



**City of Clarksville
Office of Housing and Community Development
Community Development Block Grant**

Allocation Process

1. Prior to the notice of funding availability and throughout the year, the Housing and Community Development staff hold community meetings and conduct surveys to individuals, non profits and other local groups to determine needs and gaps in services.
2. A public notice, news release, fliers and other media material announce the beginning of the CDBG Application Process no later than the beginning of December of each program year; applications are due in early to mid February.
3. The Housing and Community Development Staff reviews all application for eligibility before the Citizen's Advisory Committee reviews the applications to determine initial funding recommendations.
4. Potential applicants are selected to be interviewed during the grant selection process.
5. A Public Hearing is held to discuss the issues that could potentially be addressed with CDBG funding and to discuss the recommendations and budget for the upcoming program year; all potential non profit applicants are encouraged to attend.
6. Housing and Community Development Staff prepare an Annual Action Plan which highlights proposed CDBG-funded activities for the upcoming program year and budget. The plan and budget are presented to the City's Finance Committee and City Council for approval; a public Comment period is conducted prior to HUD's approval of the City's plan.
7. Preliminary award notices are issued to successful applicants.
8. The program year begins July 1 and runs through June 30 of the following year. Sub recipients of grant funds participate in an orientation prior to the beginning of the program year. Sub recipients must complete quarterly and annual accomplishment/beneficiary forms to track activities throughout the program year.
9. Upon completion of a Program Year, citizens are asked for public comment on the Consolidated Annual Performance and Evaluation Report (CAPER), which is completed by the City of Clarksville and submitted to HUD.

