

# Award Funding: Cycle Flow

## Request for Funding

- Application type can vary and is to be determined by the CDGA office based on funding source (examples include competitive Request for Proposals, invite-only applications and Awards determined through annual reprogramming decisions).
- **Request for Proposals** should be submitted via Neighborly when the application is open
- **Reprogramming requests** should be submitted via [CDGAReports@milwaukee.gov](mailto:CDGAReports@milwaukee.gov) for consideration when funding is available.



## Award Notice

- Upon receipt of an award notice, grantees must provide to the CDGA office a number of items prior to a contract being issued (blank copies of many of these can be found [here](#)).
- Items commonly required include:
- Community-Based Development Organization (CBDO) Certification
  - Budget Packet (including a completed budget forecast, Project Activity Report (PAR) & Activity Outcome Measurement Workplan, staff and board rosters).
  - If new to CDGA funding, organizations must complete a preliminary review of their financials by the comptroller's office (audited financials, A133 (Single) Audit - if applicable, approved policy and procedure documents, and related internal organizational documentation).



## Contract Execution & Monthly Reporting

- Upon a fully executed contract, grantees shall submit monthly updates on project activity along with requests for reimbursement of incurred costs.
- Activity Reports: Includes the PAR, CDA-35 Form (if applicable) and a separate activity narrative.
- Cost Reports (financial): Utilize the cost report [template](#), along with all applicable backup documentation (payroll, invoices, contracts and related paid costs)
- Upon approval of monthly report packets, payment of incurred costs shall commence.