

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE****Community Development Block Grant Program**

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**CDBG MANAGEMENT MEMORANDUM**
Community Development Block Grant Program - Memorandum Number 15-06

June 19, 2015

MEMORANDUM FOR: Non-Entitlement Jurisdictions Eligible for State Community Development Block Grant (CDBG) Program

FROM: Thomas Brandeberry, CDBG Section Chief

SUBJECT: Program Guidelines Update – Revision to the General Conditions Clearance Checklist for CDBG-funded Programs

Purpose of this Memorandum

The purpose of this Management Memorandum is to inform all eligible CDBG jurisdictions that the Department will no longer require jurisdictions to submit their Program Guidelines to the Department for formal review and approval. Instead, as part of clearing General Conditions, the Department will only require the submittal of a Resolution from the local governing body adopting the Program Guidelines.

The Department has revised its General Conditions Clearance Checklists for Programs to incorporate the above-noted changes. The revised Checklists will be posted on the CDBG website under [Forms and Reports](#).

Since Program Guidelines are always reviewed as part of the monitoring process, it is inefficient for the Department to review Guidelines during both monitoring and clearance of General Conditions. Therefore, guidelines review will take place during the site monitoring, Closeout Monitoring, A-133 Audit process, or in response to any citizen complaint.

Applicability

This revision applies to all CDBG programs: Housing Rehabilitation (owner-occupied or tenant-occupied), Homeownership Assistance, Microenterprise Financial Assistance, Microenterprise Technical Assistance, and Business Assistance Programs. It is applicable to all programs regardless of whether they are funded with grant funds or with Program Income funds (such as Revolving Loan Fund, Program Income Waiver or Supplemental activity).

Effective Date

This policy is effective immediately.

Resources

It is the grantees' responsibility to ensure that their programs have appropriate and up-to-date Guidelines, and to administer their programs according to CDBG Regulations and policies and procedures. Where [Grant Management Manual Chapters](#) exist (Business Assistance, for example), Program Guidelines must comply with those rules. In the coming months, a Housing Chapter (for both Housing Rehabilitation and Homeownership Assistance) will be developed along with template Guidelines and other resources to support our grantees.

The Department's contract management staff will continue to provide technical assistance to grantees with Program Guidelines and activity administration, but staff will not maintain copies of the grantee's Program Guidelines on file.

As always, any questions or concerns regarding Program Guidelines should be directed to the grantee's current [CDBG Contract Representative](#).