

SECTION A. INTRODUCTION

Welcome to the CDBG (Community Development Block Grant) program; a federal program that actually works at the local level to make a difference for your community. Upon approval of your final application you are ready to execute your contract (Section C) and start on your project. This manual has been developed to assist you in every phase of your project. This handbook also applies to NSP grantees as applicable.

The purpose of CDBG is "to assist in developing viable communities by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income."

There are a lot of resources available to assist you in accomplishing this project. First, you have this book! You have the state staff as well as your local Association of Governments (AOG) office. There is also the wonderful world of the internet or World Wide Web. Use them all regularly. Call whenever you have a question.

The program is based upon local project development and prioritization by city and county elected officials. The process provides for maximum involvement of the public by setting local priorities by local governments that are consistent with general state and federal goals.

First make sure you've held your 2nd public hearing then submit your final application and then get the state contract executed! The key to success is staying on task, following the rules and timeframes in this book and completing the project as quickly as possible.

1. FEDERAL AND STATE REQUIREMENTS

The state and federal rules represent a set of standards which we all must adhere to qualify for funding. The rules help avoid conflicts of interest, waste, fraud and abuse in connection with public funds. At the same time, they mitigate negative environmental impacts and guarantee that construction workers are paid a fair wage. They also guarantee equal benefit regardless of race, income, national origin or disability. We are legally obligated to know and adhere to these guidelines. They can help avoid delays and guarantee the lowest possible cost of a project.

State staff recognizes that the number of federal requirements seem excessive. Please remember that staff has made a concerted effort to keep them to a minimum and continues to emphasize administrative simplification and reduction of paperwork. Administrative requirements are only those required by statute or regulation. Local record keeping will be limited to items necessary to comply with the law. This training manual summarizes the simplest methods to comply with the federal rules and regulations found in the Community Development Act and all "other applicable laws".

2. CDBG PROJECT MANAGEMENT TRAINING

State staff has the responsibility for program development, threshold eligibility and compliance monitoring. The state desires to help each grantee comply with the varied program requirements so that auditors, the state and HUD, are all satisfied that each project is in compliance with the regulations and statutes. Therefore, it is necessary to establish a system for project management that will allow the state to meet its monitoring and reporting responsibilities and simplify the system wherever possible.

The procedures are designed to serve several purposes:

- a. Allow the state to meet its responsibility for ensuring grantee compliance with all federal and state laws governing the use of CDBG funds.
- b. Provide a management system to assist the grantee and HCD perform the following:

- 1) Determine project,
 - 2) Request and release grant funds and
 - 3) Formally close out the completed project.
- c. The management system will make grantees aware of the entire range of documentation needed to ensure compliance and avoid potential audit or monitoring problems.

3. MANUAL AND TRAINING FORMAT

Material is organized based on the chronological flow by the grantee. Instructions, forms and letters are included. Most are available electronically upon request. The handbook discusses execution of the contract. Actual pages of the contract are included as a reference so that you will know where to start, and includes instructions on how to complete the other various requirements.

Your responsibilities include: financial management, the preparation of an environmental review record, labor standards, civil rights laws, acquisition and relocation laws (if applicable), audits, monitoring, and the close out process. The state requirements include the establishment of local project control, reporting, monitoring requirements, time-frames, and contract execution. The material is designed so that you can reference the information continuously throughout the life of the project. There may be a significant period of time lapsed between the workshop and when the project actually proceeds. These resources will help remind you what, when and how to administer this grant successfully.

4. TECHNICAL ASSISTANCE

For assistance in managing your CDBG grant or for questions regarding your project, please contact any of the following state personnel or **visit our website.**

<p>State of Utah – Department of Community & Culture Division of Housing & Community Development 140 East 300 South Salt Lake City, UT 84111 www.housing.utah.gov (Look for the Community Development Block Grant link) Fax Number – (801) 526.9435</p>		
Name, Title /Responsibility	Phone	E-Mail
Keith Heaton - Program Manager-ED (Weber County, Southeastern ALG)	(801) 526.9461	kheaton@utah.gov
Glenna Matekel - Program Specialist, Acquisition & Labor (Bear River AOG, Uintah Basin AOG, Six County AOG, Tooele and Morgan County)	(801) 526.9254	gmatekel@utah.gov
Cheryl Brown - Program Specialist & HUD Environmental Review Officer (Mountainland AOG, Five County AOG)	(801) 526.9399	cbrown@utah.gov
Julie Tuimauga- Support Specialist	(801) 526.9406	jtuimauga@utah.gov
Bruce Young - Auditor	(801) 526.4328	blyoung@utah.gov
Susan Kolthoff – NSP/CDBG-R Specialist	(801) 526.9303	skolthoff@utah.gov
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