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## The Arizona Department of Housing 2018 Information Bulletin

**REGARDING PROGRAMS:** Community Development and Revitalization

**REGARDING FUNDING SOURCES:** Community Development Block Grant  
(CDBG)

**INFORMATION BULLETIN No. 03-18**

**ISSUED:** January 9, 2018

**RE:** CDBG Application Handbook (Revised January 9, 2018)

The Arizona Department of Housing has issued a revised CDBG Application Handbook, dated January 9, 2018.

The [CDBG Application Handbook](#) and all [CDBG Application related forms](#) are available in [Documents & Links](#) on the Department's [website](#).

A log of the changes is attached for your convenience. Of special note: Section 7. Certifications, Resolutions and [Application Forms](#) has been greatly revised due to the changes made to the format of the [CDBG Application](#).

For questions regarding the [CDBG Application Handbook \(Revision 1-9-2018\)](#), please contact us in writing:

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CDBG Application Handbook  
REVISIONS AS OF 1/9/2018

Section	Page	Description Of Change
Table of Contents	i - xiii	Table of Contents revised for pagination changes due to insertion and deletion of information in the revised handbook.
1. The CDBG Partnership - Role of COGS	3	period for Method of Distribution has changed to 3 years.
2. Eligible Projects - Housing - Owner Occupied Housing Rehabilitation - Eligible Items	29	dishwashers, washers and dryers now included in list of eligible appliances. All appliances must be compliant with Energy Star Standards (Per HUD Memorandum dated January 14, 2011 "Guidance Regarding the Use of CDBG Funds for Washer, Dryers and Dishwashers")
2. Eligible Projects - Housing - Rental Rehabilitation - Eligible Items	30	dishwashers, washers and dryers now included in list of eligible appliances. All appliances must be compliant with Energy Star Standards. (Per HUD Memorandum dated January 14, 2011 "Guidance Regarding the Use of CDBG Funds for Washer, Dryers and Dishwashers")
3. Application Review - Application Review Timeline	44	Timeline for review and award of fully documented and eligible project application has changed from 90 days to 60 days. ADOH will make every attempt to achieve this goal.
4. Project Design - Contract Duration	45	Proposed project timelines in the application are now submitted using the tabbed "Form 5 Project Timeline" of the CDBG Application REV. 7/24/17.
6. Distribution of CDBG Funds - Regional Accounts (RA) - Letter of Intent (LOI) Submission to ADOH	73	Letter of Intent Template updated for ADOH Suite # change to 280.
6. Distribution of CDBG Funds - Regional Accounts (RA) - Letter of Intent (LOI) Submission to ADOH	74-75	Template Letter of Intent and SAMPLE Letter of Intent updated for ADOH Suite # change to 280.
6. Distribution of CDBG Funds - Regional Accounts (RA) - Application Deadlines	76	Applications are now accepted through upload to the ADOH CDBG Portal only with some original documents also mailed to ADOH. Application instructions indicate which original documents should be sent to ADOH.
6. Distribution of CDBG Funds - State Special Projects (SSP) - Application Submission	77	Applications are now accepted through upload to the ADOH CDBG Portal only with some original documents also mailed to ADOH. Application instructions indicate which original documents should be sent to ADOH.
6. Distribution of CDBG Funds - State Special Projects (SSP) - Threshold Issues and Application Requirements	77	Several thresholds have changed or been deleted. Please review entire section.
6. Distribution of CDBG Funds - State Special Projects (SSP) - Selection Notification	80	Timeline for review and award of fully documented and eligible project application has changed from 90 days to 60 days. ADOH will make every attempt to achieve this goal.

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7. Certifications, Resolutions and Application Forms	86-89	CDBG Application Certifications have changed at numbers 9. and 22. to change language to comply with 2 CFR 200 "Uniform Administrative and Audit Requirements for Federal Awards". Previous compliance with 24 CFR Part 58, and OMB Circulars A-87 and A-133 have been codified by 2 CFR 200.
7. Certifications, Resolutions and Application Forms - CDBG Application and Forms	114-156	Application forms have been completely revised. There are now only 5 forms that must be completed for every application no matter the project type. There are other miscellaneous forms that can be used to report such items as beneficiary date if required. Other back up documentation will vary depending on project type. It is important to review this entire section. When preparing applications always download current forms from the ADOH Website at: <a href="https://housing.az.gov/documents-links/forms/community-revitalization">https://housing.az.gov/documents-links/forms/community-revitalization</a>