



2018 SUBRECIPIENT TRAINING

CDBG, ESG, HOME, CSBG, and JAG Programs

The Salvation Army Marietta Corps

202 Waterman Street
Marietta, GA 30060

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www.cobbcounty.org/cdbg

September 20, 2018

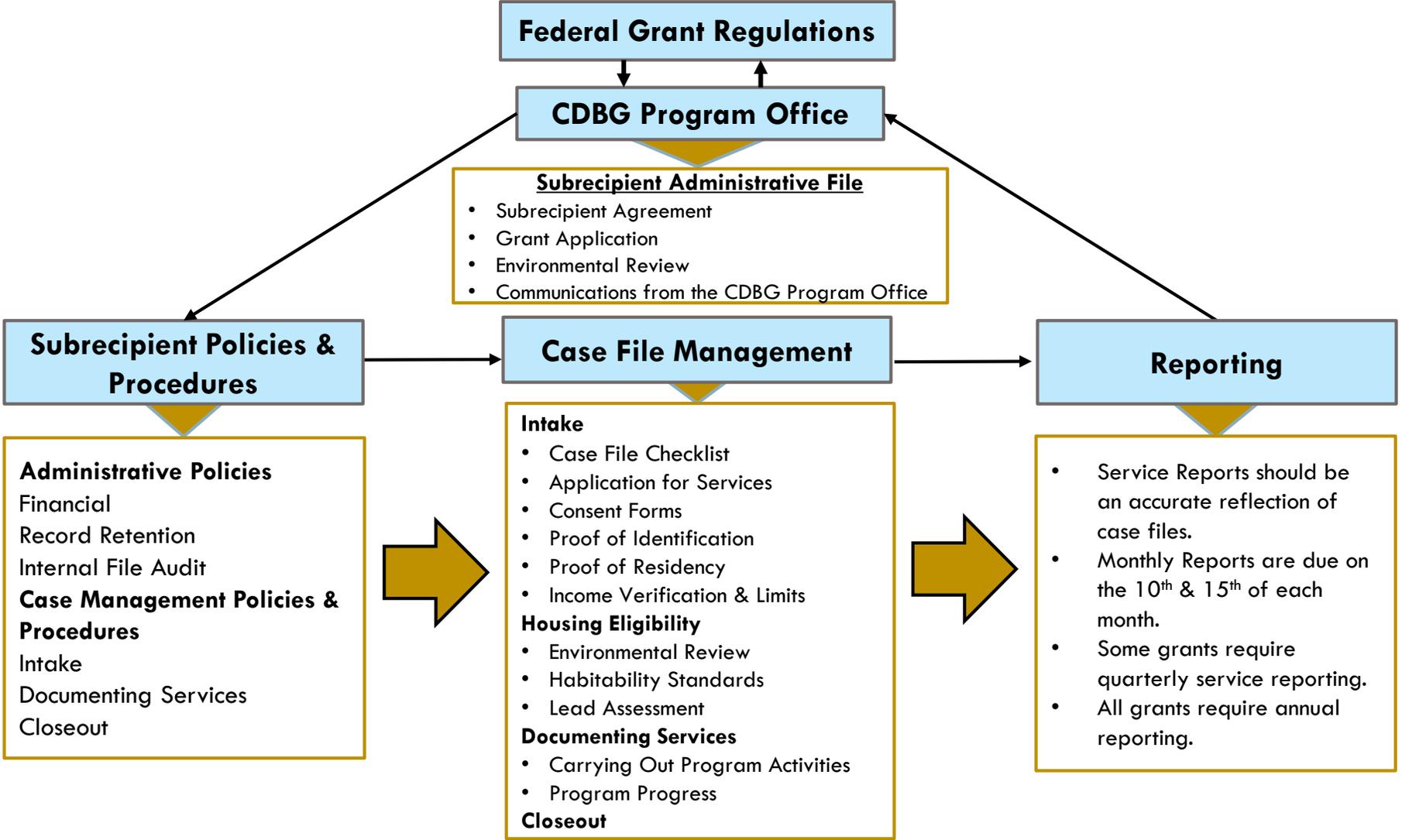
Training Agenda

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- ❑ Welcome
- ❑ Subrecipient Grant Management Overview
- ❑ Administrative Files Overview
- ❑ Subrecipient Policies & Procedures Overview
- ❑ Subrecipient Policies & Procedures: Financial
- ❑ Case File Management & the Intake Process
- ❑ Housing Eligibility & Documenting Services
- ❑ Reporting
- ❑ Risk Management & Best Practices
- ❑ Questions & Technical Assistance



Subrecipient Grant Management Overview



ADMINISTRATIVE FILES OVERVIEW

Presented by:

Vanessa Richards-Dowd, Program Specialist, CDBG
Cobb County CDBG Program Office
September 20, 2018

Administrative File Contents

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- ❑ Subrecipient Agreement
 - Agreement Amendment (*if applicable*)
 - Budget Revisions (*if applicable*)
- ❑ Notice to Proceed
- ❑ Grant Application for Funding
- ❑ Environmental Review must be completed by the CDBG Program Office prior to commencing project (*if applicable*)
- ❑ Project Eligibility Documentation (Provided by CDBG Program Office for CDBG Projects)
- ❑ Match Log
- ❑ CDBG Program Office Communications



Subrecipient Agreement Contents

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□ Subrecipient Agreements - Executed Annually

• Include:

- Grant Compliance Provisions
- Scope of Services
- Project Budget
- Expenditure Deadlines
- Reimbursement Procedures
- Match Requirements (if applicable)
- Procurement Compliance
- Monthly Reporting Compliance
- Certifications
- Audit Requirements
- Program Income
- Income Limits



Subrecipient Agreement Contents

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Other Important Sections:

- ❑ Record Keeping/Reporting
- ❑ Wage Rates – *Applicable to CDBG & HOME Only*
- ❑ Technical Assistance
- ❑ Agreement Amendment(s)
- ❑ Repayment of Grant Funds
- ❑ Eligible & Ineligible Uses of Grant Funds
- ❑ Required Subrecipient Forms
- ❑ Key Regulations
- ❑ Program Manual links

SUBRECIPIENT POLICIES & PROCEDURES OVERVIEW

Presented by:

Vanessa Richards - Dowd, Program Specialist, CDBG
Cobb County CDBG Program Office
September 20, 2018

Subrecipient Policies & Procedures

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Subrecipient Requirements:

- Integrate regulations provided by the CDBG Program Office into local level operating policies and procedures
- Update annually to ensure grant compliance
- Aim to develop **and follow** a set of step-by-step instructions to help staff carry out complex routine operations



Subrecipient Policies & Procedures

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- Required Policies & Procedures
 - Administrative
 - Internal File Audit
 - Record Retention (should reflect a 5 year retention)
 - Financial
 - Case Management
 - Intake
 - Documenting Services
 - Closeout

SUBRECIPIENT POLICIES & PROCEDURES: FINANCIAL

Presented by:

Caticah McNeil, Grant Accountant
Cobb County CDBG Program Office
September 20, 2018

Financial Management Systems

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Recommended Standards:

- ❑ Complete financial reporting (accurate and current)
- ❑ Utilize financial management software for managing cash flow (i.e. Quicken Quickbooks, and Excel)
- ❑ Accounting records that identify source of funding (name of grant, year of funding, projects)
- ❑ Develop a budget and expenditure control system

CDBG GRANT ALLOCATION			
	Budget	Expense	Balance
Supplies	\$ 1,000.00	\$ 250.00	\$ 750.00
Salary	\$ 30,000.00	\$ 10,000.00	\$ 20,000.00
Maintenance	\$ 4,000.00	\$ 1,500.00	\$ 2,500.00
TOTAL	\$ 35,000.00	\$ 11,750.00	\$ 23,250.00

Administrative Policies Financial

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Basic Elements of Internal Controls

Internal Controls and accountability **MUST** be maintained for ALL cash, real/personal property and other assets.

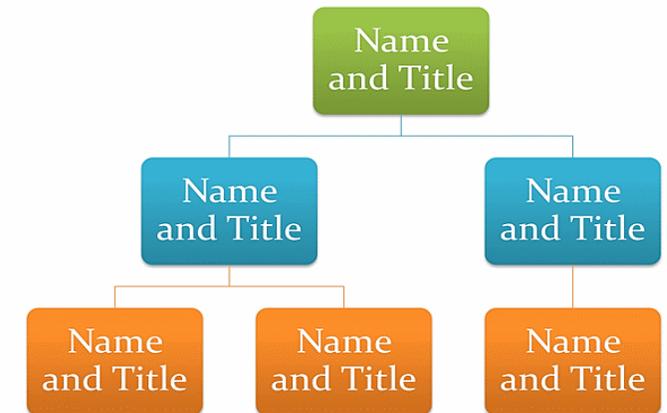
➤ **Ensure compliance with funding restrictions**

- ❑ Grant regulations
- ❑ Private donations

➤ **Eliminate Fraud and Abuse**

- ❑ Formal system of authorization and supervision
 - Control over access to asset, blank forms, confidential documents (i.e. items purchased with funding, computers, blank checks, credit cards)
- ❑ Written definition of duties-complete job description
- ❑ Separation of duties
 - Checks and Balances- (who approves and signs documents, print checks, authority to sign checks, at what amount does a check requires more than one signature)
- ❑ Tracking system of assets and liabilities (Accounting programs, Excel, Etc.)

Title of Organization Chart



Administrative Policies Financial

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Audit Requirements

- OMB Circular A-200.501 requires entities that expend \$750,000 or more during a fiscal year* in federal awards (from all sources) have a Single Audit conducted for that fiscal year.
- Cobb County requires an **audit** (if budget is **less than \$25,000**, applicants can submit a **review** of financial statements) prepared by a qualified accountant or accounting service, covering the last two most recent reporting periods of operation for federal grant programs.
- Audits must be in accordance with Generally Accepted Government Auditing Standards (GAGAS) and OMB Circular 2 CFR 200.501

https://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1501&rgn=div8

ALL FINANCIAL MANAGEMENT PRACTICES WILL BE MONITORED BY THE CDBG PROGRAM OFFICE!

CASE FILE MANAGEMENT & THE INTAKE PROCESS

Presented by:

Caticah McNeil, Grant Accountant & Monique Guilford, Program Specialist, Planning & HOME
Cobb County CDBG Program Office
September 20, 2018

Case File Management: Organization

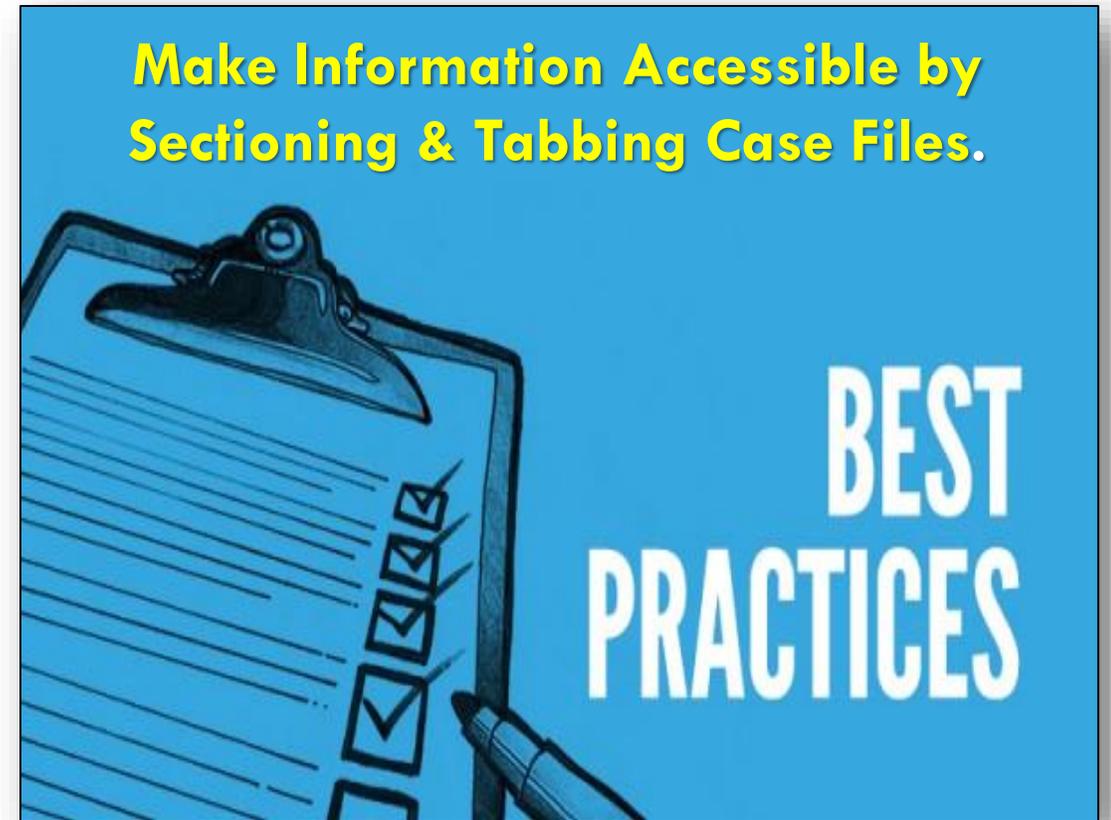
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- ❑ Case File Checklist
- ❑ Application for services
- ❑ Consent Forms
- ❑ Proof of Identification
- ❑ Proof of Residency
- ❑ Income Verification Documents
- ❑ Income Limits
- ❑ Environmental Review
- ❑ Housing Eligibility Documentation
- ❑ Additional Services Documentation

Documents should be placed in order of checklist.

Separate case files by grant per client or

Place eligibility documentation in separate file sections by grant.



The Intake Process

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Application for Services Minimum Requirements

- ❑ Intake Date
- ❑ Applicant Information:
 - Name, Address, Phone Number, DOB, SSN, Citizenship Status, Ethnicity/Race, Gender
- ❑ Household Member(s) Information:
 - Name, DOB, SSN, Relationship to Applicant
- ❑ Intake Worker Signature & Verification

The Intake Process

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- ❑ Proof of US Citizenship or Legally Admitted Alien
 - ❑ Copy of State Issued ID
 - ❑ Copy of Social Security Cards for all household members over age 6.
- ❑ Proof of Cobb County Residency
 - ❑ Copy of State Issued ID, Utility Bill, Current Check Stub
 - Must clearly show a Cobb County address
- ❑ Required consent by assistance applicants and participants [\(24 CFR Part 5, Subpart B\)](#)
 - ❑ Each member of the [family](#) of an [assistance applicant](#) or [participant](#) who is at least 18 years of age, and each [family](#) head and spouse regardless of age.
 - ❑ Required at initial evaluation & each recertification.

The Intake Process

ESG & CSBG

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ESG

Agencies must certify that each ESG client meets the definition of homeless or at-risk of homelessness:

- ✓ Homeless Certification
- ✓ At-Risk of Homelessness Certification
- ✓ Self-Certification of Homelessness, At-Risk of Homelessness, or Fleeing Domestic Violence

CSBG

- Evidence of mainstream referrals & child support (if applicable)
- EasyTrak Intake Application with signed Release of Information (ROI), Consent, & Fair Hearing Statement
- Request for Verification Form (if needed)
- Separate Household Form (if needed)
- Documented eligible services & eligibility period

The Intake Process: Income Eligibility

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- Income Eligibility must be determined & documented prior to providing services.
- Income Documentation for all household members over the age of 18 is required.
 - Inclusions: Earned Income, Interest/Dividend Income, Pension/Retirement Income, Unemployment & Disability Income, TANF/Public Assistance, Alimony/Child Support Income, Armed Forces Income
 - Exclusions: Income of Children, Inheritance/Insurance Income, Medical Expense Reimbursements, Income of Live-In Aides, Student Financial Aid, Armed Forces Hostile Fire Pay

REGULATION: Anticipated annual income of all adults in the family should be determined by using [24 CFR 5.609](#) definition of annual income for CDBG.

The Intake Process: Income Eligibility

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□ Sources of Income Verification

➤ Third Party

Requests for verification from third parties must be accompanied by a Consent to Release form.

■ Written – a certified letter verifying the source of income.

■ Oral – For all oral verification, file documentation must include facts, time and date of contact, and name and title of third party.

➤ Source Documents Provided by Applicant

Examples: W-2 forms, paycheck stubs, award letters, pension account statements, 1040 form.

➤ Self Declaration

Not always appropriate.

RESOURCE: https://cobbcounty.seamlessdocs.com/f/AcceptableForms_IncomeVerification

The Intake Process: Income Eligibility

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- ❑ Calculating Income
 - ❑ Analyze hourly, weekly or monthly income information as appropriate to calculate the annual income. Include two (2) recent and consecutive months of pay stubs. Must include overtime pay.
 - ❑ Compare against Grant's Income Guidelines. **All Income Guidelines are updated Annually.**
 - Area Median Income or Federal Poverty Guidelines
 - ❑ Keep documentation in case file for both accepted and denied program participants
 - ❑ Earned income is projected for the next 12 months
 - ❑ Each time income is certified print the limits, identify the household income, and place it in client file prior to providing services.
 - ❑ HUD Grant Subrecipients may use the Income Calculator found at:
<https://www.hudexchange.info/incomecalculator> (Registration Required)
 - ❑ Use the same method each time income is re-certified.

The Intake Process: Income Eligibility

CDBG

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Use the Income Limits at the time of certification, not at the time of application.

- CDBG: <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>
- Each time income is certified print the limits, identify the household income, and place it in client file.

2018 CDBG Program Income Limits Effective: June 1, 2018

FAMILY SIZE	EXTREMELY LOW 30%	VERY LOW INCOME 50%	LOW INCOME 80%
1	\$15,750	\$26,200	\$41,900
2	\$18,000	\$29,950	\$47,900
3	\$20,780	\$33,700	\$53,900
4	\$25,100	\$37,400	\$59,850
5	\$29,420	\$40,400	\$64,650
6	\$33,740	\$43,400	\$69,450
7	\$38,060	\$46,400	\$74,250
8	\$42,380	\$49,400	\$79,050

Source: U. S. Department of Housing and Urban Development (HUD) www.huduser.gov
*Income of all persons living in the household

Source: U. S. Department of Housing and Urban Development (HUD) www.huduser.gov

The Intake Process: Income Eligibility

HOME

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Use the Income Limits at the time of certification, not at the time of application.

- HOME: <https://www.hudexchange.info/programs/home/home-income-limits/>
- Each time income is certified print the limits, identify the household income, and place it in client file.

2018 HOME Program Income Limits *Effective June 1, 2018*

FAMILY SIZE	EXTREMELY LOW 30%	VERY LOW INCOME 50%	MODERATE INCOME 60%	LOW INCOME 80%
1	\$15,750	\$26,200	\$31,440	\$41,900
2	\$18,000	\$29,950	\$35,940	\$47,900
3	\$20,250	\$33,700	\$40,440	\$53,900
4	\$22,450	\$37,400	\$44,880	\$59,850
5	\$24,250	\$40,400	\$48,480	\$64,650
6	\$26,050	\$43,400	\$52,080	\$69,450
7	\$27,850	\$46,400	\$55,680	\$74,250
8	\$29,650	\$49,400	\$59,280	\$79,050

Source: U. S. Department of Housing and Urban Development (HUD) www.huduser.gov

**Income of all persons living in the household*

The Intake Process: Income Eligibility

ESG

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ESG: <https://www.huduser.gov/portal/datasets/il/il2018/2018summary.odn>

- Select the “Data” tab, then, scroll down to the 5th section labeled “HUD 30% Income Limit for ALL Areas.”
- **Prevention clients must have a calculated income below 30% AMI.**
- **Rapid Re-Housing clients must have a calculated income of 50% AMI or below.**
- Income eligibility does not need to be assessed for Emergency Shelter or Transitional Housing Clients.

2018 Emergency Solutions Grant Low Income Limits									
Effective April 1, 2018									
		Persons in Family							
Median Family Income	Income Limit Category	1	2	3	4	5	6	7	8
\$ 74,800	Very Low (50%) Income Limits (\$)	\$ 26,200	\$ 29,950	\$ 33,700	\$ 37,400	\$ 40,400	\$ 43,400	\$ 46,400	\$ 49,400
	Extremely Low (30%) Income Limits (\$)	\$ 15,750	\$ 18,000	\$ 20,780	\$ 25,100	\$ 29,420	\$ 33,740	\$ 38,060	\$ 42,380
	Low (80%) Income Limits (\$)	\$ 41,900	\$ 47,900	\$ 53,900	\$ 59,850	\$ 64,650	\$ 69,450	\$ 74,250	\$ 79,050

Atlanta-Sandy Springs-Roswell, GA HUD Metro FMR Area, Source: <https://www.huduser.gov/portal/datasets/il/il2018/2018summary.odn>

Each time income is certified print the limits, identify the household income, and place it in client file.

The Intake Process: Income Eligibility

CSBG

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- HHS Federal Poverty Level Guidelines: [HHS Annual Update](#)
- Each time income is certified print the limits, identify the household income, and place it in client file.

CSBG MAXIMUM HOUSEHOLD INCOME LIMITS

COBB COUNTY CSBG PROGRAM

Effective: February 1, 2018

PERSONS IN FAMILY/ HOUSEHOLD	125% FEDERAL POVERTY GUIDELINE
1	\$15,175
2	\$20,575
3	\$25,975
4	\$31,375
5	\$36,775
6	\$42,175
7	\$47,575
8	\$52,975
*For each additional household member beyond eight (8) add \$5,400	

Source: HHS Federal Poverty Guidelines; Federal Register, Document Number 2018-00814

Income Eligibility: Re-Certification CDBG & HOME

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▣ CDBG

- Recertify each time a client receives a new service, income must be verified.

▣ HOME

- Recertify income every six (6) months until the client has been served.



Income Eligibility: Re-Certification ESG

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□ Rapid Re-Housing Re-Certification Requirements

90 day recertification for rapid re-housing includes determination that the household:

- 1) Is at or below 50% AMI; **AND**
- 2) Is at risk of returning to homelessness; **AND**
- 3) Lacks the financial resources and support networks needed to obtain housing or remain in their current housing.

Annual re-certification for rapid re-housing includes determination that the household:

- 1) Is at or below 30% AMI**; **AND**
- 2) Is at risk of returning to homelessness; **AND**
- 3) Lacks the financial resources and support networks needed to obtain housing or remain in their current housing.

□ Prevention Re-Certification Requirements

90 day and annual re-certifications for prevention includes determination that the household:

- 1) Is below 30% AMI; **AND**
- 2) Remains at-risk of homelessness; **AND**
- 3) Lacks the financial resources and support networks to remain in their housing.

Income Eligibility: Re-Certification CSBG

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▣ CSBG

- ▣ Recertify according to Subrecipient developed policies & procedures.
- ▣ Does not apply to emergency services.



HOUSING ELIGIBILITY & DOCUMENTING SERVICES

Presented by:

Monique Guilford, Program Specialist, Planning & HOME
Cobb County CDBG Program Office
September 20, 2018

Housing Eligibility: Environmental Reviews

CDBG, HOME, ESG

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Agencies should submit an Environmental Review Request form for the following types of projects:

- **Down Payment Assistance (DPA)**
- **Tenant Based Rental Assistance (TBRA)**
- **Acquisition**
- **Demolition**
- **New Construction**
- **Rehabilitation**



COBB COUNTY
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Kimberly Roberts
Managing Director

REQUEST FOR ENVIRONMENTAL REVIEW
SUBRECIPIENT MAY NOT UNDERTAKE ANY ACTIVITY WITH HUD OR NON-HUDFUNDS WITHOUT A COMPLETED ENVIRONMENTAL REVIEW.

Date of Request:
Requestor Name / Agency:
Funding Source: CDBG HOME ESG CoC
Property Address:
Project Description:
Project budget: \$

PROPOSED PROJECT DESCRIPTION:
 DPA TBRA Supportive Services Operating Costs
 Acquisition (Property) Demolition New Construction Rehabilitation

Is this vacant/undisturbed land? Yes No

If existing property: # Bedrooms: # Baths: Sq. Ft.:

If proposed activity results in ground disturbance, please provide a description (Include a description of all horizontal and vertical ground disturbance, such as haul roads, cut or fill areas, excavations, landscaping activities, ditching, utility burial, grading, water tower construction, etc., as applicable):

If new construction: # Bedrooms: # Baths: Sq. Ft.:

REQUIRED ATTACHMENTS (FOR ACQUISITION, DEMOLITION, NEW CONSTRUCTION, REHABILITATION)

- Detailed scope work
- Site Plan
- Photographs of the property, include views of the front, back, right, left and property to the left, right, across the street and street views left and right
- Soil Surveys, if completed
- Engineer/Architect Environmental Assessment, if completed

For CDBG Office Use Only:

ER Prepared by: _____
Date Prepared: _____
Date Prepared or Entered into HEROs: _____
Date Approved ER Uploaded: _____

Housing Eligibility

HOME

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□ HOME

□ Property Standards

- Habitability Inspection Checklist (HQS Form)
- Lead Based Paint Requirements & Disclosures

□ Rental Unit Characteristics

- Landlord Verification of Ownership [warranty deed, insurance policy]
- Allowance for Utilities and other services
- Rent Reasonable Valuation & Fair Market Rent Limits

2018 HOME Program Rent Limits

Effective on June 1, 2018

The high rent limit is the most rent that can be charged per unit [minus utility adjustment]. No more than 80% of the units can be at this limit. The low rent limit is the most rent that can be charged per unit [minus utility adjustment]. At least 20% of the units must be at this level.

# of Bedrooms Limit	High Rent Limit 80% of Units	Low Rent Limit 20% of Units
0	\$873	\$655
1	\$898	\$701
2	\$990	\$785
3	\$1,031	\$842
4	\$1,344	\$972
5	\$1,651	\$1,085
6	\$1,899	\$1,197

Source: U. S. Department of Housing and Urban Development [HUD] www.huduser.gov

*Income of all persons living in the household

Housing Eligibility ESG

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- **All Shelters must meet the Minimum Habitability Standards for Emergency Shelters.**
- Rapid Re-Housing & Homelessness Prevention per property.
 - Fair Market Rent (FMR) Limits
 - Rent Reasonableness Valuation
 - Minimum Habitability Standards Inspection
 - Agency Landlord Lease
 - Client Landlord Lease
- Lead-Based Paint Standards
 - Lead Screening Worksheet
 - Visual assessments are required for **ALL** units receiving financial assistance if constructed before 1978, and children under 6 or pregnant women will live there.
 - Become a HUD certified visual inspector by completing an online course at the following web address:
<http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>

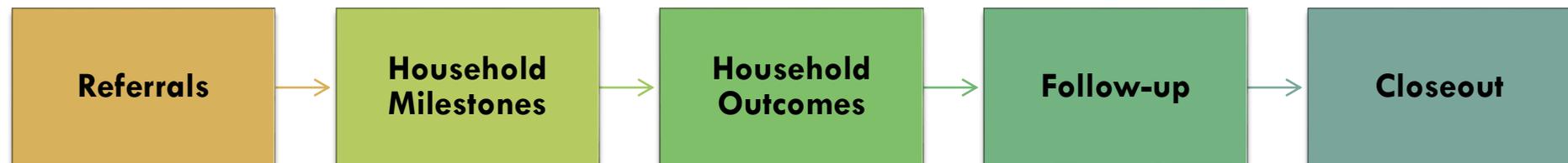
Documenting Activities & Services CDBG

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Meeting Program Objective & Carrying Out Program Activities

Subrecipient must keep records which provide a full description of:

- ▣ 51% Low/Mod Clientele
- ▣ Amount of CDBG funds budgeted, obligated, & expended for the Activity or Service
- ▣ Any records pertaining HUD's crosscutting requirements, as applicable, such as: Davis Bacon Payroll, Procurement, Displacement, Relocation, Real Property Acquisition



Documenting Activities & Services

HOME

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➤ HOME

➤ Acquisition & Down Payment Assistance

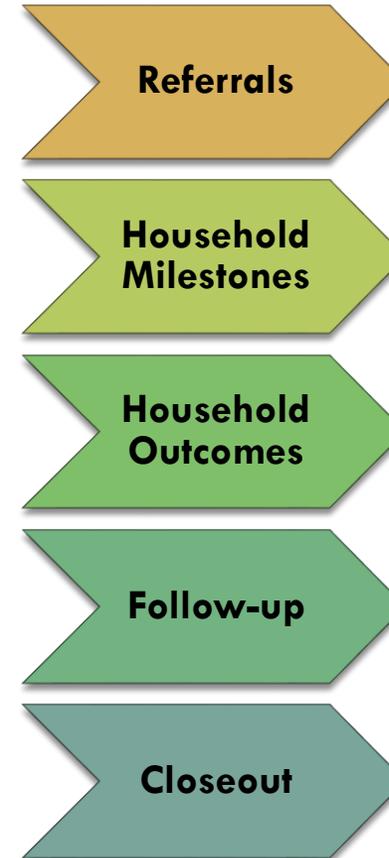
- Settlement Statement
- Purchase Agreement
- URA Contract Addendum
- Appraisal
- Project Underwriting Documentation

➤ Rehabilitation Projects

- Final Affidavit & Release of Contractor Liens
- Approved Change Orders
- Final Property Lien
- Inspection Report
- Project Underwriting Documentation

➤ TBRA

- Program Participant Agreement
- Certificate of Program Eligibility
- Lease Agreement & HUD Addendum



Documenting Services ESG & CSBG

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➤ ESG

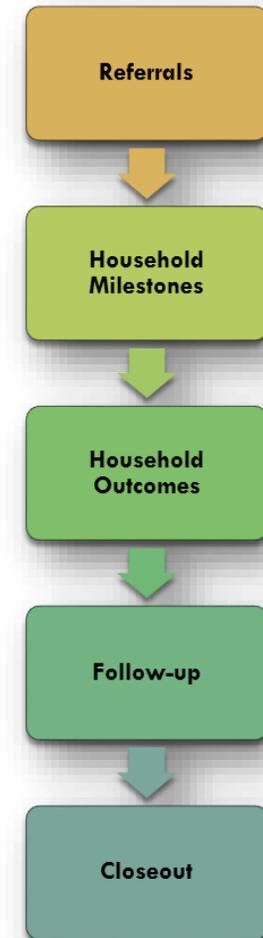
▣ Case Management Standards

- Housing stability plan
- Monthly meetings with the case manager
- Referrals to mainstream and other resources are required

➤ CSBG

▣ Case Management Standards

- Follow-up & Disposition
- Direct Services Payments to third party providers (e.g. utility bill)
- Activity & Outcome Achievement noted in EasyTrak



REPORTING

Presented by:

Ashley Baldwin, Program Specialist, CDBG
Cobb County CDBG Program Office
September 20, 2018

Reporting

General Reimbursement Documentation

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Reimbursement Documentation Required:

- ❑ Monthly Expenditure Report must be signed by Executive Director/Lead Administrator/Supervisor and must identify the amount of reimbursement requested and show cumulative expenses and remaining balance.
- ❑ Monthly Services or Narrative Report.
- ❑ Itemized list of program supplies and amounts (this sheet should be submitted in the reimbursement packet and should include check numbers, type of expense, expense amount, date of transaction, corresponding invoice number, etc.
- ❑ Reimbursement supporting documentation: Copies of invoices/receipts for items purchased. Copies of payroll journal and timesheets. Timesheets must be signed by both the employee and supervisor and show the time allocated to the grant. If requesting reimbursement for fringe benefits or payroll taxes and fees, include copy of invoice from insurance/payroll company and documentation that payment was made by organization. **Receipt/Invoice dates must correspond with monthly reimbursement request. ***
- ❑ Documentation which identifies payment was made in advance by the organization can include: Copy of Checks (Front/Back Copies of Checks 90 days or older), Organizational Bank Statements or Credit Card Statements.
- ❑ Verification of Earned Income from Fees if applicable

Reporting

General Reimbursement Documentation: Timesheets

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- 2 CFR 200.430(i) requires non-Federal entities to maintain records that “accurately reflect the work performed.”
- These records must:
 - Be supported by a system of internal control which provides reasonable assurance that the time being charged is accurate, allowable, and properly allocated
 - Are incorporated in the official records, such as payroll records
 - Reasonably reflect the employee’s total activity
 - Provide a time or percentage breakdown on all activities, both Federally funded and non-Federally funded, for the employee
 - Comply with the non-Federal entity’s pre-established accounting practices and procedures

EMPLOYEE: <u>Greatest of All Time</u>										12/21/2015		to		1/3/2016			
Anniversary Date: <u>March 9, 2015</u>																	
Date	Time In	Time Out	Lunch	Hours Worked	Leave Hours Used			Total Hours	FEDERAL GRANT PROGRAMS						WFN NON-BILLED	Total	
					SICK	PTO	HOLIDAY		CDBG Admin	CDBG Rehab	HOME Admin	ESG Admin	CSBG Admin	JAG Admin			
12/21/15	8:00	5:00	1.00	8.00				8.00					4.00	4.00		0.00	8.00
12/22/15	8:00	5:00	1.00	8.00				8.00					4.00	4.00		0.00	8.00
12/23/15	8:00	5:00	1.00	8.00				8.00						6.00		0.00	8.00
12/30/15					8.00			8.00								8.00	8.00
12/31/15	8:00	5:00	1.00	8.00				8.00					4.00	4.00		0.00	8.00
01/01/16				0.00			8.00	8.00								8.00	8.00
Total				48.00	8.00	0.00	24.00	80.00	0.00	0.00	0.00	15.00	29.00	0.00	32.00	80.00	80.00
Percentage Allocation of Hours									0%	0%	0%	19%	36%	0%	40%	100%	
Hours in Pay Period								80.00									80.00
Beginning Balances:				Fwd	Used	Ending Balances		The undersigned certify that all hours and times recorded above are true.									
Sick Leave				64.00	8.00	56.00		EMPLOYEE SIGNATURE/DATE: _____									
PTO [Paid Time Off]				8.00	0.00	8.00		SUPERVISOR SIGNATURE/DATE: _____									
				24.00	24.00	0.00											

Reporting: CDBG

CDBG Monthly Services Report

- ❑ Due to CDBG Program Office by the 15th of the each month by email.
- ❑ Report should list total CDBG eligible persons served in the current month & total CDBG eligible persons during the grant period.
 - The total number of CDBG-Eligible persons served during the month & grant period should always exceed 51%
- ❑ Must submit reports for five (5) years

Month/Year of this Report:		
Agency Name:		
Activity Name:		
Person Submitting Report:		Date Submitted:
NEW PERSONS SERVED THIS MONTH		
<i>Note: All persons served are to be reported only during the 1st month they are served during the January - December Program Year and not reported again during that Program Year.</i>		
1. New Persons Served - Listed By Income Groups - Percentages of Median Family/Household Income	Total Number of Persons Served	Year To Date Total
A. <u>New</u> persons served [Extremely Low Income - 0%-30% Median Family/Household Income]		
B. <u>New</u> persons served [Very Low Income - 31%-50% Median Family/Household Income]		
C. <u>New</u> persons served [Low Income - 51%-80% Median Family/Household Income]		
D. Total of lines A-C		
E. <u>New</u> persons served [Over 80% Median Family/Household Income/ NON-CDBG ELIGIBLE]		
F. Total of lines D and E		
G. Calculate % of CDBG eligible persons- Line D divided by Line F		

Reporting: CDBG

Reimbursement Documentation

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Reimbursement Documentation Required *in Addition to General Requirements:*

- Davis Bacon Payrolls (*if applicable*)
- Procurement Documentation (*if applicable*)
- Property Closing or Lease Documentation
- Appraisal



Reporting: HOME

□ HOME Monthly Service Report

- Due from **ALL** funded entities on the 15th of each month.
- 90% of TBRA clients must be 60% AMI or below **each month**.
- Report should list total HOME eligible persons served in the current month & total HOME eligible persons during the grant period.

Monthly Reports should always reflect the number of client files maintained.

PART I: New Persons Served This Month

Note: Persons served are to be reported only during the first month they are served during the Program Year, and not reported again during that Program Year.

1. <u>New Persons Served - By Income Group - Percentages of Median Family/Household Income</u>	Number of Persons Served	Year <u>To Date</u> Total
A. <u>New persons served</u> [Extremely Low Income - 0%-30% Median Family/Household Income]		
B. <u>New persons served</u> [Very Low Income - 31%-49% Median Family/Household Income]		
C. <u>New persons served</u> [Low Income - 50%-59% Median Family/Household Income]		
D. <u>New persons served</u> [Low Income - 60%-79% Median Family/Household Income]		
E. <u>New persons served</u> [Over 80% Median Family/Household Income]		
F. Total <u>New persons served</u>		

2018 HOME Program Income Limits Effective June 1, 2018

**Income of all persons living in the household*

Source: U. S. Department of Housing and Urban Development (HUD) www.huduser.gov

Family Size	Extremely Low 30%	Very Low Income 50%	Moderate Income 60%	Low Income 80%
1	\$15,750	\$26,200	\$31,440	\$41,900
2	\$18,000	\$29,950	\$35,940	\$47,900
3	\$20,250	\$33,700	\$40,440	\$53,900
4	\$22,450	\$37,400	\$44,880	\$59,850
5	\$24,250	\$40,400	\$48,480	\$64,650
6	\$26,050	\$43,400	\$52,080	\$69,450
7	\$27,850	\$46,400	\$55,680	\$74,250
8	\$29,650	\$49,400	\$59,280	\$79,050

Reporting: HOME

Reimbursement Documentation

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Supplemental Reimbursement Documentation:

- ❑ Davis Bacon Payrolls (*if applicable*)
- ❑ Procurement Documentation (*if applicable*)
- ❑ Property Closing or Lease Documentation
- ❑ Appraisal
- ❑ Homebuyer/Renter Income Verification



Reporting: ESG

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- Monthly Enrollment Demographics pulled from ClientTrack are due on the 15th of each month. Must submit reports for five (5) years

ESG Prevention & Rapid Re-Housing Components

For each NEW Client, submit the following:

- ❑ Housing Status Documentation & Certification
- ❑ Habitability Checklist
- ❑ Lead-Based Paint Documentation (if applicable)
- ❑ Client-Landlord Lease
- ❑ Agency-Landlord Lease
- ❑ Client application - Agency application
- ❑ Income Verification Documentation with the Income Calculation
- ❑ Fair Market Rents (FMRs) & Rent Reasonableness determination
- ❑ HMIS Consent Form



Reporting: CSBG

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- Narrative analysis of project accomplishments, to include:
 - ▣ staff activity
 - ▣ progress toward program goals
 - ▣ any other phase of Subrecipient activity that will assist the County in program evaluation
- Due on the 10th of each month.

The description should reflect progress towards achieving the agreed upon goals listed in the Agency's Scope.

The form is titled "COBB COUNTY CDBG PROGRAM OFFICE" and includes contact information: 192 Anderson Street, Suite 150, Marietta, Georgia 30060, phone: (770) 528-1455, fax: (770) 528-1466, and website: www.cobbcounty.org/cdbg. It is signed by Kimberly Roberts, Managing Director. The form is for the "COMMUNITY SERVICES BLOCK GRANT PROGRAM" and is a "MONTHLY PROGRAMMATIC REPORT" for a specific "Reporting Month & Year". It instructs the user to "AGENCY: Type Agency Name Here" and provides a narrative analysis template. The template asks for a narrative analysis of project accomplishments, including staff activity, progress toward program goals, or any other phase of Subrecipient activity that will assist the County in program evaluation. It also states that the description should reflect progress towards achieving the agreed upon goals listed in the Agency's Scope. The form concludes with a line for the "Signature and Title of Authorized Representative" and a line for the "Date Submitted".

COBB COUNTY CDBG PROGRAM OFFICE
192 Anderson Street, Suite 150
Marietta, Georgia 30060
phone: (770) 528-1455 fax: (770) 528-1466
www.cobbcounty.org/cdbg

Kimberly Roberts
Managing Director

COMMUNITY SERVICES BLOCK GRANT PROGRAM
MONTHLY PROGRAMMATIC REPORT
Reporting Month & Year

AGENCY: Type Agency Name Here

Narrative analysis of project accomplishments, to include: staff activity, progress toward program goals, or any other phase of Subrecipient activity that will assist the County in program evaluation. The description should reflect progress towards achieving the agreed upon goals listed in the Agency's Scope. **Email reports with the monthly expenditure report to: cobbcdbgpayers@cobbcountycdbg.com**

Signature and Title of Authorized Representative

Date Submitted

Reporting: JAG

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- All JAG-funded subgrantees must complete a quarterly statistical report based on the BJA's Performance Measurement Tool (PMT).



- **Reporting Periods & Due Dates:**

Quarter 1 – October 1st thru December 31st

Report Due January 10th

Quarter 2 – January 1st thru March 31st

Report Due April 10th

Quarter 3 – April 1st thru June 30th

Report Due July 10th

Quarter 4 – July 1st thru September 30th

Report Due October 10th

RISK MANAGEMENT & BEST PRACTICES

Presented by:

Kimberly Roberts, Managing Director
Cobb County CDBG Program Office
September 20, 2018

Risk Management

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- Key Regulations, Requirements, and Processes can be found in the Subrecipient Agreement
- Establish systems for incorporating new policy and programmatic changes into your programs
- Develop Policies & Procedures which allow you to:
 - Maintain consistent and compliant client case records,
 - Maintain an expenditure plan and carryout intended programs in a timely manner,
 - Consistently submit monthly services and reimbursement reports.

Best Practices

- Always maintain “monitor-ready” files.
 - Consistently conduct file checks to ensure accuracy of file documents.
 - Identify any missing information that should be in the files.
 - Ensure projects are closed-out properly with all necessary beneficiary information
- Conduct semi-annual internal monitoring of files.
 - Verify program compliance for activities accomplished.
- Perform quarterly financial reconciliations.
 - Monitor receipt and expenditures of grant funds and program income.
 - Identify and correct any deficiencies in financial recording across systems.
 - Ensure accurate reporting of all disbursements of funds.

Questions & Technical Assistance

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The Cobb County CDBG Program Office is committed to ensuring your organization's project is successful.

Please contact us with any questions you have or to set up any technical assistance needed.



Important Updates

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- ❑ Upcoming Monitoring
 - ❑ Programmatic and technical assistance
 - ❑ Financial
- ❑ CSBG Application Cycle: **October 1, 2018 – November 2, 2018**
- ❑ CSBG Application Workshop: **October 9, 2018**
- ❑ Grant Informational Workshops begin **October 11, 2018**
- ❑ Mandatory Fair Housing Workshop: **October 18, 2018**
- ❑ CSBG EasyTrak FY18 End-of-Year Report Deadline: **October 31, 2018**

CDBG Program Office Contacts

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