

CDBG-CV3

Subrecipient Training



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HOUSEKEEPING

- Please sign-in the chat box with your name and organization name.
- Please mute your phone/computer
- You may ask questions using in the chat box
- Technical Difficulties? *Try exiting the webinar and logging back in*



TRAINING AGENDA

- CDBG-CV3 Overview
- Eligible Costs
- Rental Assistance Policy & Procedures Manual
- Duplication of Benefits
- Environmental Review
- Recordkeeping
- Case File Organization
- Subrecipient Agreements
- Duration of Agreement
- Client Eligibility
- Case File Documentation
- CDBG Income Limits
- HUD Rent Limits
- Monthly Reporting



CDBG-CV3 OVERVIEW

On Friday, September 11, 2020, HUD announced a third tranche of CDBG CARES Act funding to prevent, prepare for, and respond to the Coronavirus. Cobb County received an additional allocation of **\$3,228,311** in CDBG-CV3 funding.

Funds awarded under the CDBG-CV3 Program must be utilized to prevent, prepare for, and respond to the coronavirus.

The CDBG-CV3 Program will primarily address the Priority Need of Emergency Housing Assistance with accompanying case management as it relates to the COVID-19 pandemic.

CDBG-CV3 ELIGIBLE COSTS

Proposed activities must address the following COVID-19 priority needs:

- Emergency housing assistance (rent/mortgage, utility payments)
- Case management (related to housing assistance services provided under the grant)

Each proposed activity must directly benefit low to moderate income persons.

CDBG-CV3 RENTAL ASSISTANCE POLICY & PROCEDURES MANUAL

The Cobb County CDBG Program Office has created a manual to provide additional guidance to all subrecipients. The policy will also include the following forms:

- Applications & Intake Form
- Authorization for Release of Information
- Duplication of Benefits Certification
- Landlord Verification Form
- Monthly Report for Assistance Provided
- Self-Income Certification Form
- Zero Income Certification Form



This manual will be emailed to subrecipients and posted on our website at www.cobbcounty.org/cdbg.

DUPLICATION OF BENEFITS

A duplication of benefits occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The CARES Act requires grantees to ensure that there are adequate procedures in place to prevent any duplication of benefits as required by federal regulations.

Cobb County has established a Duplication of Benefits policy. Subrecipients should utilize this policy when serving CDBG-CV3 clients.

ENVIRONMENTAL REVIEW



- The purpose of the ER is to assess the environmental impact of proposed activities.
- ER prepared by CDBG Program Office.
- ER required for all CDBG-CV3 rental addresses ***prior*** to providing services.

REQUEST FOR ENVIRONMENTAL REVIEW

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

Date of Request:

Name and Agency:

Funding Source: CDBG HOME ESG

Property Address:

Project Description:

Project budget: \$

PROPOSED PROJECT DESCRIPTION:

DPA TBRA Supportive Services Operating Costs Acquisition (Property)

Demolition New Construction Rehabilitation

RECORDKEEPING

Every Subrecipient is required to establish and maintain at least three major categories of records:

Documenting Eligibility – Subrecipient should establish a procedure for how eligibility will be documented for each client.

Case File Organization – Case file checklist, application for services, consent forms, proof of identification. Documents should be tabbed and placed in order of checklist.

Administrative Records - Files and records that apply to the overall administration of the Subrecipient's activities.



RECORDKEEPING: CASE FILE ORGANIZATION

Client files should contain the following:

- Case File Checklist
- Application for services
- Consent Forms
- Proof of Identification
- Proof of Residence
- Income Verification Documents
- Income Limits
- Environmental Review
- Housing Eligibility Documentation
- Additional Services Documentation (lease and lease addendums, assistance contracts, HUD-1 statements, etc.)



SUBRECIPIENT AGREEMENTS

At the beginning of the Program Year, Subrecipients will be provided Agreements that provide guidance for funded activities. The agreement:

- Fulfills legal requirements by presenting the regulations of the grant program and the conditions under which funds are provided;
- Provides guidance for monitoring Subrecipient performance and;
- Provides an essential vehicle for training the Subrecipient's staff.



WHAT'S IN YOUR AGREEMENT?

- Duration of the Agreement
- Environmental Review Requirements
- Record Keeping/Reporting Requirements
- Program Income
- Reimbursement Process
- Repayments
- Certifications
- On-going Obligations
- Scope of Work
- Audits
- Project Budget
- Resources



DURATION OF AGREEMENT

Subrecipient Agreements remain in effect during any period that the Subrecipient has control over any grant funds including Program Income (PI).

Agreement Effective Date	12/15/2020
Deadline for Expenditure for 50% of Funds	12/31/2021
Agreement Termination Date & Expenditure of all Funds	12/31/2022
Deadline for Receipt of Final Reimbursement Request	1/30/2023

Note: Amendments may occasionally be necessary if there are changes to the scope or schedule of work.

ON-GOING OBLIGATIONS



Subrecipients must abide by the terms of the Agreement and regulations for all projects initiated until funds and Program Income are expended.

Subrecipient Agreement will continue to govern the relationship between the Subrecipient and the County.

CDBG-CV3 CLIENT ELIGIBILITY

- Rental, mortgage or utility assistance for Cobb County residents who are in danger of becoming homeless due to their inability to pay their monthly rent, mortgage or utilities.
- CDBG-CV3 clients must be a Cobb County resident for at least 6 of the previous 12 months.
- Maximum of up to **six months** of rental/mortgage assistance payable to the landlord or utility payable to the utility company.
 - ✓ Location of the house or unit must be located in Cobb County.
 - ✓ Grant funds will be paid directly to the landlord, mortgage company, or utility company.

CLIENT FILE DOCUMENTATION

Income Verification

CDBG-CV3 clients' incomes should be verified prior to providing assistance.

Subrecipients should use the current income limits at the time of verification.

Housing Documentation

Must have delinquency notice from landlord.

Must document financial hardship due to COVID-19 (*i.e. loss of income, unexpected debt or medical bill*).

2020 CDBG INCOME LIMITS

Effective: July 1, 2020

Family/Household Size	Extremely Low	Very Low Income 50%	Low Income 80%
1	\$17,400	\$28,950	\$46,350
2	\$19,850	\$33,100	\$52,950
3	\$22,350	\$37,250	\$59,550
4	\$24,800	\$41,350	\$66,150
5	\$26,800	\$44,700	\$71,450
6	\$28,800	\$48,000	\$76,750
7	\$30,800	\$51,300	\$82,050
8	\$32,750	\$54,600	\$87,350

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

2020 HUD RENT LIMITS

Effective: July 1, 2020

Bedroom Size	Low Home Rent 50%	Fair Market Rent	65% Rent Limit
Studio	\$723	\$996	\$921
1	\$775	\$1,025	\$998
2	\$931	\$1,167	\$1,188
3	\$1,075	\$1,489	\$1,364

<https://www.hudexchange.info/programs/home/home-rent-limits/>

MONTHLY REPORTING

CDBG – CV3 reports due by the **15th** of each month for services rendered the prior month.

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

Activity Name:		Date:				
Person Submitting Report:		NEW PERSONS SERVED THIS MONTH				
1. New Clients and Families Served - Listed by Percentages of Median Household Income		Total Number of Clients Served for the Month	Total Number of Clients Served for the Year	Total Number of Families Served for the Month	Total Number of Families Served for the Year	
A. New Clients Served [Extremely Low 0%-30% Median Family/Household Income]						
B. New Clients Served [Extremely Low 31%-50% Median Family/Household Income]						
C. New Clients Served [Extremely Low 51%-80% Median Family/Household Income]						
D. Total Lines A+B+C						
E. New Clients Served [Over 80% Median Family/Household Income-NON CDBG ELIGIBLE]						
F. Total of lines D+E						
G. Calculate % of CDBG Eligible Clients - Line D divided by Line F						
2. Number of New Clients Served - Identified by Each Individual - Listed by Race/Sex/Ethnicity	Male Clients	Female Clients	Hispanic or Latino Clients	Non-Hispanic or Non-Latino Clients	Total Number of Clients Served for the Month	Total Number of Clients Served for the Year
White						
Black/African-American						
Asian						
American Indian/Alaskan Native						
Native Hawaiian/Pacific Islander						
American Indian/Alaskan Native & White						
Asian & White						
Black/African-American & White						
American Indian/Alaskan Native & Black/African American						
Other Multi-Racial						
TOTALS						
3. Number of New Female-Headed Households Served This Month						
4. Presumed Benefit Groups Served - Only Use the Category Used to Qualify Your Activity for CDBG funding					Total	Year to Date Total

COBB COUNTY CDBG PROGRAM OFFICE



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