the pre-construction meeting.





CDBG Timeline: Ongoing Efforts and Project Finalization

Your project is finally in motion, and your community is beginning to anticipate the positive impact you will create.

