

## TxCDBG General Application Review and Award Process

Action	Description
<b>Phase 1: Community Application</b>	
Community Application Applications due to TDA	Application provides basic community information used to make eligibility determination and score and rank applicants for funding range
Initial application screening	Application eligibility reviewed for progress thresholds, eligible activities, and some citizen participation
Community Applications Scored	Preliminary scores posted publicly on website
Scores finalized	Following period for objections, scores are finalized, and applications are ranked within their fund category
Approval by Commissioner Miller / Funding range notification	Email and/or phone call from Commissioner Miller to applicants in funding range
<b>Phase 2: Project Application</b>	
Applicants in funding range invited to submit Project Application	Application provides project specific information
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
Regional Kickoff Meeting	Grant Recipient training for all applicants anticipated to be funded
<b>Grant Executed</b>	
Grant Award	Creates Performance Report documents in for Environmental Review, Acquisition of Real Property, Group A, Group B, and Financial Capacity
Pre-Award project signoff	Creates Performance report documents for Environmental Review, Acquisition of Real Property, Group A, Group B, and Financial Capacity
Financial Capacity (FMS) report	Project team (grant recipient, administrator, and engineer) to review drafted grant agreement language.
Grant Agreement routed for execution	Prepared and submitted by local officials
Grant Agreement begins	Electronic signature required from authorized signatory