

Memorandum

CDBG Policy Guidance

Date: June 16, 2010

Policy 10-03

SC Department of Commerce, Grants Administration, 1201 Main Street, Suite 1600, Columbia, SC 29201
www.sccommerce.com

Subject: CDBG Environmental Review Record
Resource: CDBG Implementation Manual, Chapter 2

Effective immediately, in addition to one hard copy of the Environmental Review Record (forms and documentation) you must also submit an **electronic copy** to Grants Administration for review. The electronic copy and all email correspondence related to the ERR should be sent to a special CDBG email account established to handle environmental documents:

sc-cdbg@sccommerce.com.

At this time, no other CDBG correspondence should be sent to this address. All phone calls regarding the environmental review process should be directed to Dick Scott, at 803-734-0555.

As a reminder, where applicable you are required to submit one **original** Request for Release of Funds and Certification.

We appreciate your assistance and cooperation. If you have trouble sending documents to this special email address please contact Cassandra Jones at cjones@sccommerce.com or 803-734-0429. If you have any other questions, please call Lisa Kalsbeck at 803-734-0452.

This policy memorandum updates the Community Development Block Grant Program and becomes effective immediately unless otherwise stated. The program documents located on the SC Department of Commerce website have the most up to date policies of the CDBG program.

<http://sccommerce.com/cdbg-forms-and-documents>
