

CDBG SMALL CITIES POLICY BULLETIN 2025-02



DATE: April 18, 2025
TO: CDBG Grantees and Interested Parties
FROM: Andrew Hayman, CDBG Director
RE: Request for Payment Updated Procedure

Community Development Block Grant
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The purpose of this Bulletin is to inform grantees and grant administrators of an updated Request for Payment procedure.

Request for Payment (RFP) Process

Grantees and grant administrators typically have submitted requests for payment throughout the week or month to their appropriate CDBG project manager. Due to the high volume of requests that come in, increased travel and outreach time for project managers, our program wishes to streamline processes. The following procedural update is being implemented going forward.

One email including all RFPs for the week should be sent to each respective CDBG Project Manager once a week on Tuesdays by 2 p.m. This will help reduce multiple emails requesting payment coming to project managers, give a standard deadline to help grantees and grant administrators stay on task with submitting timely requests and provide ample time for project managers to process weekly requests for final approval by our fiscal department. Weekly draws are typically processed through fiscal on Wednesdays.

Any request that is received after the weekly deadline will need to be submitted again the following Tuesday prior to the 2 p.m. deadline, to be included in the next group of draws.

Exceptions

There are times when this requirement may not be feasible due to holidays or non-routine out of office hours. It is key to communicate with your project managers to ensure that if an accommodation needs to take place, they are aware of it ahead of time.