

# CDBG Subrecipient Agreement 2024/2025

## Required Document Checklist

\_\_\_ **1. Project Information Sheet.** On the enclosed document please input all organization and project information as indicated. Please note, the items that are **Department use only** will be filled out by the CDBG team.

\_\_\_ **2. Scope of Services (Exhibit A).** Please prepare a Scope of Services for your CDBG funded project. This Scope of Services will serve as the basis upon which your project will be monitored for compliance during the program year. Your Scope of Services shall include four elements:

- A brief description (1 – 2 sentences) of the services that you will be providing with the funding awarded;
- an estimate of the numbers of persons or households to be served (units of service) with the funding awarded; (Please note that your level of achievement for the year will be measured against your estimated units of service);
- a specific statement on how the CDBG funding awarded will be expended;
- an identification of the specific location from which the project will be implemented and/or administered.

*\*If you were a recipient of CDBG funding in FY 23/24, please refer to your Scope of Services from your Subrecipient Agreement as a reference. If you are a new Subrecipient, a sample Scope of Services has been provided as a reference.*

\_\_\_ **3. Project Budget (Exhibit B).** On the document in this packet labeled as Exhibit B, please provide a Line Item budget for the project for which you were awarded CDBG funding. Please include all project-related costs whether they are covered by CDBG funding or not. As your CDBG award may be less than what you originally requested, please make sure the City CDBG share identified does not exceed the amount of funding you were actually awarded (identified in the cover letter). If your project budget includes the use of consultants or subcontractors who are not employees of your organization, please provide additional detail as provided on the budget document.

\_\_\_ **4. Key Personnel (Exhibit D).** On the enclosed document labeled Exhibit D, please provide a list of the key personnel assigned to perform portions of the Services or supervise the performance of Services for your CDBG funded project activities.

\_\_\_ **5. Project Timeline (Exhibit E).** A project management timeline. Planning your entire project into small tasks and milestones, with a deadline assigned to each.

### \_\_\_ **6. Federal Funding Accountability and Transparency Act (FFATA)**

**CDBG Subrecipient Agreement 2024/2025 (Exhibit F).** The Federal Funding Accountability and Transparency Act (FFATA or “Transparency Act”) was signed on September 26, 2006. The Transparency Act requires that any Federal award or sub-

## Required Document Checklist (cont.)

award recipient, for an amount greater than \$25,000 is required to provide the following information:

- Name of the entity receiving the award;
- Amount of the award;
- NAICS code for contracts / CFDA program number for grants;
- Information on the award including purpose of the funding action;
- Location of the entity receiving the award and primary location of performance under the award;
- Unique identifier (DUNS #) of the entity receiving the award and the parent entity of the recipient;
- Names and total compensation of the five most highly compensated officers of the entity; if certain thresholds are met.

**7. Certification Regarding Automobile Usage and Receipt of CDBG Funding from City of Riverside (Exhibit G).** Automobile Insurance waiver, in the event that the CDBG funded program does **not** require use of an automobile. By signing this Certification, your agency is stating that the activity being funded will not require the use of an automobile/driving in support of said activity. However, In the event that said activity **will** require the use of an automobile/driving in support of said activity Exhibit G should not be signed and the following required auto insurance should be provided.

- Automobile Liability Insurance covering both bodily injury and property damage in an amount not less than \$500,000 per occurrence and an aggregate limit of not less than \$1,000,000 for all vehicles used in connection with performing and administering the services described in the Subrecipient Agreement including, but not limited to, Subrecipient owned, leased and hired vehicles as well as Subrecipient's employee vehicles.

**8. Insurance Requirements.** As identified during the CDBG Application process, the City of Riverside **requires** all organizations that receive funding to obtain and maintain in good standing insurance coverage for general liability, automobile liability and workers' compensation. In addition, you are required to name the City of Riverside as additionally insured and incorporate specific language into your insurance certifications.

In order to prepare and execute your agreement, you must submit through the City of Riverside Risk Management Online Portal [riversideca.gov/coiportal](http://riversideca.gov/coiportal) a certificates of insurance and additional insured endorsements which identify and confirm the existence of insurance coverage required by the Subrecipient Agreement, including:

- a. **Commercial General Liability Insurance** coverage for both bodily injury and property damage in an amount not less than **\$1,000,000 per occurrence** and a general aggregate limit in an amount of not less than **\$2,000,000**;
- b. **Additional Insured Endorsement** modifying the policy and naming "The City of Riverside and its Officers, Employees and Agents" as additionally insured;

## Required Document Checklist (cont.)

- c. **Automobile Liability Insurance** covering both bodily injury and property damage in an amount not less than **\$500,000** per occurrence and an aggregate limit of not less than **\$1,000,000** for all vehicles used in connection with performing and administering the services described in the Subrecipient Agreement including, but not limited to, Subrecipient owned, leased and hired vehicles as well as Subrecipient's employee vehicles.
- d. **Workers' Compensation Insurance** covering all employees to be used in performing and administering the services described in the Subrecipient Agreement pursuant to Section 3700 of the Labor Code of the State of California. EXCEPTION: Subrecipients with no employees can complete the attached form "Certification and Acknowledgement of Workers' Compensation Requirement" and submit along with the rest of the required insurance documentation.
- e. Certificate language for each insurance coverage stating the City shall be given thirty **(30) days written notice prior to cancellation** of such coverage;

*Since the required insurance information has been the largest barrier to the processing of the CDBG Agreements in the past, we are providing you with specific Insurance Instructions, including sample certificates and endorsement forms, to assist you and your insurance provider with completing this task.*