

2027 Community Development Block Grant Application Checklist

Check each step as it is completed

#	✓	
1		Attend CDBG “How to Apply Workshop” in your AOG region – Oct/Nov 2026.
2		Non-profits must be sponsored by a City or County for which the project will serve. The City or County will subcontract with the Non-Profit (See Appendix F).
3		Work with AOG Rep. to determine project type (construction, acquisition, etc.) and if the project is eligible and ‘shovel ready’. Review Ch. 2 and 3 for eligible project types.
4		Register as a user in the WebGrants 3 system if not already assigned a login. https://webgrants.utah.gov/register.jsp
5		Evaluate procurement needs to facilitate obtaining an estimate (chapter 7).
6		CDBG applicants AND other recipients of CDBG funds such as Contractors and Engineers must register in SAM.GOV to receive CDBG funds (Appendix A).
7		Review Civil Rights / Equal Opportunity and address any gaps (chapter 5).
8		Contact AOG representative for guidance regarding income survey requirements. The state CDBG staff <u>must</u> approve survey forms and methodology (Appendix D).
9		If required, conduct an income survey of residents in the project area. Submit original surveys to AOG rep to determine project eligibility. Retain copies. <u>Deadline for AOGs to submit completed surveys to the state CDBG staff is January 15, 2027.</u>
10		Prepare scope of work, budget & service map of project activities.
11		Review AOG Rating & Ranking Policies for your region, provided in Appendix H.
12		Based on the entire project scope of work, determine environmental review needs. Call State Environmental Review Specialist for guidance.
13		AOG specific due date for pre application submission ____ / ____ / ____
14		Hold 1 st Public Hearing prior to January 31, 2027 . Use templates in Appendix B.
15		Current CDBG grants must spend down <u>50%</u> of any contracts by February 2027 .
16		Complete CDBG Application online in WebGrants. SUBMIT by January 31, 2027.
17		State staff review applications for completeness and eligibility - February 2027.
18		Do not hold 2nd public hearing until award notification from AOG is received in March/April 2027.
19		If an Award Notification is received from the AOG, Hold 2 nd public hearing. See Appendix B for templates.
20		Update application with 2 nd public hearing info. Make any other edits if necessary.
21		Resubmit application prior to May 31, 2027. WebGrants locks submissions at 5:00 PM