

Improving Your CDBG Grant Process

- Have clear, written processes
 - Examples: Application review, project & financial management, performance review
- Use pre-award considerations to choose the right subrecipients
 - Screen and select subrecipients and activities that will meet timeliness goals and standards
 - Examples: pre-application, orientation, application design and assessment
 - Maintain a list of “ready to go” projects
 - Are you set up to fund oversubscription from the prior year?

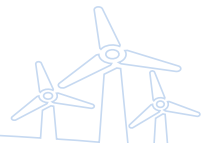


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Improving Your CDBG Grant Process

- Prepare and enforce clear subrecipient/written agreements
 - Using the contract as a management tool for timeliness
 - Examples: project milestones, drawdown schedules, and clear performance and reporting standards
 - Do you leave time to repurpose funds before their cancelation? Or maybe you use cancelation as its own sanction?



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Improving Your CDBG Grant Process

- Streamline program and project implementation
- Make awards promptly, including quickly re-awarding de-obligated funds
- Engage in frequent and open communication
 - Build cooperative relationships
- Prevent problems by training and technical assistance
- Track program progress through reports, risk analysis and monitoring
 - Follow-up (and follow through)



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Why is This Important?

- Timely expenditures, performance and program efficiency
- Demonstrates activities and services are provided to people and communities who need them and helps meet the program goal of improving the lives of residents of the community
- Timely distribution requirements pursuant to 24 CFR 570.494
- Funding cancellations pursuant to 24 CFR 570.480(h)
- HUD Monitoring Reviews, OIG Audits



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