AGENDA
Community Development Block Grants
Housing and Public Facilities
Pre-application Meeting

I. Welcome and introductions

II. Overview of CDFA

III. CDBG and its intended function

IV. Presentation of project plan and objectives
    a. Connection to Region, Town or area plan discussion
    b. Review of Sources and Uses and applicant capacity

V. Eligibility for CDBG Funds
    Federal - National Objectives and Eligibility Activity
    State of NH

VI. Review of CDBG application and approvals timeline
    a. Grants Management System
    b. “Complete” application due at CDFA
        i. Last Monday in January and July
        ii. This Triggers the Environmental Review Choice Limiting Action
    c. Staff Review, Site Visits and Scoring
        i. Review National objectives, eligibility
        ii. Underwriting - “Need” for CDBG Fund, other CDFA Funds, organizational capacity
        iii. Compliance Plan
        iv. Scoring
    d. CDBG Advisory Committee approval
        i. First Thursday April and November
    e. Contracting process with municipal grantee
        i. Approximately 6 weeks
    f. State review by Dept. of Administrative Services
    g. Governor and Executive Council approval
        i. Approximately 4-6 weeks
    h. 18-month project design criteria – Readiness Criteria, match funds, site control

VII. Using CDBG Funds
    a. Compliance Plan (Attachment A)
VIII. **Grantee responsibilities** (including those of Grant Administrator)
   a. National objectives – long term benefit
   b. Compliance requirements
   c. Record retention
   d. Reporting
   e. Monitoring of Sub recipient

*Notes:*
### Community Development Block Grants

**Housing and Public Facilities**

**Compliance Plan**

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