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Memorandum

To: Grantees, Subrecipients and Grant Writers

From: Meena Gyawali

Date: January 10, 2016

Re: New CDBG Housing and Public Facilities and Emergency Pre-Application Step

Beginning the second round of housing and public facilities grant cycle in 2017, all CDBG Housing, Public Facilities and Emergency t applications will be subject to a more comprehensive initial review than previously done. We all have the same goal of helping organizations serve low- and moderate-income persons. However, the CDBG process is complicated, and not a good match for every financing opportunity. Requirements on the Grantee and the Subrecipients are rigorous both prior to and during the open grant period. The time to process a grant request is lengthy, and the ramifications on a subrecipient for not meeting promised goals can be daunting. We believe that a more open dialog with all parties prior to application submittal will make the process more transparent, more informative and less likely to result in “surprises” and delays down the road.

All CDBG Housing, Public Facilities and Emergency applications will now be **required** to participate in a pre-application meeting with CDFA staff prior to submitting the application on the Grants Management System (GMS). The meeting must include representatives of the Subrecipient seeking funds, Municipal applicant, Grant Writer and any other parties that might be involved. The meeting will be held at CDFA unless another location works best for all parties.

The pre-application meeting will include a thorough review of the proposed project, match funds, environmental review and procurement related items. Additionally, the process for submitting a CDBG application will be reviewed, questions answered and acknowledgements obtained from all parties that process, responsibilities and obligations are clearly understood. The attached checklists will provide the structure for this discussion.

Implementing the above protocol will make for a smoother application process, and will greatly enhance the communication surrounding CDBG applications. The additional time spent up front will be a wise investment toward successful projects. We look forward to working with you on pending applications, and thank you in advance for your cooperation and participation.