



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**