

# CDBG Process

CDBG requires a detailed application that includes a description of the project, leveraged funds, population served, etc. and supporting documentation.

City Council reviews recommendations made by the evaluating committee and makes the final decisions about funding awards.

After City Council approves the projects, the City submits an Annual Action Plan to HUD for review and approval.

Before funding can be allocated for each subrecipient, the City has to complete environmental review for each project to determine impact it has on the environment. Grant recipients are responsible for providing documentation necessary for environmental review completion.

To receive funds, subrecipients must have a contract with the City that specifies conditions of the grant funding. Subrecipients cannot request funding without an executed contract.

Subrecipients are obligated to provide the City with various documentation to demonstrate that the organization has the capacity to complete the project on time and on budget.

Submit Application

City Council Review and Approval

HUD Approval

Environmental Review (ERR)

Subrecipient Agreement

Provide Financial and Administrative Documents

Notice to Proceed

To be able to begin the project, subrecipients have to receive notice to proceed from the City.

Capital Improvements Projects

Social Services Projects

Social Services Project capped at 15% of the total grant allocation.

Depending on the type of the project, grant recipients have to comply with multiple federal and local regulations.

Procurement Rules

Labor Standards Regulations

Submit Request for Payment with Supporting Documentation

CDBG is a reimbursement program. Subrecipients accrue costs in the amount of the awarded grant and then ask the City for reimbursement.

Projects funded with CDBG are subjects to reporting requirements throughout the project cycle. Reports are accompanied by documents which allow the City to verify eligibility of the funded activities.

Accrued Costs Documentation

Meeting National Objectives

Eligible Activities Documentation

Reporting

Quarterly and Annual Report

Performance Measurement and Accomplishments

The City has a responsibility to monitor its subrecipients. Monitoring visits are scheduled to track project progress and to address any concerns related to the grant administration.

Monitoring Visit

After a project is completed, all reports submitted, and all funds distributed the project funded by specific CDBG year can be closed. Records of the project have to be maintained by the City and a subrecipient for at least 4 years.

Close-out

