

# Community Development Block Grant Grant Management Handbook



(This Grant Management Handbook is adopted as part of Oregon  
Administrative Rule (OAR) 123-080-0030 (5) by reference.)



2013 Edition

# Community Development Block Grant Grant Management Handbook



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# Introduction

The purpose of this handbook is to help recipients of Oregon Community Development Block (CDBG) grants complete their projects in compliance with program regulations. It includes the basic information that cities and counties need to begin, manage, and close out a CDBG funded project. This handbook does not address how to determine eligibility for a CDBG grant nor how to apply for a CDBG grant. The annual CDBG Program Guidelines, also known as the Method of Distribution, is the publication that addresses eligibility and application. The Method of Distribution is available at <http://www.orinfrastructure.org/> or by request to your regional coordinator at the Oregon Business Development Department (OBDD). Your regional coordinator can also assist you with questions about eligibility, project development, and the application process.

**It is of utmost importance that grant recipients understand and adhere to the federal and state requirements that apply to projects involving CDBG funds. Failure to meet these requirements can result in severe consequences, including but not limited to the State being forced to rescind the grant award in whole or in part.** Please help us help you meet the requirements that come with your CDBG grant. This handbook will guide you from start (Chapter 1 – How to Start the Project) to finish (Chapter 12 – Project Reports and Closeout). Also remember to keep your regional coordinator informed about your progress and questions. Your regional coordinator is there to help you complete your project successfully. Call your regional coordinator whenever you have a question or concern.

This handbook is designed with each chapter describing a specific area of the federal and state requirements that apply when CDBG funds are used for a project. Models and examples in the Exhibits section of the handbook help project administrators meet the requirements with a minimum of extra work. Also included with most chapters are checklists which are tools that can be used to keep track of progress addressing key requirements discussed within the chapters. A new chapter for this edition of the handbook is Chapter 13 –Voluntary Grant Administrator Tests which contains an exam and several quizzes that can be used to test one’s knowledge of the CDBG program requirements.

The handbook also includes the monitoring checklist (**Exhibit 11A**) that is used by OBDD regional coordinators to review recipient compliance with applicable laws, regulations and requirements. Some grant recipients and administrators find this checklist to be a valuable tool for their own tracking of CDBG funded projects.

The state wants cities and counties to use their own local policies and procedures as much as possible in the administration of their grant projects. Federal regulations for public contracting and procurement and local financial and administrative systems are not imposed on Oregon recipients because state laws provide sufficient rules for local governments. OBDD staff cannot interpret state law for you, but we are your primary resource for guidance on the federal requirements associated with the CDBG program.

In summary, this handbook provides most, but not all, of the information necessary to successfully implement a CDBG project. It is very difficult to capture every nuance of the many and varied program requirements in one publication. Therefore, your regional coordinator will provide each city and county recipient with the guidance necessary for project management, particularly where there is a need to address issues beyond the scope of this handbook.

Please note that the state can be more restrictive than the requirements set forth by the federal regulations so long as the state requirements do not contradict federal requirements. Documentation requirements for local governments for the CDBG program are set by the state.

You are encouraged to keep your handbook in a three-ring notebook so that additional information can be easily added for your specific project along with notes, local procedures and forms, and updated materials.

Suggestions and comments on this handbook are always welcome. Please direct to:

Attention: CDBG Program and Policy Coordinator  
OBDD  
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## Some Commonly Used Acronyms

ADA	Americans with Disabilities Act
ANSI	American National Standards Institute
BOLI	Bureau of Labor and Industries
CDBG	Community Development Block Grant
CFR	Code of Federal Regulations
CPR	Certified Payroll Report
DEQ	Department of Environmental Quality
DOL	U.S. Department of Labor
EA	Environmental Assessment
EDRLF	Economic Development Revolving Loan Fund
EO	Executive Order (federal)
EPA	Environmental Protection Agency
EPLS	Excluded Parties List (federal)
ERR	Environmental Review Record
ESA	Endangered Species Act
FONSI	Finding of No Significant Impact
HCDA	Housing and Community Development Act
HRRLF	Housing Rehabilitation Revolving Loan Fund
HUD	U.S. Department of Housing and Urban Development
IFB	Invitation for Bid
LEP	Limited English Proficiency Plan
MOU	Memorandum of Understanding
NEPA	National Environmental Policy Act
NOI	Notice of Intent
OAR	Oregon Administrative Rule
OBDD	Oregon Business Development Department
OHCS	Oregon Housing and Community Services
OMB	Office of Management and Budget (federal)

ORS	Oregon Revised Statutes
RFP	Request for Proposal
RFQ	Request for Qualifications
ROF	Release of Funds
RROF	Request for Release of Funds
SHPO	State Historic Preservation Office
TDD	Telecommunication Devices for the Deaf
THPO	Tribal Historic Preservation Office
UFAS	Uniform Federal Accessibility Standards
URA	Uniform Relocation Assistance and Real Property Acquisition Policies Act
USC	United States Code