

City of Johnstown
CDBG Economic Development Rehabilitation Program
Grant Review Process

This document details the grant submission and review process that the City of Johnstown utilizes in accepting and evaluating grant applications through our CDBG Economic Development Rehabilitation Program.

1. A Grant Application is submitted to the City of Johnstown in either hardcopy or electronic format.
2. City Program Staff review the submitted application for completeness.
3. Applicants with incomplete applications are notified about what information is required to continue the review of their application.
4. City Program Staff discuss with the applicant any **potential** grant award prior to the application being evaluated by the Program Director. This step is performed when the potential award amount is lower than what the applicant requested to make sure the applicant still wants to continue with the process.
5. Applications are then reviewed by the Program Director. The Program Director may request additional information from the applicant.
6. The Program Director then evaluates the application and assigns a score based on a variety of criteria that the City feels are important. Applicants that score 35 points or more are then forward to the grant award stage. Applicants that score less than 35 points are provided a Non-Award letter and no longer considered for funding.
7. Applicants of applications that are being funded are provided a Funding Award letter. This letter details for the applicant the amount of funding that will be provided to them for their project, along with information about the Grant Agreement that the applicant will need to review and sign before beginning their project.
8. A Grant Agreement is sent to the applicant for review and signature. No work that will be funded through this program may begin before the date included on the fully executed Grant Agreement. Any work performed prior to the date on the Grant Agreement will not be eligible for funding.

Key Facts:

- There is no specified time period allotted for the grant review process. The review and award process may take weeks or months. The applicant may remove their application from consideration at any time.
- Work may only begin on a project once a grant agreement is fully executed by both the City and the Applicant.
- Only one grant award will be provided to an applicant during the lifetime of the grant program. It is the intent of the City to spread these limited funds around throughout our City.