



**North Carolina**  
**Department of Commerce**  
*Division of Community Assistance*

**Beverly Eaves Perdue, Governor**  
**J. Keith Crisco, Secretary**

**Henry C. McKoy, Asst. Secretary**  
**Gloria Nance-Sims, Director**

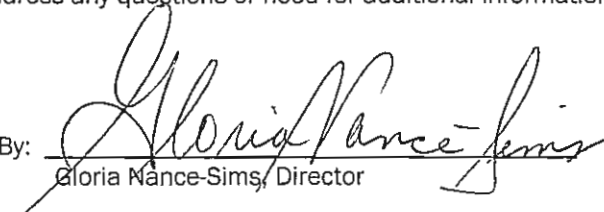
**BULLETIN:** 10-22  
**SUBJECT:** Conformity with the Application and Grant Monitoring  
**DATE ISSUED:** September 27, 2010  
**ATTENTION:** CDBG Recipients

The approved Community Development Block Grant (CDBG) Application provides the project description, identifies the grant components, and certifies that the grantee will implement, administer and close the grant in accordance with Federal and State requirements and Division of Community Assistance (DCA) policies, procedures and guidelines. All CDBG grantees are required to provide supporting grant documentation when requested.

A local government staff with knowledge of or involvement in or an elected official is requested to participate in the administrative review of each monitoring visit and to accompany the CDBG Representative while visiting the project site and housing units. Local governments implementing Community Development Block Grants may be requested to have available for review:

Application Amendments  
The Application Summary  
Project Narrative/Project Description  
Community Development Plan  
Housing Distribution Plan (Scattered Site Housing)  
Project Schedule  
Financial Design Policy and Financial Assistance Plan  
List of Key Personnel and their Responsibilities  
Procurement Policies and Procedures  
Financial Management  
Construction Management  
Housing Selection Committee Minutes (Scattered Site Housing)  
Housing Selection Guidelines and Evaluation Criteria (Scattered Site Housing)  
Eligibility Requirements and Beneficiary Ranking (Scattered Site Housing)  
Primary Beneficiaries names and addresses  
Alternate Beneficiaries names and addresses

Please address any questions or need for additional information to your grant Program Representative.

Issued By:   
Gloria Nance-Sims, Director

09-27-2010  
Date