

## I. INTRODUCTION

This handbook is designed to assist you in implementing a Community Development Block Grant Housing (CDBG) grant. It was prepared by the Wisconsin Department of Commerce (COMM), and contains the required administrative procedures and references to state and federal regulations which apply to recipients of CDBG funds.

The handbook presents procedures and requirements that you will have to deal with as you implement your program. The implementation process will begin upon successful grant award notification by the Department of Commerce.

The contract will be developed between the Department of Commerce and the grant recipient. The contract will be based upon the grant application and award letter, and will spell out the details of the grant proposal, including the timetable and a number of other standard requirements included in this manual.

The Department of Commerce will monitor the performance of grant recipients based upon the contents of this manual and the individual program details included in the contract. The Department will also conduct a training session for all grant recipients shortly after grant awards are announced. All recipients are expected to participate in this session. Grant recipients are urged to use this manual and to call the Division of Housing and Community Development to answer any implementation questions.

This handbook will be revised as regulations and requirements change. Only the most recent edition of the manual will contain the rules in effect at any time.

The grantee is reminded to consult state and local statutory requirement, such as Open Meeting Law and local housing and building ordinances.

