



## COMMUNITY DEVELOPMENT BLOCK GRANT- FACT SHEET #2

### CDBG Public Service Grant Award Process

The following list of steps describes the general flow of the grant process with approximate timelines. The program year runs from January 1<sup>st</sup> to December 31<sup>st</sup>. Quarterly reports and reimbursement requests are due 15 days after the end of the quarter.

1. A Request for Proposal (RFP) is published in the Miami Herald announcing the amount of funds available for public service activities: **Mid-September**
2. Request for Proposal (RFP) application packets are made available in the Community Planning & Development (CP&D) office and online on the CDBG Public Service page. The application process is usually open for at least two (2) weeks: **Beginning of October**
3. During the open application process, a technical assistance workshop is conducted at the North Miami Library or at another city facility. Generally, this occurs a week before the proposals are due: **Early October**
4. Applications are distributed to the review committee who will read and rank proposals and recommend funding: This phase in the process may conclude by the **end of October**
5. Review Committee recommendations are presented to the Planning Commission. Applicants are invited, via a formal letter, to make a brief presentation to the Commission: **First Planning Commission meeting in November**
6. Planning Commission makes recommendations to the Mayor and Council. The Mayor and Council make the final awards to applicants. Again, applicants are invited, via a formal letter, to make a brief presentation to the Mayor and Council: **First Council meeting in December**
7. Letters of award or regret are mailed to applicants: **Mid to late December**
8. Organizations awarded CDBG funding will receive a letter requesting additional required documentation prior to drafting a funding agreement: **Beginning of January**
9. Once documents are received, agreements are drafted and sent to the City Attorney for review: **Late January**
10. If the content is approved by the City Attorney, then an original agreement will be sent to the organization for execution by the Corporate Secretary, President and Executive Director: **Late January/early February**
11. Once your agreement is returned signed by the Corporate Secretary, President and Executive Director, it is forwarded to three (3) separate offices for signatures: the City Attorney, City Manager and City Clerk: **February**
12. A copy of the fully executed agreement will be sent to you along with the required forms that must be used for submitting your quarterly report and reimbursement request: **February/March**
13. Simultaneously with step 12, an electronic copy of your agreement is sent to our Purchasing Department requesting a Purchase Order (PO) in the amount of your award as determined by the City Council. For new grantees, the vendor registration form is submitted prior to PO request: **February/March**
14. Once this office receives the PO from the Purchasing Department, a copy will be mailed to you for your records: **March/April**
15. Receiving your PO is an indication that you may request reimbursements. **Request reimbursements are submitted along with your quarterly report and must be consistent with approved budgets.**
16. Once you have submitted your quarterly report and reimbursement request, it will be reviewed by the CDBG Administrator for program compliance.
17. Upon approval, the Financial Status Report (a form you will be provided in Step 2) is then sent to the Finance Department where they will "cut a check". **This process can take up to forty five (45) days, but most of the time it's about 2 weeks.**
18. Finally, when the check is ready, you will be notified by the CDBG Administrator.