

UNDERSTANDING

CDBG





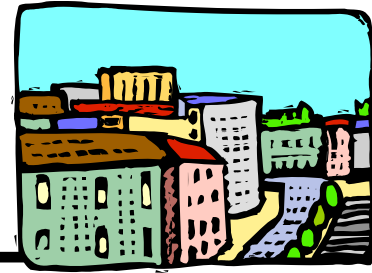
Inc. Village of Hempstead
Community Development Agency



Welcome & Introductions



Inc. Village of Hempstead Community Development Agency



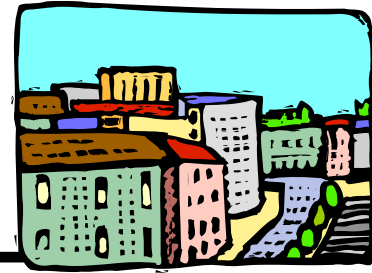
CDA Board Members

- ❑ Mayor Don Ryan, Chairman
- ❑ Tina Hodge-Bowles, Vice Chair
- ❑ Carmen Ayala, Board Member
- ❑ Keria L. Blue, Board Member
- ❑ Franz Nicolas, Board Member

CDA Staff & Other Team Members

- ❑ Charlene Thompson, Commissioner
- ❑ Ricky Cooke, Program Director
- ❑ Sarian Parker, Executive Assistant
- ❑ Mia Baines, Ruth Cosme & Melva Morales (CERC)
- ❑ Andrea Haughton (Housing Consultant) & Ujin Segredo (Accounting Consultant)

CDBG TRAINING OBJECTIVES



□ Purpose of this training:

- ◆ Provide overview of key CDBG topics
- ◆ Answer common questions
- ◆ Serve as resource for grantee staff

◆ Other CDBG resources:

- ◆ www.HUD.gov/programs/cpd/CDBG
- ◆ Statute at Section 101 – 122 of the Housing and Community Development Act (HCDA) of 1974, as amended
- ◆ Regulations at 24 CFR Part 570
- ◆ Basically CDBG Training manual

CDBG Primary Objective



- ◆ Steps in choosing activities
 - New Activities
 - Expanded Services
- ◆ LMI targeting
- ◆ National objectives

CDBG PRIMARY OBJECTIVE



- Development of viable urban communities, *principally for low/mod persons*, through:
 - ◆ Decent housing
 - ◆ Suitable living environment
 - ◆ Expanded economic opportunity

KEY TERMS

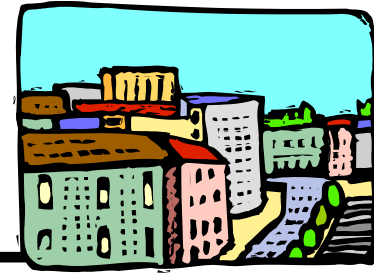


- CDBG Recipient/Grantee
- Consolidated Plan
- Low and Moderate Income Person
- Household v. Family

SELECTING CDBG ACTIVITIES



- Six key questions prior to funding activity
 1. Is it outlined in the approved Con Plan and Action Plan?
 2. Is the activity eligible?
 3. Will it meet a national objective?
 4. Will it help to meet the low/mod income targeting requirements?
 5. Will it comply with all “other federal requirements”?
 6. Can project be completed in a timely manner?
- Answers critical to determine prior to assisting project

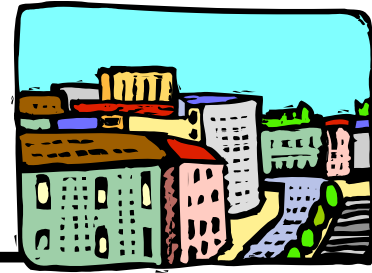


CONSOLIDATED PLAN

- Helps determine activities and organizations to prioritize for funding (2020 -2024)
- Citizen participation required
- Includes:
 - ◆ Lead agency description
 - ◆ Housing and homeless needs assessment
 - ◆ Housing market analysis
 - ◆ Strategic plan
- Annual performance reporting measured against Con Plan goals and activities

<https://www.nassaucountyny.gov/DocumentCenter/View/30140/Nassau-County-FINAL-Five-Year-Consolidated-Plan-FY2020-2024?bidId=>

ELIGIBLE ACTIVITIES



- Housing & other real property activities
- Economic development
- Public facilities improvements
- Public services
- Agency activities
- Planning and administration
- Others

INELIGIBLE ACTIVITIES



- Regulations expressly prohibit:
 - ◆ Buildings for conduct of government (no public access) & general government expenses
 - ◆ Political activities
 - ◆ New housing construction (some exceptions)
 - ◆ Income payments
 - ◆ Purchase of equipment
 - ◆ Operating and maintenance expenses

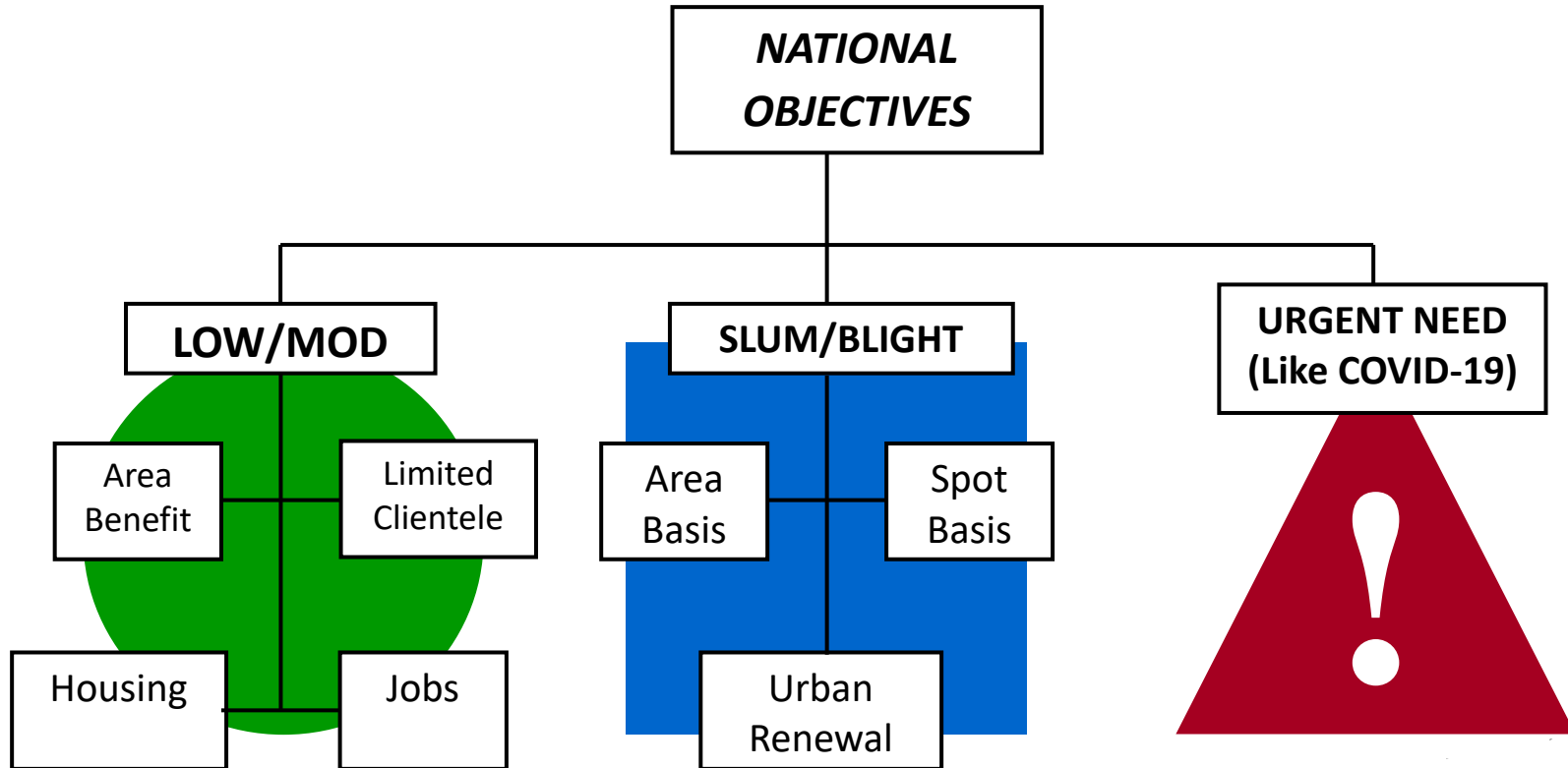
NATIONAL OBJECTIVES



All CDBG activities must:

- Benefit low/mod income persons
- Prevent or eliminate slums and blight OR
- Meet an urgent need

NATIONAL OBJECTIVES



Performance Measurements



□ Performance Measurements

- ◆ Objectives – Which National Objective is met?
 - Creating Suitable Living Environment
 - Providing Decent Housing
 - Creating Economic Opportunities
- ◆ Outcomes – What type of change are you seeking?
 - Availability/Accessibility
 - Affordability
 - Sustainability
- ◆ Indicators
 - Amount of money leveraged from other sources
 - Number of persons, households, businesses, units, or beds assisted
 - Income levels of persons or households by: 30%, 50% or 80% AMI
 - Race, ethnicity, and disability data for activities that currently report these data elements

Reporting



CDBG regulations require grantees to submit an annual performance report to HUD within 90 days of the close of the grantee's program year.

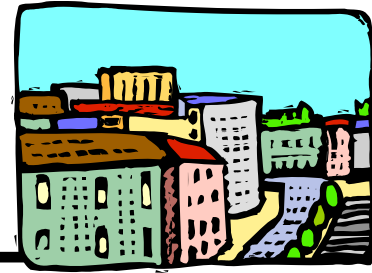
- CAPER (Consolidated Annual Performance Evaluation Report) Requirements:
 - ◆ Narrative Statement: relationship of use of funds to priorities, needs, & specific objectives to consolidated plan; efforts to carry-out planned activities; nature and reasons for any changes in program objectives (includes self-evaluation)
 - ◆ Financial Reports: Summary Accomplishments Report; Financial Summary Report; & Summary of Activities

Record Keeping

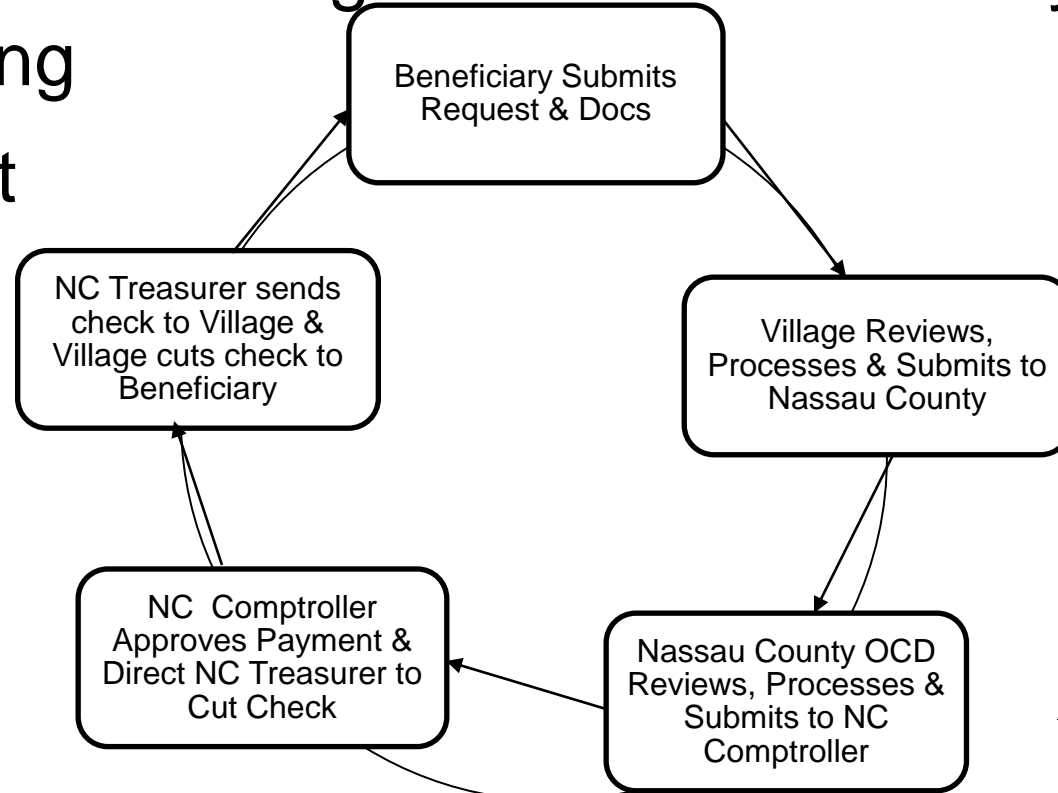


- ❑ Accurate administrative and financial recordkeeping is crucial to successful management of CDBG funded activities (*records must be kept for at least 4 years or until all funds are expended for that program year*)
- ❑ Insufficient documentation, missing, inadequate or inaccurate records may lead to monitoring findings which could impact future awards
- ❑ Project/Activity records
 - ◆ Eligibility of activity
 - ◆ Evidence of having met national objective (e.g. income eligibility of participants)
 - ◆ Any bids or subcontracts
 - ◆ Budget & Expenditure information (including draw requests)
 - ◆ Project status

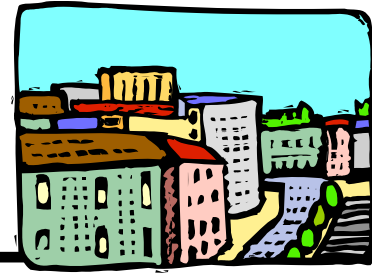
Submitting Requests for Reimbursement



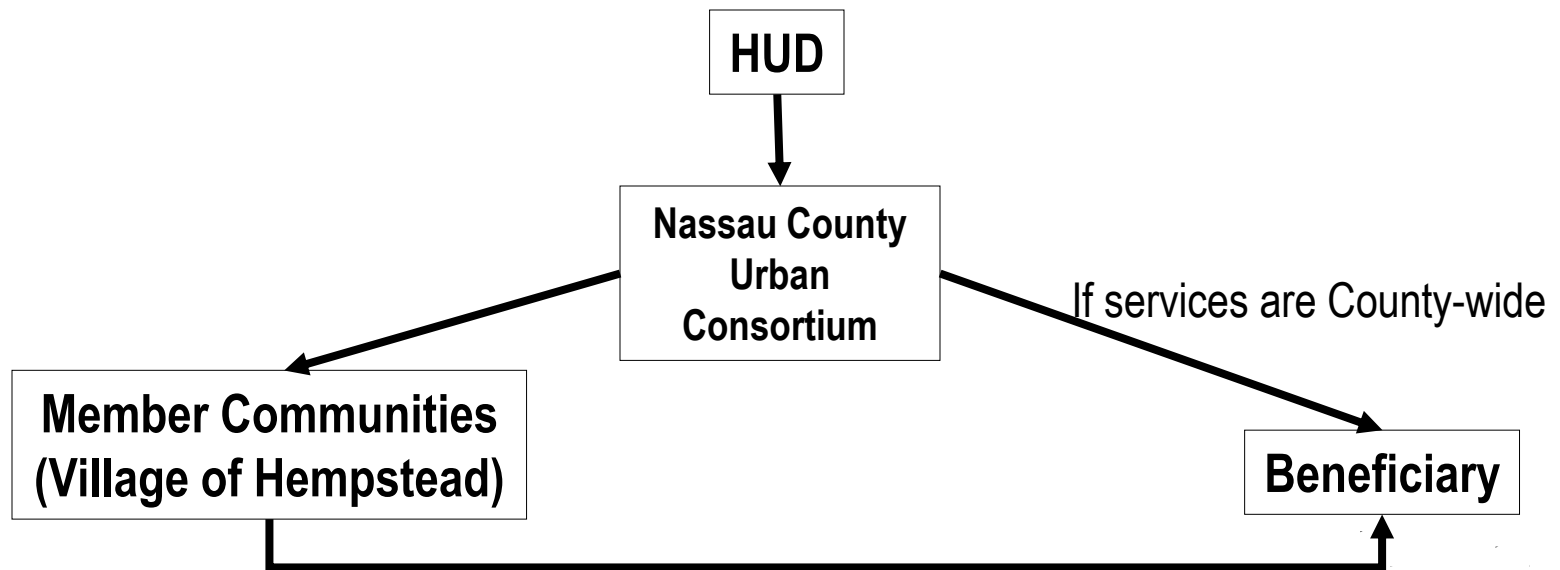
- Submission Guidelines – reimbursable expenses
- Mistakes or missing information will delay processing
- Checklist



CDBG MONEY FLOW



- Entitlement grantees have options in funding projects



Timeliness



- What to do if your project is flagged by HUD
- Notice of Intent to Recapture
 - ◆ Cure Period
 - ◆ Recapture and Reallocation
- COVID Impacts – If your project was delayed or cancelled due to the pandemic, you may reallocate funding but must submit a new application for an eligible use

Monitoring



- Administrative and Financial Monitoring – ensures CDBG funds are spent in a timely manner, expenditures are properly tracked & proper methods of recordkeeping are used
- Project Monitoring – ensures project is in compliance with CDBG & other Federal Standards. Have program goals been met?
 - ◆ Desk Review
 - ◆ On-site Review
- Corrective Actions – written notice, grace period, recapture & reallocation of funds; technical assistance

Procurement Guidelines



- Requirements and Methods for Nonprofits
 - ◆ Governed by 24 CFR Part 84
 - ◆ Identify & clearly specify standards for goods or services you want to obtain
 - ◆ Seek competitive offers to obtain best possible quality at best possible price
 - ◆ Use written agreement that clearly state the responsibility of each party
 - ◆ Keep good records
 - ◆ Have quality assurance system to make sure you get what you pay for
 - ◆ Grantees must develop & maintain written code of conduct to prevent **conflicts of interest** in procurement: applies to all employees, officers, agents, members of their immediate family & partners
 - ◆ Excluded parties – grantees can not make an award to any entity that has been debarred or suspended or otherwise deemed ineligible

M/WBE Initiative



- The CDA has a comprehensive program to identify and engage Minority and/or Women-Owned as well as economically disadvantaged business enterprises (as qualified under HUD Section 3) interested in pursuing government-funded contracting opportunities

HUD Section 3



- Section 3 of the Housing and Urban Development Act of 1968, requires that when HUD financial assistance to housing and community development programs results in the generation of economic opportunities (**contracts & employment**) in a community, such opportunities should be directed towards low and very-low income persons.
- The Subrecipient or Contractor shall ensure that new job opportunities for training and employment arising in connection with funded projects are given to low and moderate income persons residing within the Nassau County Consortium

Hempstead Village CDBG Public Hearing



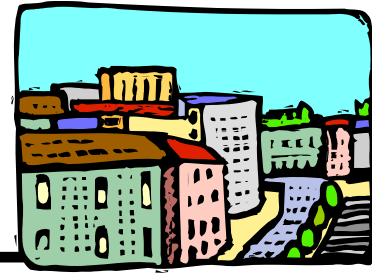
Thursday, February 11, 2021

1:00pm via ZOOM

Registration Link:

https://us02web.zoom.us/meeting/register/tZ0lc--h9T4sGdBFs1ON_Ph54vQcN6bYGG2i

47th Year CDBG Application



- 47th Program Year
- Eligible Reimbursable Expenditures ~
September 1, 2021 – August 31, 2022
- Application Deadline: 4:00pm
Monday, March 1, 2021

CDBG Questions and Follow-up Meetings



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CDA Website: www.villageofhempsteadcda.org