



# Are Your CDBG Funds at Risk Because of Expenditure Delays?



## Putting CDBG Money to Work

Within days of receiving a call for help from a Florida grantee facing the prospect of reduced CDBG funding, ICF International staff were on-site, diagnosing the reasons for expenditure delays and developing a strategy for meeting HUD's timeliness standard.

ICF identified immediate remedies to:

- Spur sub-recipient spending and billing
- Skip unworkable projects
- Enhance interdepartmental collaboration
- Improve data collection and financial obligations monitoring

ICF's technical assistance provided powerful guidance that this grantee could use to improve its operating procedures and minimize future problems. Several months after receiving ICF technical assistance, this grantee succeeded in meeting HUD's timeliness standard and "retired" from HUD's list of targeted grantees.

Timely expenditure of Community Development Block Grant (CDBG) funds is a critical issue for grantees in many communities. Many grantees are already receiving warnings from the Department of Housing and Urban Development (HUD) about unspent funds and the need to spend these funds in a timely manner.

Now is the time to review how effectively, quickly, and productively you are using your funds. Are projects slow to get started—or never started at all? Do you have problems drawing down funds from the Integrated Disbursement and Information System (IDIS)? Are you experiencing problems with billing or your accounting and finance department?

By identifying and clearing potential obstacles to timely expenditures now, you can avoid problems in the future.

## How ICF International Can Help

### Breaking Through Logjams with On-site Technical Assistance

ICF International can help eliminate expenditure logjams and assist you with putting your CDBG funds to work in your community. Our specialists have the fiscal and program management expertise, as well as the necessary hands-on experience, to identify practical solutions that will help you:

- Identify the causes of expenditure delays, whether in financial systems, IDIS, program design, capacity, or operations
- Design short- and long-term strategies for obligating CDBG funds efficiently and effectively
- Improve program procedures to implement sustainable solutions
- Provide staff training that builds capacity and instills a practical understanding of the CDBG program
- Develop monitoring and management systems to track CDBG spending

### Training and Other Related Services

Are you eager to move quickly, but unsure of what kind of help you need? Consider the following ICF training and targeted technical assistance packages:

*CDBG Timeliness Audit.* This course will help you identify barriers that prevent timely expenditures and suggest ways to address these challenges.

*"Basically CDBG" Training.* An introductory course to ensure your staff and your subrecipients' staff understand the CDBG rules.

*"The CDBG Cookbook."* Customized procedures and operating guides tailored to your CDBG program.

*"Show Me the Money" Training Guide.* If you don't know how to procure services and manage your money, it's difficult to spend it effectively. This training guide provides all the information that you need to properly manage procurements and federal funds.

## How ICF Can Help (continued)

**IDIS Assistance.** For some grantees, fear of IDIS can be a barrier to rapid expenditure of funds. We can increase staff comfort with IDIS and ensure they know how to use the IDIS system to monitor program expenditures and process payment requests.

**Program Marketing.** Our communications professionals can help you promote your initiatives and stimulate demand for services.

### Accessing Our Services

ICF International can help agencies work within existing procurement policies to obtain our services. If necessary, we can help you refine needs and issues, develop a scope of work, and provide a proposal to facilitate the process. ICF also may be able to leverage local funds by tapping into existing federal resources for training and technical assistance.

## About Our Services

ICF's Housing and Community Development team provides training, technical assistance, management consulting, and program evaluation for local, state, and federal organizations and government agencies, including the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Agriculture's (USDA) Rural Housing Service. Our primary clients include local communities using the Home Investment Partnerships (HOME) Program, the Community Development Block Grant (CDBG) Program, and the Supportive Housing Program (SHP). We also work with many lenders, nonprofit organizations, and private business enterprises. ICF's Housing and Community Development team can:

- **Prepare and deliver training.** We run HUD's Community Development Training Institute, offering courses on HOME, CDBG, Financial Management, Asset Management, and more.
- **Design and redesign housing programs.** From designing innovative homebuyer programs to restructuring rehabilitation programs, we help communities spend their CDBG and HOME dollars effectively.
- **Develop marketing materials.** We help communities define their products and publicize their initiatives through brochures, Web site design, and promotional materials.
- **Prepare procedures manuals, handbooks, and publications.** We help keep grantees up-to-date and staff informed through clear, well-written program guidance.
- **Restructure management systems and financial procedures.** Our staff can assess your organization and help streamline operations and improve management to achieve performance objectives.

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## About ICF International

ICF International ([www.icfi.com](http://www.icfi.com)) partners with government and commercial clients to deliver consulting services and technology solutions in defense, energy, environment, homeland security, social programs, and transportation. Combining passion for our work with industry expertise and innovative analytics, we deliver compelling results throughout the entire program life cycle, from analysis and design through implementation and improvement. Since 1969, ICF International has been serving government at all levels, major corporations, and multilateral institutions. More than 1,600 employees serve these clients worldwide.

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