

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DISASTER RECOVERY PROGRAMS APPLICATION AND AWARD PROCESS

(1) LETTER TO APPLICANTS

(2) PUBLIC INFORMATION MEETING

(3) MEET WITH CASE MANAGER AND COMPLETE APPLICATION

(4) ELIGIBILITY REVIEW

5) DUPLICATION OF BENEFITS
REVIEW

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ELIGIBILITY REVIEW
DOCUMENTATION NEEDED
(ONE FROM EACH CATEGORY)

IDENTIFICATION

↓

Driver's License

Passport

Birth Certificate

Military ID

PROOF OF OWNERSHIP

↓

Fee Simple Deed

Property Tax
Receipt

PROOF OF INCOME

↓

3 months pay check
stubs

3 months bank
statements

Most Recent IRS Tax
Form

Social Security, retirement,
pension or unemployment
statement

PROOF OF PRIMARY
RESIDENCE

↓

Voter Registration
Card

Utility Bills

Insurance

Property Taxes

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ELIGIBILITY REVIEW

Registered with
FEMA

Income Level

Proof of
Ownership

Primary Residency

DUPLICATION OF BENEFITS REVIEW

FEMA

SBA

Insurance Awards

Denial Letters

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DISASTER RECOVERY PROGRAMS AWARD PROCESS

ENVIRONMENTAL REVIEW

PRELIMINARY INSPECTION-
SCOPE OF WORK



DUPLICATION OF BENEFITS REVIEW

AWARD CALCULATION AND GRANT AGREEMENT

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DISASTER RECOVERY PROGRAMS CONSTRUCTION PROCESS

(1) ENVIRONMENTAL CLEARANCE

(2) ASSESS SCOPE OF WORK AND ESTIMATE PUBLIC COST

Asbestos	Roofing
Mold	Flooring
Lead Based Paint	Electrical
ADA Accessibility	Windows
Drainage	Walls
Sewer & Water	Foundation

(3) CONTRACTOR SELECTION

Solicit Bids
Bid Tabulation
Selection & Award
Contract Executed

(4) PROGRESS INSPECTIONS REQUESTS FOR PAYMENT

(5) FINAL INSPECTION PUNCH LIST

(6) CERTIFICATE OF COMPLETION

(7) WARRANTIES AND RETAINAGE