



2019 SUBRECIPIENT & EASYTRAK TRAINING

Community Service Block Grant

Cobb County CDBG Program Office

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www.cobbcounty.org/cdbg

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CSBG Program Objective

The ***primary objective*** of the CSBG Program is to support services and activities for individuals with low-incomes to alleviate the causes and conditions of poverty.

Legislative Authority:
Community Opportunities,
Accountability, and Training
and Educational Services
Human Services
Reauthorization Act of 1998,
P.L. 105-285.

Tripartite Board



Federal CSBG Act (42 U.S.C. §9910)

Sections 676B of the Community Services Block Grant Reauthorization Act of 1998 requires that, as a condition of designation, private nonprofit entities and public organizations administer their CSBG program through tripartite boards that “fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities.”

Board Members

Tommy Allegood

(Mayor of Acworth)

Fran Sutton

(Cole Street Development Corporation)

Oswaldo Hernandez

(Cobb County Resident)



Eligible Services

- **Employment Services:** Internships, Skills Training, Job Search, and Employment
- **Education Services:** Child/ Youth Programs, School Supplies, and Adult Education Programs
- **Support Services covering Multiple Domains:** Case Management, Childcare Payments, Transportation Assistance, Documents Assistance, and Re-entry Services
- **Housing Services:** Housing Placement (including Emergency Shelter), Eviction Prevention, and Utility Assistance
- **Health/Mental/ Social/Behavioral Services:** Health Assessments and Screenings, Support Groups, Dental Services, and Family Development Skills
- **Income and Asset Building Services:** Counseling Services, Benefit Coordination, and Asset Building

CSBG Eligible Costs:

- Labor, supplies and materials
- Operations and maintenance of facility where service occurs
- Payments related to the provision of eligible services
- Cannot just provide operational support to nonprofits
- Must document costs

Income Eligibility

RECOMMENDED 90-DAY RE-CERTIFICATIONS

During intake verify individual/household income with the Federal Poverty Guidelines.

2019 FEDERAL POVERTY GUIDELINES	
PERSONS IN FAMILY/HOUSEHOLD	125% POVERTY GUIDELINE
1	\$15,613
2	\$21,138
3	\$26,663
4	\$32,188
5	\$37,713
6	\$43,238
7	\$48,763
8	\$54,288
For families/households with more than 8 persons, add \$4,420 for each additional person.	
Source: https://aspe.hhs.gov/poverty-guidelines	

All clients must be re-certified for program income eligibility at least once during the program year.



Client Eligibility

CSBG-eligible applicant must be a US citizen or a legally admitted alien with a social security card.

What if the client cannot prove citizenship for all household members?

- ✓ Intake workers should include **all** income from the eligible/ineligible applicant(s).
- ✓ **Do not** include the undocumented person(s) in household count.
- ✓ Undocumented person(s) are ineligible for CSBG services, but parents/guardians may apply on behalf of **documented** minor children.



Client File Documentation

- ✓ Completed and signed EasyTrak application
 - Auth ROI Form (completed, signed)
 - Fair Hearing Statement
- ✓ Social security card or letter for each family member
- ✓ State-issued identification
- ✓ Verification & Source of Income.
 - Self Declaration of zero income
- ✓ Documented Eligibility Period
 - Program entrance and exit date
- ✓ Income recertification
- ✓ Explanation of service(s) requested
- ✓ Follow-up & Disposition
- ✓ Calculation of Gross Monthly Income
- ✓ Mainstream Resource Referral Form



Payments may take
up to 45-60 days

Monthly Reporting

Programmatic Reports:

- List details about monthly CSBG accomplishments
- Includes accurate number of clients served for the current month

EasyTrak Reports:

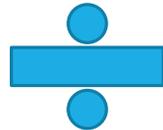
- Client data must be entered by **5th** day of the month
- Reimbursements cannot be processed

Expenditure Reports:

- Expense Log must detail all costs
- Salary costs must reflect employee **total hours**, CSBG **hours worked**, and CSBG **percentage allocation**
- Include all supporting documentation

CSBG Time Allocation Calculation

CSBG Hours Worked



Total Hours Worked



CSBG Eligible Allocation Percentage



Example

$$45 \text{ HRS} / 160 \text{ HRS} = 0.28125$$

$$0.28125 * 100 = 28.1\%$$

(CSBG eligible percentage)

$$\$3,000 \text{ (monthly salary)} * 28.1\% =$$
$$\$843.00 \text{ (CSBG reimbursable cost)}$$

Multiply CSBG eligible percent by the monthly salary/fringe for CSBG reimbursable costs.

Customer Survey



All CSBG Subrecipients are required to submit an annual CSBG customer satisfaction data and customer input report.

Due on October 30, 2019

A survey template can be found at:

<https://www.surveymonkey.com/r/CCD9TPC>

Cobb County Community Services Block Grant

Client Survey to Evaluate Services

1. What is your zip code

2. What city do you live in?

- Marietta
- Kennesaw
- Acworth
- Powder Springs
- Smyrna
- Unincorporated Cobb County
- Other (please specify)

Updates



- ❑ 2021 CSBG Application Period
- ❑ Submit Subrecipient survey using survey monkey link
- ❑ 2019 Carryover Funding Update
- ❑ Change in Submission Date for Expenditure, Programmatic, and EasyTrak Reporting
- ❑ Changes to 2020 CSBG Subrecipient Manual and Agreement
 - Budget Reallocations
 - Updated Subrecipient Forms

Questions & Technical Assistance

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.



Email: Info@cobbcountycdbg.com
Website: www.cobbcounty.org/cdbg
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770-528-1455