

CDBG & ESG Entitlement Grant Process



CDBG & ESG requires a detailed application that includes a description of the project, leveraged funds, population served, & supporting documentation to demonstrate that the organization has the capacity to fulfill all regulatory requirements & complete the project on time and on budget.

Citizens Advisory Board reviews applications at a public hearing & then makes recommendations for funding awards to the City. After approval by the Mayor, the City prepares its Annual Action Plan to HUD for review by the City Council.

City Council holds a public hearing for additional citizen input, then authorizes the Mayor to submit an Annual Action Plan to HUD for review & approval.

Before funding can be allocated for each subrecipient, the City has to complete an environmental review for each project to determine the impact it has on the environment. Grant recipients are responsible for providing documentation necessary for an environmental review completion as applicable.

To receive funds, subrecipients must have a subrecipient agreement with the City that specifies conditions of the grant funding. Subrecipients cannot invoice for funding without an executed subrecipient agreement.

Subrecipients are obligated to provide the City with various documentation to demonstrate that the organization has the capacity to fulfill all regulatory requirements and complete the project on time and on budget.

Submit Application

City Council Review

HUD Approval

Environmental Review (ERR)

Subrecipient Agreement

Provide Financial and Administrative Documents

Notice to Proceed

To be able to begin the project, subrecipients must have executed subrecipient agreement with the city.

Capital Improvements Projects

Public Services Projects

Public Services Projects are capped at 15% of the total CDBG grant allocation for the City.

Depending on the type of the project, grant recipients have to comply with multiple federal and local regulations.

Procurement Rules

Labor Standards Regulations

Submit Request for Reimbursement with Supporting Documentation

CDBG & ESG grant funding is a reimbursement program. Subrecipients accrue costs in the amount of the awarded grant and then ask the City for reimbursement.

Projects funded with CDBG & ESG funds are subject to reporting requirements throughout the project cycle. Reimbursement requests must be accompanied by documents which allow the City to verify eligibility of the funded activities.

Accrued Costs Documentation

Meeting National Objectives

Eligible Activities Documentation

Reporting

Quarterly and Annual Report

Performance Measurement and Accomplishments

The City has a responsibility to monitor its subrecipients. Monitoring visits are scheduled to track project progress and to address any concerns related to the grant administration.

Monitoring Visit

After a project is completed, all reports submitted, and all funds distributed for the project funded by the specific CDBG/ESG year can be closed. Records of the project have to be maintained by the City and a subrecipient for at least 7 years.

Close-out