

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE****Community Development Block Grant Program**

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**CDBG MANAGEMENT MEMORANDUM**
Community Development Block Grant Program - Memorandum Number 15-05

April 8, 2015

MEMORANDUM FOR: Non-Entitlement Jurisdictions Eligible for State Community Development Block Grant (CDBG) Program

FROM: Thomas Brandeberry, CDBG Section Chief

SUBJECT: Grant Management Manual Update: Release of New Chapter 8: Procurement and Contracting and Supporting Documents

Purpose of this Memorandum

The purpose of this Management Memorandum is to inform all eligible jurisdictions with open CDBG grant contracts and/or Program Income Revolving Loan Funds that a new Chapter 8: Procurement and Contracting and supporting documents have been posted on the HCD's website and are available for immediate use.

The following documents are posted within the CDBG Grant Management Manual online and can be found at: <http://www.hcd.ca.gov/fa/cdbg/manual/chapter8.html>

- Chapter 8: Procurement and Contracting
- Architect/Engineer Certification Form
- Bid Bond Form
- Project Amendment Request Form
- Notice of Intent to Award Form
- Debarment Certification Form
- Bidder's Proposed Section 3 Contracts/Subcontracts
- Bidder's Section 3 Proposed New Hires
- CDBG Contract Transmittal Form
- CDBG Contract Special Provisions
- Notice to Proceed
- Contract Change Order Transmittal Form
- Section 3 Information Sheet for Contractors and Businesses
- Section 3 Business Self Certification
- Contractor's Section 3 Business Utilization Report
- Contractor's Section 3 New Hires Report

Policies and Procedures

Effective immediately, this new Chapter and related documents outlines key policies and procedures, and provides new forms to be used when procuring for CDBG activities. It also provides clarification of the Federal Regulations at 24 CFR 85.36 and offers specific procedures to follow when procuring goods and services paid for with federal CDBG monies.

The Department strongly recommends that you read the entire chapter to ensure a full understanding of how the Department requires Grantees to follow the procurement process.

As always, any questions or concerns regarding procurement and contracting should be directed to the grantee's current [CDBG Contract Representative](#).