

# 2019-2020 Subrecipient Workshop

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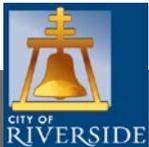
Community & Economic  
Development Department

Community Development  
Block Grant Program  
July 16, 2019



# CDBG ELIGIBILITY CATEGORIES

- **Low- Moderate Income Area Benefit**
  - 51% of residents are low- and moderate-income
- **Low- Moderate-Income Limited Clientele**
  - Clientele generally presumed to be low- moderate-income
  - Require documentation to show at least 51% of clientele served are low- moderate-income
- **Low- Moderate-Income Housing Activity**
  - Providing or improving permanent residential structure(s) for low- moderate income persons
- **Low- Moderate Income Job Creation/Retention**
  - Create/retain permanent jobs for low- moderate income persons



# Eligible CDBG Beneficiaries

## 2019 LOW-MODERATE INCOME LIMITS

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Extremely Low Income (30%)	\$15,100	\$17,250	\$21,330	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
Very Low Income	\$25,150	\$28,750	\$32,350	\$35,900	\$38,800	\$41,650	\$44,550	\$47,400
Low Income (80%)	\$40,250	\$46,000	\$51,750	\$57,450	\$62,050	\$66,650	\$71,250	\$75,850



# Eligible CDBG Beneficiaries

## LIMITED CLIENTELE:

At least 51% must meet low/moderate income criteria

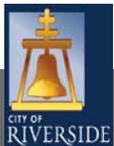
## PRESUMED LIMITED CLIENTELE CATEGORIES:

Income verification is not required as the individuals below are presumed low/moderate income

<b>Abused Children</b>	<b>Battered Spouses</b>
<b>Elderly Persons (62 &amp; over)</b>	<b>Severely Disabled Adults</b>
<b>Illiterate Adults</b>	<b>Persons living with</b>
<b>Homeless persons</b>	<b>Migrant farm workers</b>

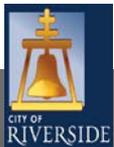
\*Must exclusively serve these subgroups & file must have supporting documentation showing individual meets the category

\*Race/Ethnicity & Female Head of Household info still collected



# Ineligible Use of Funds

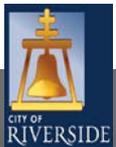
- General Government Expenses
- General Administrative Activities
  - Indirect organizational costs
- Political Activities
  - Campaign Event for a candidate
- Purchase of equipment
  - Bulldozer for new construction project



# CDBG Quarterly Report

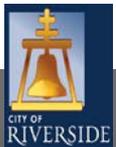
## Reporting Periods

- ✓ 1<sup>st</sup> Quarter- Due October 21, 2019
  - ✓ 2<sup>nd</sup> Quarter- Due January 20, 2020
  - ✓ 3<sup>rd</sup> Quarter- Due April 20, 2020
  - ✓ 4<sup>th</sup> Quarter- Due July 3, 2020
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- Program/Project Information
  - Proposed/Actual Accomplishment Data
  - Direct Benefit Data – Units
  - Must submit all quarterly reports



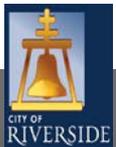
# CDBG Quarterly Report continued

- Direct Benefit Data – Income
- Direct Benefit Data – Race/Ethnicity
- Public Service/Public Facilities and Improvements
- Funding Sources
- Accomplishments Narrative



# CDBG Contract Agreement

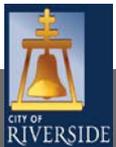
- Execute Sub-recipient Contractual Agreement
- Project implemented between July 1, 2019 and June 30, 2020
- Funds distributed on a reimbursement basis
- Submit Quarterly Compliance reports
- Must be able to document client eligibility using current 2019 HUD Income Limits or prove limited clientele



# CDBG Contract Agreement

## KEY TERMS OF AGREEMENT:

- **AGREEMENT IS RETROACTIVE BACK TO 7/1/19.** For this reason, begin correct program data gathering and financial back-up now.
- **AGREEMENT TERMINATES 6/30/20.** Important to use all your funds for year by this date and submit invoices in a timely manner.
- **FUNDS MUST BE USED ON ELIGIBLE ACTIVITIES AS DEFINED IN THE BUDGET.** Any changes to the use must first be submitted in writing for approval.
- **PAYMENTS MADE ON A REIMBURSEMENT BASIS.** Documentation of actual expenses must be included with requests for payment.

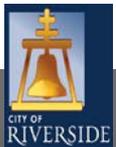


# CDBG Contract Agreement

## REQUIRED DOCUMENTATION TO EXECUTE AGREEMENTS

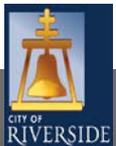
- PROJECT INFORMATION SHEET
- SCOPE OF SERVICES (Exhibit A)
- PROJECT BUDGET (Exhibit B)
- HUD COMPLIANCE STANDARDS (Exhibit C)
- KEY PERSONNEL (Exhibit D)
- AUTHORIZED SIGNATURES (Exhibit E)
- FEDERAL FUNDING ACCOUNTABILITY & TRANSPARENCY ACT (Exhibit F)
- CERTIFICATE REGARDING WAIVER OF AUTOMOBILE INSURANCE (Exhibit G)
- ACH AUTHORIZATION FORM (Electronic Funds Transfer)
- INSURANCE REQUIREMENTS
- ALL FORMS MUST BE SUBMITTED BY OCTOBER 2, 2019

**(Funds will be voided if forms submitted after October 2, 2019)**



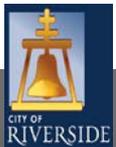
# CDBG Request for Payments

- Must complete CDBG Request for Payment Form A
- Must complete Reimbursement Request Form B
- Must provide adequate supporting documentation
- All Requests for Payment must be submitted with original signature
- No Rush Payments



# CDBG Monitoring

- Review of Requests for Payments
- Random on-site visits
- Review of Quarterly Report Documentation
- Year-End scheduled on-site visits



# Community & Economic Development Department

Michelle Guzman

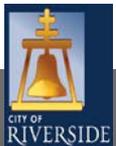
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# CDBG Program

## Questions and Answers?

