



**KAY IVEY**  
GOVERNOR


**KENNETH W. BOSWELL**  
DIRECTOR

STATE OF ALABAMA

July 3, 2024

MEMORANDUM

TO: All Interested Parties

FROM: Kenneth W. Boswell  
ADECA Director 

SUBJECT: Submitting CDBG, ESG, CDBG-CV, and CDBG-DR Drawdown Requests for Funds to be Paid by ADECA by the Close of Fiscal Year 2024

Please allow this Memorandum to serve as a reminder that the State of Alabama's Fiscal Year 2024 close-out period is rapidly approaching. The Alabama Department of Economic and Community Affairs (ADECA) Community and Economic Development Division (CED Division) wants to inform you that for this 2024 fiscal year, due to the ADECA CED Division's and the ADECA Financial Services Section's staff upcoming work and travel requirements, **ADECA has established that any and all upcoming requests to draw down Community Development Block Grant Program (CDBG) funds, Emergency Solutions Grant Program (ESG) funds, CDBG CARES Act Coronavirus Program (CDBG-CV) funds, and/or CDBG Disaster Recovery Program (CDBG-DR) funds are to be submitted to and received by the ADECA CED Division by 12:00 Noon on Wednesday, August 21, 2024.** Any upcoming requests to draw down these Programs' grant funds that are received by the ADECA CED Division after 12:00 Noon on Wednesday, August 21, 2024 cannot be guaranteed to be processed and subsequently paid by the ADECA Financial Services Section prior to the start of the new fiscal year on October 1, 2024.

Therefore, in order to ensure that your requests for payment or drawdown of these Programs' grant funds are processed so that the payments may be issued by the ADECA Financial Services Section during the month of September 2024, ADECA is requesting that you electronically submit your requests to draw down the funds by sending the requests via email to either your respective CDBG, ESG, CDBG-CV, or CDBG-DR grant's ADECA CED Division program manager at his/her respective email address, or to Ms. Chloe Moyers at [Chloe.moyers@adeca.alabama.gov](mailto:Chloe.moyers@adeca.alabama.gov), or to Ms. Cynthia Gilliam at [Cynthia.gilliam@adeca.alabama.gov](mailto:Cynthia.gilliam@adeca.alabama.gov). **Please note that any requests for payment that are received by the ADECA CED Division after 12:00 Noon on Wednesday, August 21, 2024 will be processed as quickly as possible so that payments may be issued by the ADECA Financial Services Section after October 1, 2024.**

If you have any questions concerning this matter, please contact Dr. Kathleen Rasmussen, ADECA's CED Division Chief, at (334) 353-0323 or at [Kathleen.rasmussen@adeca.alabama.gov](mailto:Kathleen.rasmussen@adeca.alabama.gov). Thank you for your attention to this matter.

KWB:KAR:cdm