
INTRODUCTION

This GUIDEBOOK has been developed by the State of Colorado to assist local governments and subgrantees in the implementation and administration of **local public facility, housing, and economic development projects** undertaken through funding from the State administered Community Development Block Grant (CDBG) program. While this GUIDEBOOK has been developed from a CDBG frame of reference, the Division of Housing has used a significant portion of this GUIDEBOOK in its implementation of the HOME program. For those housing grantees that have been provided HOME funding, please contact the Division of Housing Asset Manager assigned to your project for direction as to which portions of this GUIDEBOOK apply to your HOME project. A listing of the Asset Managers is contained in the TECHNICAL ASSISTANCE section immediately following this introduction.

This GUIDEBOOK is intended to serve as a resource and training manual. Developed from the philosophy, "...Now that I have my grant award, what do I have to do to stay out of trouble...", this GUIDEBOOK is divided into the following sections:

- I. PROJECT START-UP
- II. FINANCIAL MANAGEMENT
- III. REPORTING
- IV. ENVIRONMENT
- V. CIVIL RIGHTS
- VI. ACQUISITION
- VII. RELOCATION
- VIII. LABOR & CONSTRUCTION
- IX. PROJECT CLOSEOUT
- X. STATE CDBG MONITORING CHECKLIST

Each of the sections contain a narrative section (what we are asking you to do as a grantee) and an exhibit section (a complete set of forms, etc., to either be filled out or duplicated for use.) It is our intent to provide an example of how to comply with everything we have asked you as the grantee to do. (EXCEPT FOR SECTION VIII, LABOR & CONSTRUCTION, which has been prepared for construction projects, all remaining portions of the GUIDEBOOK have identical requirements. Any items that required clarification for a specific type of project, e.g. explaining an economic development policy for program income, are contained in the appropriated sections of the manual surrounded by double lines.

Throughout this Guidebook, Roman Numerals (I, II, IV, etc.) have been used to identify each of the sections. Letters of the alphabet (A, C, M, etc.) have been used to identify individual exhibits within each section. Arabic numbers have been used to identify successive pages within an exhibit. For example, the third page of the text on SECTION V, CIVIL RIGHTS, is identified as V-3. The third page of EXHIBIT C in the ENVIRONMENTAL SECTION, SECTION IV, is identified as IV-C-3. All exhibits are contained in a separate section immediately after each respective section's narrative.

Reporting and record keeping requirements necessary for compliance early on in the process are included in each individual section where appropriate and will provide the grantee with the proper starting point. State CDBG Monitoring guidelines have now been consolidated into SECTION X. These guidelines identify the critical performance and compliance issues in each programmatic area.

While every effort has been made to make this GUIDEBOOK as clear and complete as possible, there are bound to be questions. PLEASE DO NOT HESITATE TO ASK QUESTIONS, as they will surely arise. Similarly, do not hesitate to suggest areas where improvements can be made. Comments, both negative and positive, are appreciated

You can access the this Guidebook in its entirety via Internet at www.dola.state.co.us/LGS/FA/cdbg.htm .

GOOD LUCK WITH YOUR PROJECT!

TECHNICAL ASSISTANCE

GENERAL PROGRAM INFORMATION:

Housing Projects (Division of Housing)

Teresa Duran, CDBG Program, Denver Office (303) 866-2034 teresa.duran@state.co.us

Pat Coyle, HOME Program, Denver Office (303) 866-4123 pat.coyle@state.co.us

Public Facilities Projects (Local Government Services)

Teri Davis, CDBG Program, Denver Office (303) 866-4462 teri.davis@state.co.us

Bill Verbeten, CDBG Program, Denver Office (303) 866-3573 bill.verbeten@state.co.us

Economic Development Projects (Office of Economic Development & International Trade)

Alice Kotrlik, Denver Office (303) 892-3846 alice.kotrlik@state.co.us

Ken Gabriel, Denver Office (303) 892-3824 ken.gabriel@state.co.us

CENSUS DATA ON LOW/MODERATE INCOME PERSONS IN MUNICIPALITIES & COUNTIES

Teri Davis, Denver Office (303) 866-4462 teri.davis@state.co.us

STATE DEMOGRAPHY OFFICE

- A. CENSUS DATA ON LOW/MODERATE INCOME PERSONS IN CENSUS TRACTS, ENUMERATION DISTRICTS, BLOCK GROUPS AND SPECIAL POPULATION GROUPS
- B. INCOME SURVEYS TO DETERMINE LOW/MODERATE INCOME PERSONS
- C. OTHER DEMOGRAPHIC INFORMATION
- D. Local/regional Data Center affiliates (List available on request from Becky Picaso)

Becky Picaso, Local Government Services (303) 866-3120 rebecca.picaso@state.co.us

Cindy DeGroen, Local Government Services (303) 866-3004 cindy.degroen@state.co.us

FLOODPLAIN AND FLOOD/DRAINAGE CONTROL (TECHNICAL/ENGINEERING)

Mark Matulik, Denver Office (303) 866-3441
Colorado Water Conservation Board

HISTORICAL/CULTURAL RESOURCES

Denver Office (303) 866-3398
Historical Preservation

ENVIRONMENTAL REVIEWS

Bill Verbeten, Denver Office (303) 866-3573 bill.verbeten@state.co.us

LABOR STANDARDS (INCLUDING DAVIS-BACON)

Bill Verbeten, Denver Office (303) 866-3573 bill.verbeten@state.co.us

CIVIL RIGHTS

Teri Davis, Denver Office (303) 866-4462 teri.davis@state.co.us

RELOCATION AND REAL PROPERTY ACQUISITION

Teri Davis, Denver Office

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DEPARTMENT FIELD STATE / GRANT ADMINISTRATORS

Division of Housing Asset Managers

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