



**KAY IVEY**  
GOVERNOR

**KENNETH W. BOSWELL**  
DIRECTOR

**STATE OF ALABAMA**

April 3, 2024

MEMORANDUM

TO: All Interested Parties

FROM: Kenneth W. Boswell  
Director

A handwritten signature in blue ink, reading "Ken Boswell" with "AWT" written above it.

SUBJECT: State of Alabama's PY2024 CDBG Grant Application Workshop  
and CDBG Grant Application Submission Deadline

The Alabama Department of Economic and Community Affairs (ADECA) Community and Economic Development Division (CED Division) will conduct the PY2024 Community Development Block Grant (CDBG) Program's Grant Application Workshop on Thursday, April 25, 2024. This Workshop will be held at the Alabama Center for Commerce Building located at 401 Adams Avenue, Montgomery, Alabama, in the 7<sup>th</sup> Floor Auditorium. This Workshop will begin at 9:00 a.m. and conclude at approximately 3:00 p.m., with a break for lunch. A draft agenda for this Workshop is attached hereto.

This will be both an "in-person" Workshop and a "virtual" Workshop. All persons planning to attend the Workshop "in-person" are requested to pre-register by 4:00 p.m. on Tuesday, April 23, 2024, by sending an email to Ms. Chloe Moyers at [Chloe.moyers@adeca.alabama.gov](mailto:Chloe.moyers@adeca.alabama.gov) or by calling Ms. Moyers at 334-242-0492.

All persons planning to attend the Workshop "virtually" are requested to register by 4:00 p.m. on Tuesday, April 23, 2024, using the following registration link: <https://events.gcc.teams.microsoft.com/event/555027a7-6474-42ca-baf2-962024722ffd@bedd5d6f-bcfc-46d4-918d-7fb210e57897>.

The CDBG Grant Application Workshop is accessible to persons with disabilities. Persons with disabilities or special needs who may require special materials, services, or assistance should call Ms. Chloe Moyers or email her at the above-stated phone number and email address, or write to her at ADECA's CED Division, P.O. Box 5690, Montgomery, Alabama 36103-5690 when pre-registering to attend the Workshop.

All persons planning to attend the Workshop “virtually” may access the Workshop on Thursday, April 25, 2024, at 9:00 a.m. via the following:

## Microsoft Teams [Need help?](#)

### [Join the meeting now](#)

Meeting ID: 262 208 915 947

Passcode: VmBu6L

### Dial-in by phone

[+1 334-245-6099,,589450627#](#) United States, Montgomery

[Find a local number](#)

Phone conference ID: 589 450 627#

### Join on a video conferencing device

Tenant key: [alagov@m.webex.com](mailto:alagov@m.webex.com)

Video ID: 112 681 129 3

If attendees plan on attending this Workshop in-person, then you may park in the Alabama Center for Commerce Building’s parking deck that is located at 400 Adams Avenue, and you can enter the parking deck on the Decatur Street side using the following code: **606256**. Also, the Alabama Center for Commerce Building’s elevators will be set to transport you from the Basement and 1<sup>st</sup> Floor access to the 7<sup>th</sup> Floor from 8:00 a.m. to 5:00 p.m. on the day of the Workshop.

ADECA’s CED Division will have a limited number of paper versions of the PY2024 CDBG Grant Application Manual available at the Workshop site. The CED Division will also post this Manual online on the ADECA website ([www.adeca.alabama.gov](http://www.adeca.alabama.gov)) at the link <https://adeca.alabama.gov/cdbg/cdbg-application-manual/> as of the date of the Workshop.

Please note that the **PY2024 CDBG Grant Application submission deadline is Monday, July 22, 2024, at 12:00 noon**. All CDBG grant applications are to be submitted to – and received by – ADECA’s CED Division by 12:00 Noon on that date at the CED Division’s office located at 401 Adams Avenue, Room 500, Montgomery, Alabama 36103. One original signed version of the grant application and two photocopies of the grant application are required to be submitted to – and received by – the CED Division by that date and time. CDBG grant applications that are submitted to ADECA electronically / by email will not be accepted.

If there are any questions concerning these matters, then please call the Division Chief of ADECA’s CED Division, Dr. Kathleen Rasmussen, at (334) 353-0323 or send an email to her at [Kathleen.rasmussen@adeca.alabama.gov](mailto:Kathleen.rasmussen@adeca.alabama.gov).

KWB:KAR:cdm