



City of Santa Maria

CDBG

**Community
Development
Block Grant
Program**

Subrecipient Training

Thank You!



- Without you we could not address the broad range of needs in our community
- We count on you to provide needed services in a cost-effective way

Overview

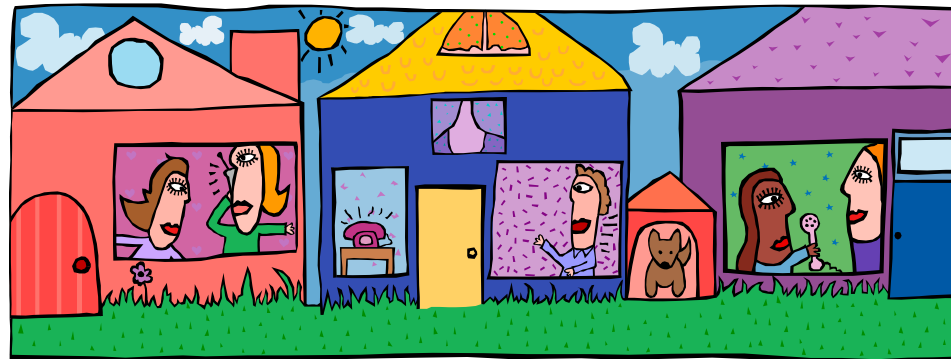
Background

- ◆ Title I of Housing & Community Development Act of 1974 created CDBG Program
- ◆ Replaced eight categorical grant and loan programs
- ◆ Administered by U.S. Dept of Housing & Urban Development (HUD)
- ◆ Local discretion subject to Federal regulations



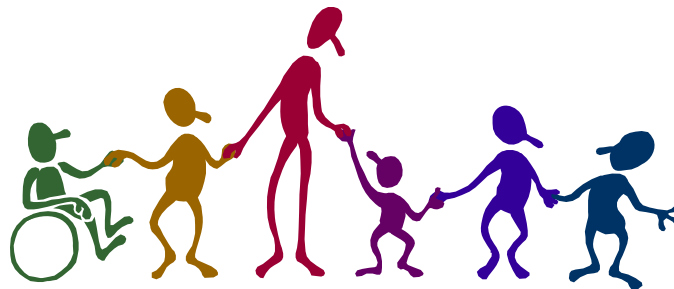
Purpose

- To develop viable urban communities
- To provide decent housing and a suitable living environment
- To expand economic opportunities, principally for persons of low and moderate income



Determination of Eligibility

- **Must meet one of the three national objectives**
- **Must be on HUD listing of basic eligible activities**
- **At least 70% of total CDBG funds must be used for activities that benefit low and moderate income persons**
- **At least 51% of beneficiaries of individual activities designed to benefit low and moderate income persons must be shown to be of low and moderate income**



Compliance With National Objectives

✉ Principally benefits low and moderate income persons;

✉ Prevents or eliminates slums or blight;



✉ Addresses an urgent need or catastrophic problem in the community, such as a natural disaster, where there are no other funds available to remedy the situation.

Benefit to Low and Moderate Income Persons



- **Area benefit activities**
- **Limited clientele activities**
- **Housing activities**
- **Job creation or retention activities**

Contract Agreement & Process

Public Liability and Workers' Compensation Insurance

Statement of Work, Budget, Schedule, and

Performance Measures (Exhibit A)

Quarterly Reporting Requirements (Exhibit B)

Annual Reporting Requirements (Exhibit C)

Payment Process

Audit Requirements

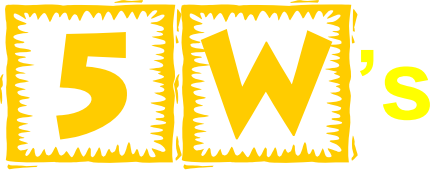

Public Liability and Workers' Compensation Insurance

- ✘ Commercial General Liability Coverage
- ✘ Business Auto Coverage
- ✘ Worker's Compensation Insurance
- ✘ Professional Liability Coverage

\$1,000,000 +



Statement of Work, Budget, Schedule, and Outcome Measures (Exhibit A)

<u>DESCRIPTION</u>	<u>SCHEDULE</u>	<u>BUDGET</u>
<p>Who, what, when, where, why (& how)</p>	<p>Milestones or deadlines</p>	<p>Itemize revenues and expenses for activities being funded by CDBG</p>
	<p><u>Examples:</u></p>	<p>\$ \$ \$ \$ \$</p>
<p>Indicate the total number of persons to be served AND the number of units of service</p>	<p>Staff hours # of persons</p>	<p><u>Examples:</u></p>
		<p>Salaries Food Benefits Supplies Utilities Mileage</p>

Statement of Work, Budget, Schedule, and Outcome Measures (Exhibit A)

PERFORMANCE MEASURES

Evaluating the program is an important and necessary step in providing better services to the community.

TELL US:

- * *How the program is making a difference in the lives of your clients*
- * *What the short- and long-term goals of the program are*
- * *What tools will be used to measure the goals of the program*
- * *What the performance targets are for this year*
- * *Provide a minimum of one output measure AND one outcome measure*



Quarterly Reporting Requirements (Exhibit B)

**Total Number of
Households/Persons Assisted
Who Are:**

Extremely Low

Income does not exceed 30% AMI

Low

Income exceeds 30% AMI; but is
less than 50% AMI

Moderate

Income exceeds 50% AMI; but is
less than 80% AMI

Non-Low Moderate

Income exceeds 80% AMI

<i>FY 2011 Income Limits</i>				
<i>Income Category</i>	<i>1 Person</i>	<i>2 Person</i>	<i>3 Person</i>	<i>4 Person</i>
<i>Extremely Low</i>	\$16,350	\$18,650	\$21,000	\$23,300
<i>Low</i>	\$27,200	\$31,100	\$35,000	\$38,850
<i>Moderate</i>	\$43,550	\$49,750	\$55,950	\$62,150

***Please use either households
or persons throughout the
form - do not switch between
them. The unit chosen
should correspond with
Contract Exhibit "A" -
Statement of Work!!!***



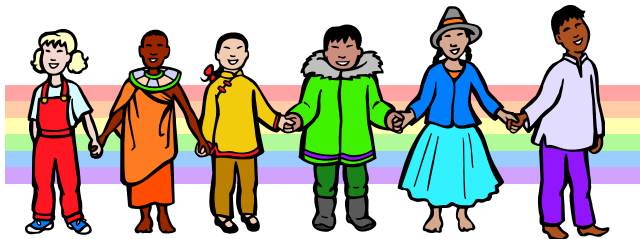
Quarterly Reporting Requirements (Exhibit B)

Race / Ethnicity Categories

- 1) American Indian / Alaskan Native
- 2) Asian
- 3) Black / African American
- 4) Native Hawaiian / Pacific Islander
- 5) White
- 6-9) MIXED
- 10) Other

Mixed Categories

- 6) American Indian / Alaskan Native AND White
- 7) Asian AND White
- 8) Black / African American AND White
- 9) American Indian / Alaskan Native
AND Black / African American



All 10 Categories Broken Down Between
Non-Hispanic & Hispanic

Annual Reporting Requirements (Exhibit C)

- 👉 Services
- 👉 Location
- 👉 Clientele
- 👉 Accomplishments
- 👉 Expenditures
- 👉 Outcome Measures

**Quarterly Reports Due within 30 days of the end of each quarter.
Quarter ending dates are: September 30, 2011,
December 31, 2011, and March 31, 2012.
Final Reports Due: July 6, 2012**



Accomplishments, expenditures, and outcome measures should correspond with those outlined in Contract Exhibit "A" - Statement of Work!!!

Payment Process

Submit Request for Payment

- Time periods should not overlap
- PLEASE - DO NOT USE STAPLES!!!
- Quarterly submissions preferred, but not required
- Description of Items and CDBG Budgeted Amount columns should correspond with those outlined in Contract Exhibit “A”
- Requests for Payment received by noon on Friday will be paid Friday of the following week, providing there are no issues
- Must have original signature, with copies of all supporting documentation attached (DO NOT FAX OR E-MAIL REQUEST FOR PAYMENTS – THAT IS NOT AN ORIGINAL SIGNATURE)



Payment Process



Distribution of Funds



- **If quarterly reports are not submitted by the deadline, requests for payment will be held until the reports are submitted.**
- **10% of total grant award or final request for payment will be withheld until final reports are received.**
- **Any requests for payments received for greater than 90% of the grant amount without final reports will be denied payment until final reports are received.**

Audit Requirements

Responsible for obtaining an audit if applicable under Federal Regulations or the Single Audit Act of 1996.

The City will audit and review records through an annual monitoring visit by staff.

Playing by the Rules

Handbook for Subrecipients on Administrative Systems

Available on the City of Santa Maria website
<http://www.ci.santa-maria.ca.us/40406.shtml>

Financial Management

- Internal Controls
- Accounting Records
- Allowable Costs
- Source Documentation
- Budget Controls
- Cash Management
- Financial Reporting
- Audits



On-Site Financial Monitoring Review

- **General**
- **Accounting and Financial Reporting**
- **Budgetary Control**
- **Cash Receipts**
- **Cash Disbursements**
- **Payroll Procedures**
- **Purchases and Procurement**
- **Property and Equipment**
- **Travel Reimbursement Policy**

THANK YOU!

Thank you for joining us
for the CDBG
Subrecipient Training.

*Working together, we
can make a better
community!*



Contact Information

Special Projects Division Staff

Celeste Coelho-Hudson, Community Programs Manager
(805) 925-0951 ext. 373

Subrecipient Resources:

<http://www.ci.santa-maria.ca.us/40406.shtml>