AGENDA
CDBG Economic Development
Pre-application Meeting

I. Welcome and introductions

II. Presentation of project plan and objectives
   a. Connection to Region, Town or area plan discussion

III. Brief overview of CDFA and CDBG and its intended function
   a. Other sources of funds at CDFA

IV. Review of CDBG application and approvals timeline
   a. “Complete” application due at CDFA
   b. CDBG Advisory Committee approval
   c. Contracting process with municipal grantee
   d. State review by Dept. of Administrative Services
   e. Governor and Executive Council approval
   f. 18-month project design criteria

V. CDBG Requirements
   CDBG Implementation Guide link
   CDBG Administration Compliance Plan
   a. Security/collateral requirements
   b. Procurement & Labor restrictions with CDBG funded projects
   c. Environmental Review requirements (how it affects use of funds)
   d. Grants Management System

VI. Grantee responsibilities (including those of Grant Administrator)

VII. Sub recipient responsibilities
   a. Loan underwriting - Minimum standards
   b. Record retention

VIII. Business responsibilities and obligations
   a. Job creation obligation and BECA
   b. Review of application narrative questions
   c. Acknowledgement of job-pirating policy and confidentiality policy
   d. Reporting

IX. Questions