# 2023 TxCDBG Application Review and Award Process

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| **Action** | **Description** | **Timeline / Comments** |
| Applications due to TDA |  | May 3, 2023 |
| Initial application screening | Application eligibility reviewed for progress thresholds, authorized signatory action, eligible activities, and some citizen participation |  |
| Applications Scored | Scores posted publicly | July 3, 2023 |
| Scores finalized  | Following period for objections, scores are finalized and applications are ranked by fund/region | July 26, 2023 |
| Funding range notification | Email notification from Cmr Miller to applicants in funding range | [by fund/region] |
| In depth application review | Application eligibility reviewed for beneficiary documentation, complete application documentation, feasibility, and similar requirements | [by fund/region] |
| Email communication from TDA staff | May request clarification / additional documentation, or may confirm that no additional information is necessary | [by fund/region] |
| Site visit | TDA field staff observe project sites, courtesy visit to local officials | [by fund/region] |
| Approval by Cmr Miller | May include phone contact with local officials | [by fund/region] |
| Grant Award | Creates Performance report documents for Environmental Review, Acquisition of Real Property, Group A, Group B, and Financial Capacity | Late Fall 2023 |
| Regional Kickoff Meeting | Grant Recipient training for all applicants anticipated to be funded | Winter 2023-24 |
| Pre-Award project signoff | May occur concurrently with Kickoff Meeting | Winter 2023-24 |
| Financial Capacity Performance Report | Prepared and submitted by local officials | Winter 2023-24 |
| Grant Agreement routed for execution | Electronic signature required from authorized signatory | Winter 2023-24 |
| Grant Agreement begins |  | February 1, 2024 |