

OFFICE OF THE GOVERNOR

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ALABAMA DEPARTMENT OF ECONOMIC  
AND COMMUNITY AFFAIRS

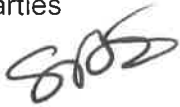
**KENNETH W. BOSWELL**  
DIRECTOR

**STATE OF ALABAMA**

July 1, 2020

MEMORANDUM

TO: All Interested Parties

FROM: Shabbir Olia   
Division Chief

SUBJECT: Updated Guidance on PY2020 CDBG Application Submittal

It has come to our attention that with the approaching CDBG grant application deadline, many grant applicants may encounter difficulty in submitting their applications via email due to document size or formatting factors. To alleviate this situation, we are now providing other formats by which you may submit your PY2020 CDBG grant applications to ADECA.

The first option is to submit the CDBG grant application to ADECA via email at the following email addresses: [Shabbir.olia@adeca.alabama.gov](mailto:Shabbir.olia@adeca.alabama.gov) and [Teresa.nobles@adeca.alabama.gov](mailto:Teresa.nobles@adeca.alabama.gov). If you elect to use this option, you will also be required to submit to ADECA one (1) original-signed paper version of the grant application by the August 10, 2020 deadline.

The second option is to submit the CDBG grant application to ADECA in the form of one (1) original-signed paper version of the grant application and two (2) paper copies of that signed original grant application by the August 10, 2020 deadline. This option does not require that the submitted grant application also be emailed to ADECA.

The third option is to submit the CDBG grant application to ADECA via an online portal set up to be utilized by each individual grant writer for all the CDBG grant applications that he/she will be submitting to ADECA. To use this option, you will be required to inform ADECA at least five (5) days prior to the August 10, 2020 deadline – by way of sending an email notice to [Shabbir.olia@adeca.alabama.gov](mailto:Shabbir.olia@adeca.alabama.gov) and [Teresa.nobles@adeca.alabama.gov](mailto:Teresa.nobles@adeca.alabama.gov) – wherein you notify ADECA that you intend to submit your grant application(s) using this online portal option. ADECA's CDBG staff will send to you via email a form for you to complete wherein you provide specific information that is unique to you, which information will then be used to establish your individual link to the online portal. Once your portal is established, you will be notified by the ADECA IT staff via email that your portal is ready to accept your grant application submissions. You will then use that portal to submit all of your grant applications to ADECA. After your submission is complete, you will then receive a confirmation email that your submission was successful. The ADECA CDBG staff will then be able to access your grant application(s) using this portal. Each CDBG grant application submitted through this portal will be "confidential" in that only the ADECA CDBG staff will be able to access the grant application(s), and no one else will have access to this information nor will they be able to view your grant application(s). If you

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elect to use this option, you will also be required to submit to ADECA one (1) original-signed paper version of the grant application by the August 10, 2020 deadline.

Please note the importance of submitting your CDBG grant applications ensuring all aspects of the application format are completed and submitted by the Monday, August 10, 2020 at 12:00 Noon deadline.

I want to thank you for your attention to this matter. Good luck with your projects and stay safe.

SAO:KAR:TMN