



**North Carolina
Department of Commerce
Division of Community Assistance**

**Beverly Eaves Perdue, Governor
J. Keith Crisco, Secretary**

**Henry C. McKoy, Asst. Secretary
Gloria Nance-Sims, Director**

BULLETIN: 10-24
SUBJECT: Request for Documents or Information
DATE ISSUED: October 8, 2010
ATTENTION: CDBG Recipients

Community Development Block Grant (CDBG) Application guidelines require the grantee to provide the Division of Community Assistance (DCA) documents and information upon request.

When documents and information are requested from the grantee, the date the requested document or information is due at the DCA office is identified in the request letter to the grantee (e.g., **October 8, 2010**). Submission of the requested documents or information by the requested date is essential for DCA to provide timely support to the grantee during the start-up, implementation and closeout phases of the grant.

Failure of the grantee to provide the requested documents or information by the requested due date may result in freezing of the administrative and activity funds without further notice. Funds will be removed from frozen status after a review of the documents or information indicates that the appropriate information or documentation was provided. Acknowledgement of the receipt of the requested information or document and status of grant funds will be conveyed to the grantee by letter.

Please address any questions concerning this bulletin to your grant representative.

Issued By: *Gloria Nance-Sims* 10/8/10
Gloria Nance-Sims, Director Date