

2024 TxCDBG Application Review and Award Process

Action	Description	Timeline / Comments
Community Application (Phase 1) Applications due to TDA	Application provides basic community information used to make eligibility determination and score and rank applicants for funding range	April 3, 2024
Initial application screening	Application eligibility reviewed for progress thresholds, eligible activities, and some citizen participation	
Community Applications Scored	Preliminary scores posted publicly on website	April 15, 2024
Scores finalized	Following period for objections, scores are finalized and applications are ranked within their fund category	April 29, 2024
Approval by Commissioner Miller / Funding range notification	Email and/or phone call from Commissioner Miller to applicants in funding range	May 6, 2024
Applicants in funding range invited to submit Project Application (Phase 2)	Application provides project specific information	August 30, 2024
In depth application review	TDA staff review application for beneficiary documentation, complete documentation, feasibility, and similar requirements	
Email communication from TDA staff	May request clarification / additional documentation, or may confirm that no additional information is necessary	
Site visit	TDA field staff observe project sites, courtesy visit to local officials	[by fund/region]
Regional Kickoff Meeting	Grant Recipient training for all applicants anticipated to be funded	mid-August through November 2024
Grant Award	Creates Performance report documents for Environmental Review, Acquisition of Real Property, Group A, Group B, and Financial Capacity	Oct/Nov 2024
Pre-Award project signoff	Project team (grant recipient, administrator, and engineer) to review drafted grant agreement language.	Concurrent with Kick Off Meetings (Fall 2024)
Financial Capacity (FMS) Report	Prepared and submitted by local officials	Winter 2024-25
Grant Agreement routed for execution	Electronic signature required from authorized signatory	Winter 2024-25
Grant Agreement begins		February 1, 2025