



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**
 - a. Flow of funds – Federal – State (CDFA) – Grantee (municipal) – Subrecipient
- 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:



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Compliance Plan

Grantee Requirements	
Environmental Review	
Financial Management	
Procurement and Contracts	
Labor Standards	
Acquisition/Relocation	
Reporting and Recordkeeping	
Monitoring and Closeout	