

# CDBG Program / Project Procedures

## Step by Step

### January

- Fill out rubric form for each applicant to determine its priority, national objective, and eligibility
- Block Grants Advisory Committee (BGAC) conduct site visits for each applicant

### February

- Deliberations of CDBG applications

### March

- Obtain National Objective Documentation (see federal guidelines for eligibility)
- Fill out an Activity Eligibility Form for each program
- Create Draft Action Plan
- 30 Day Public Review period of Draft Action Plan

### April

- Public Hearing on Draft Action Plan
- Environmental documentation for programs and projects:
  - Determination of Exemption Form (Most Public Service Programs will fall under this)
  - Capital Projects may have the following: Determination of Categorical Exclusion & Statutory Worksheet Required
  - If the project is not minor in nature (acquisition for new construction, repurposing of land, etc), an Environmental Assessment or Environmental Impact Report may be needed. If so, follow the City's purchasing guidelines when going out to bid.

### May

- Action Plan Final Approval and submit to HUD

### June

- Provide a mandatory subrecipient workshop for all CDBG subrecipients
- During this meeting, provide two contracts to ALL subrecipients, including any City projects
  - ✓ Both contracts should have been reviewed, approved, and signed by the City Attorney and Risk Manager.
  - ✓ Agencies must obtain two signatures for each contract, ideally one from a board member and one from the executive director.
  - ✓ Included with the contract should be the agency's Exhibit A – Statement of Work (includes location, clients served, budget) and insurance information.

- ✓ Both copies must be sent back to the City. At that time, the contracts must be sent to the City Manager and then the City Clerk for final review, approval, and signature.
- ✓ One original will be sent back to the agency and the other will be kept by the City.
- The agency cannot request CDBG funding until a fully executed contract has been issued.
- *For Capital Projects, contracts cannot be issued until the following has been established:*
  - *Obtained documentation showing the contractor is not debarred*
  - *Obtained copies of City permits (if applicable)*
  - *Obtained documentation showing Davis-Bacon wage rate (if applicable)*

## July

- Fiscal year begins July 1<sup>st</sup> and activities should be entered in to IDIS and set-up through the City's accounting system. Please refer to the City's accounting procedures.
- Close out activities from the previous fiscal year in both IDIS and the City's accounting system. All previous fiscal year invoices should be processed by early July, per the agency's contract.
- Begin working on the Consolidated Annual Performance and Evaluation Report (CAPER)

## August

- Conduct desk monitorings on all agencies that obtained previous year CDBG funding.
- Select a handful of agencies to visit and conduct a more extensive site monitoring. These agencies should be agencies that carry a higher risk than others for that funding year.

## September

- Submit the CAPER to HUD.

## October

- Begin Notice of Funding Availability (NOFA) process for upcoming funding cycle
- Conduct mandatory Pre-Application workshop for all those agencies planning on applying for funding for upcoming fiscal year
- Obtain Capital project proposals and submit to City Council

## November

- Provide technical support for potential applicants

## December

- Application deadlines for both Public Services and Capital Projects

## Additional Notes:

### **Exhibit B – Quarterly Reports**

Quarterly reports (for public services) are due 30 days following the end of the quarter, with the exception of the 4<sup>th</sup> quarter. Those reports are due a week after the end of the 4<sup>th</sup> quarter.

The quarters are as follows:

- July 1<sup>st</sup> - September 30<sup>th</sup>
- October 1<sup>st</sup> – December 31<sup>st</sup>
- January 1<sup>st</sup> - March 31<sup>st</sup>
- April 1<sup>st</sup> – June 30<sup>th</sup>

*For capital projects, an Exhibit B must be submitted along with an Exhibit C- Annual Report upon completion of the project.*

### **Requests for Payments**

- Requests for payments can be submitted at any time; however, when asking for the full amount, the Exhibit C – Summary of Work will be due as well as the most current Exhibit B – Quarterly Report.
- If the reports are not submitted, the most an agency can receive is 90% of its allocation. The 10% will be held until the reports are submitted.
- There is a maximum of four (4) Requests for Payments for Public Services.
- Proper documentation must be submitted with the Request for Payment, and the actual Request for Payment form must have a wet signature.