COMMUNITY DEVELOPMENT BLOCK GRANT

Sub-recipient Workshop

2012- 2013

CDBG 101

HUD allocates CDBG funds to state and local governments to carry out a wide-range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

National Objectives

Every eligible CDBG-funded activity must meet one of the following national objectives:

- benefit low/moderate-income persons; or

- an activity which aids in the prevention or elimination of slum or blighted conditions; or

- activities having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

Eligible CDBG Activities

- Employment Services (i.e., job training/placement)
- Child Care
- Crime Prevention
- Fair Housing Counseling
- Health Services (i.e. substance abuse services)
- Services for Seniors

More Eligible CDBG Activities

- Educational Services
- Recreational Services
- Acquisition
- Installation
- Construction and Rehabilitation of Infrastructure (i.e. streets, sidewalks, water, sewer, etc.)
- Facilities for Special Needs Population

More Eligible CDBG Activities

- Clearing and Demolition
- Housing Programs (i.e., homeownership assistance, rehabilitation and preservation, etc.)
- Special Economic Development

Ineligible CDBG Activities

- Buildings for the general conduct of government
- General Government expenses (i.e., maintenance, repair, operating costs etc.)
- Political and Religious Activities
- Subsistence Payments

Wildomar CDBG STAFF

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WORKSHOP TOPICS

- CDBG Agreements
- Financial Systems
- Record Keeping
- Procurement and Contracting
- Direct Benefit Reporting
- Reimbursement

FINANCIAL MANAGMENT

Internal Controls

Accounting Records

Allowable Cost

Source Documentation

Budget Controls

Cash Management

Financial Reporting

INTERNAL CONTROLS

The soundness of any organization's financial management structure is determined by its system of Internal Controls. "Internal Controls" consists of a combination of:

- Qualified staff and specified job duties
- Organization Procedures
- Separation of functions and duties
- Access to assets, sensitive documents and records

Together creates accountability in an organizations financial system and safeguard its cash, property, and other assets.

See 24CFR 85.20(b)(3) for additional information.

ACCOUNTING RECORDS

- Subrecipients are required to have accounting records that adequately identify the source and application of CDBG funds. To meet this requirement, financial accounting system should at least include:
  - Chart of accounts
  - General ledger
  - Cash receipts journal
  - Cash disbursement journal
  - Payroll journal

ELIGIBLE COSTS

- The standards for determining if an incurred cost is reasonable and allowed, as well as, how the cost will be allocated, must be consistent with the Federal regulations [OMB Circular A-87 for governmental and A-122 for non-profits].

- According to basic guidelines of these OMB circulars, a cost is allowable under the CDBG program if:

  - The expenditure is necessary,
  - reasonable, and
  - directly related to the grant

Sponsors must keep and maintain a general accounting system

- **Accepted general accounting system**
  - Cost Principals for State and Local Governments (Circular A – 87)
  - Cost Principals for Non–Profit Organization (Circular A – 122)
  - Independent Single Audits (Circular A – 133) (Recipients of individual or multiple Federal Awards that total $500,000 or more.)
    - Yearly
    - Copy submitted to the County.
  - Records to be maintained for a minimum of four years after CAPER reporting

Circular A-87

This circular establishes principles for determining costs for Federal awards carried out through grants, cost reimbursement contracts and other agreements with State, local governments and federally-recognized Indian tribal governments.

Circular A-122

This Circular establishes principles for determining costs of grants, contracts and other agreements with non-profit Organizations.

Non-profit organization refers to any corporation, trust, association, cooperative, or other organization which:

- (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
- (2) is not organized primarily for profit; and
- (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" excludes (i) colleges and universities; (ii) hospitals; (iii) State, local, and federally-recognized Indian tribal governments; and (iv) those non-profit organizations which are excluded from coverage of this Circular in accordance with paragraph 5.

SOURCE DOCUMENTATION

- CDBG recipients must maintain an up-to-date file of original source documentation for all financial transactions:
  - Receipts
  - Invoices
  - Cancelled checks (or bank statement)
  - See 24CFR 85.20(b)(6) and 84.21(b)(7)

BUDGET CONTROLS

Subrecipients must have procedures in place to monitor obligations and expenditures including:

- Maintaining an up-to-date approved budget for all funded activities
- Perform a comparison of that budget with actual expenditures
- Compare progress towards achievement of goals with the rate of expenditure of program funds

CASH MANAGEMENT

- Subrecipients are required to have procedures in place to minimize the time elapsed between receipt of funds from the grantee and the actual disbursement of those funds.
- Grantees reimbursement method is based on actual expenditures by the Subrecipient before the request of payment.
- Subrecipients must ensure that all CDBG funds are used for permitted activities

FINANCIAL REPORTING

- Financial Reporting
  - Agency must provide accurate, current, and complete disclosure of the financial results of each sponsored program which includes actual expenditures billed and unbilled request
- Audits
  - When was your organizations last Independent Public Accountant (IPA) audit and what were the results? Does your agency have a copy of the management letter?
  - A-133 Single Audit Act requirements

Recordkeeping and Reporting

The general CDBG standard for recordkeeping is that records must be accurate, complete and orderly. An adequate documentation means knowing:

- What information needs to be collected and why.
- When that information should be collected and how often
- How the information should be acquired, organized, and stored.
- How the information should be reported.
- The required retention period for records.

Recordkeeping and maintenance of adequate documentation continues to be one of the most serious administrative problems undermining program performance and regulatory compliance.

GENERAL RECORD KEEPING

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

1. **Administrative records** - that apply to the overall administration of the activities include the following:
   - Personnel files
   - Property management files
   - General program files-application, agreement, program policies and guidelines, correspondence, and reports
   - Legal files-articles of incorporation, by laws, tax status, board minutes, contracts, and other agreements
2. **Financial records** - including chart of accounts, manual on accounting procedures, journals and ledgers, source documentation, procurement files, bank account records, financial reports, audit files.
3. **Project/case files** - documentation of the activities undertaken.

CDBG Program Recordkeeping

- General standard for record keeping:
  - Specific requirements are established in the Subrecipient agreement per *24 CFR 570.503(b)(2)*.
  - Subrecipients maintain records sufficient to:
    - Provide a full description of each activity
    - Demonstrate that each activity meets one of the National Objectives
    - Determinations required for the eligibility of certain activities
    - Document compliance with rules regarding any change of use of real property acquired or improved with CDBG assistance
    - Demonstrate compliance with acquisition, displacement, relocation, and replacement housing
    - Detail of fair housing and equal opportunity compliance
    - Maintain all necessary information relative to other program requirements

CDBG Program Recordkeeping

- Records retention (24CFR.85.42 as modified by 570.502 (a)(16))
  - In general, *records are to retained for 4 years,* from the date of submission of the County's CAPER in which the specific activity is reported for the last time, unless there is litigation, claims, audit, negotiations, or other actions involving the records.
  - In which records must be retained until the completion of the action or 5 years whichever is longer.

CDBG Program Recordkeeping

- Access to records
  - Authorized representatives have the right of access to any pertinent records to make audits, examinations, excerpts, and transcripts (per 24 CFR 85.10(e) or 24 CFR 84.53(e))
  - Citizens must be provided with reasonable access to records on the past use of CDBG funds consistent with laws regarding privacy (24 CFR 570.508)

Direct Benefit Report

Direct Benefit Reporting

- Direct Benefit reporting is often the most challenging compliance issue for CDBG recipients
- Direct Benefit reporting is now a focus of HUD during monitoring visits
- Presumed- Seniors, Handicapped, Homeless, and Migrant Farm workers
- Acceptable Proof of Income

Direct Benefit Form and Self Certification

- Who is required to provide documentation regarding Direct Benefit, Self-Certification, and Income Verification?

  All CDBG recipients that meet a CDBG program National Objective through Limited Clientele Activities

- Who is "NOT" required to provide Income Certification/ Verification?

  All CDBG recipients that fall into a presumed category.

Self-Certification

- Information provided by the client, participant, or beneficiary that reports family income, family size, and ethnicity
- Parents or legal guardians **must** provide the income self-certification on behalf of children participants

Project Name: _____ **File No.:** _____

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2010-2011

SELF-CERTIFICATION FOR PUBLIC SERVICE AGENCY CLIENTELE

(not for use on housing activities)

****

INCOME AND FAMILY SIZE

Please Print

Name: _____

Address: _____

City & State: _____ Zip _____

1) **CATEGORY:** I consider myself in one of the following categories (please check ONLY one):

(A) _____ Senior Citizen (C)_____ Migrant Farm Worker (E)_____ None of the above
(B) _____Physically Challenged (D)_____ Homeless

2) **FAMILY SIZE** (check ONLY one): 1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐ 8☐

3) **FAMILY INCOME:** My current family yearly income from all sources is: _____
Note: Family income means the total income of all persons living in the same household who are related by birth, marriage or adoption and are benefiting from the activities (public services or job creation, which benefit an individual or family). (Ref. 24 CFR 570.3) *(Based on 2010 Income Limits, effective 5/20/10)*

Proof of Income received ☐ Yes ☐ No **Source of Proof:**_____ **Verified by:**_____

4) **ETHNICITY:** (Select ONLY one out of the Single-race or Multi-race categories).

Single race category
☐ White
☐ Black/African American
☐ Asian
☐ American Indian/Alaskan Native
☐ Native Hawaiian/Other Pacific Islander

Multi-race category
☐ American Indian/Alaskan Native & White
☐ Black/African American & White
☐ Hispanic/Black/African American
☐ Hispanic/American Indian/Alaskan Native
☐ Hispanic/Native Hawaiian/Other Pacific Islander
☐ Hispanic/American Indian/Alaskan Native & White
☐ American Indian/Alaskan Native & Black/African American
☐ Hispanic/American Indian/Alaskan Native & Black/African American
☐ Other Multi-race (ONLY if, non-of-the-above categories identifies you).
☐ Asian & White
☐ Hispanic/White
☐ Hispanic/Asian
☐ Hispanic/Asian & White
☐ Hispanic/Black/African American & White

BENEFICIARY: I, _____ on _____, acknowledge that qualification for assistance funded under the CDBG program is based upon having a qualifying family income and that the income levels I have certified to in this self-certification are current as of the date signed and may be subject to further verification by the grantee and/or HUD and I authorize such verification and will provide supporting documents if it is necessary.

Verification of Income

- All program/activity participants must be notified that their reported income may be subject to verification
- Some CDBG recipients routinely verify all participant incomes
- HUD requires verification of at least ten percent **(10%)** of all program participants.
- HUD prefers IRS 1040's; however, income calculations using pay stubs and/or benefit statements are acceptable
- EDA staff will review and evaluate CDBG recipients' income verification procedures during monitoring visits
- CDBG recipients must maintain secure files, ensure confidentiality, and protect participants' privacy.

Submittal of Verification Forms

- HUD is requiring the County to obtain copies of all self-certification from CDBG recipients
- In an effort to reduce paperwork and other recordkeeping burdens, EDA will require the first 200 self-certifications and 25% of all remaining self-certifications, if the following applies:
  - EDA staff has verified the CDBG recipients recordkeeping procedures during monitoring visit;
  - EDA has reviewed and approved the CDBG recipients income verification procedures; and
  - EDA reserves the right to require the CDBG recipient to submit copies of all income self-certifications

FY 2010 Income Limits Summary

Riverside County, California										
FY 2010 Income Limit Area	Median Income	FY 2010 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Riverside County	$65,000	Extremely Low (30%) Income Limits	$13,650	$15,600	$17,550	*$19,500*	$21,100	$22,650	$24,200	$25,750
		Very Low (50%) Income Limits	$22,750	$26,000	$29,250	*$32,500*	$35,100	$37,700	$40,300	$42,900
		Low (80%) Income Limits	$36,400	$41,600	$46,800	*$52,000*	$56,200	$60,350	$64,500	$68,650

NOTE: Riverside County is part of the **Riverside-San Bernardino-Ontario, CA MSA**. The **Riverside-San Bernardino-Ontario, CA MSA** contains the following areas: Riverside County, CA ; and San Bernardino County, CA .

Income Limit areas are based on FY 2010 Fair Market Rent (FMR) areas.

Direct Benefit Form

- **There are ONLY two race categories**
  - Single race
  - Multi race

  Select only one from either of the two race categories

- **NO LONGER a Hispanic single race category**

- **OTHER (multi – race category) has been added**

- **Household/Client Check box**

Note: Other option is to be used ONLY when the beneficiary is not comfortable with any of the listed multi – race categories.

How to Report

- **Use the current Direct Benefit Report Form.**
- **Record ONLY <u>unduplicated</u> numbers.**
- **Note, bottom right, <u>duplicated</u> UNITS of service.**
- **Identify and complete Income Category**
- **Identify and complete Race Category**

File No.

Project:

Sponsor:

Note: Check one for the entire year of reporting.

☐ Household (Each household is one unit)

☐ Client (Each person is one unit)

CDBG DIRECT BENEFIT ACTIVITY REPORT

No less than 51% of clientele served qualify at L/M income level

Report Compiled by:

Phone No:

FAX No.:

GRANT ALLOCATION

Record ONLY the **UNDUPLICATED** number served.

Categories	IDIS	Jul-10	Aug	Sept	Oct	Nov	Dec	Jan-11	Feb	Mar	Apr	May	June	Total	Grand Total
Income															
a) # of Extremely Low														0	
b) # of Very Low														0	
c) # of Low														0	
d) # of Non-Low / Moderate (above 80% area MHI)														0	
														Income	0
Single race category															
e) White	11													0	0
f) Black/African Amer.	12													0	0
g) Asian	13													0	0
h) Amer. Indian/Alaskan Native	14													0	0
i) Native Hawaiian/Other Pacific Islander	15													0	0
Multi-race category															
j) Amer. Indian/Alaskan Native & White	16													0	0
k) Asian & White	17													0	0
l) Black/African Amer. & White	18													0	0
m) Amer. Indian/Alaskan Native & Black/African Amer.	19													0	0
n) Hispanic/White														0	
o) Hispanic/Black/African American														0	
p) Hispanic/Asian														0	
q) Hispanic/American Indian/Alaskan Native														0	
r) Hispanic/Native Hawaiian/Other Pacific Islander														0	
s) Hispanic/American Indian/Alaskan Native & White														0	
t) Hispanic/Asian & White														0	
u) Hispanic/Black/African American & White														0	
v) Hispanic/Amer. Indian/Alaskan Native & Black/African Amer.														0	
w) Other (multi-race only)	20													0	
														Total Number Served	0
Duplicate Units of Service per month														0	

Instructions: Gray areas for internal use only -- calculations will appear automatically.

When choosing a category, choose ONLY one category that best identifies a specific client being served.

Calculations: Totals in both categories (income/race) must equal.

Quarterly reports are due at the end of -- Sept., Dec., Mar., and June.

Attach a second sheet for quarterly activity reports.

Reports are to include 3-months of program accomplishments and/or a brief explanation why goals were not made, and an over-all projection for the next 3-months

(9/04)

S:\CDBG\10-11 CDBG Master Tracking\Direct Benefit CDBG Form 10-11

Submit **Monthly**

- Direct Benefit Forms
- Self – Certification Forms (Only for programs that fall under the sub – category of limited clientele)
- Reimbursement Request
- Collect and Maintain (ACCURATE DOCUMENTATION)

Procurement and Contracting

PROCUREMENT

Federal Regulations governing procurement and contracting using CDBG funds:

24 CFR Part 84 - Non-Profits
24 CFR Part 85 – Government Agencies

CDBG recipients should have written procurement policies and procedures that at a minimum comply with the Federal procurement regulations

Procurement Basics

The requirements governing the procurement process are intended to ensure the following:

- Free and open competition
- Proper documentation for your purchasing, procurement, and contracting activities
- Use of small businesses, women-owned businesses, and minority-owned businesses
- That supplies, equipment, professional services, and construction activities funded with CDBG are obtained efficiently and economically.

Proper Procurement Procedures Mitigate Restrictive Behaviors such as:

- Placing unreasonable qualifying requirements on firms
- Requiring unnecessary experience and excessive bonding
- Specifying only “brand name” products instead of allowing “an equal” product
- Noncompetitive pricing practices between firms or affiliated companies
- Noncompetitive awards to consultants or retainer contracts

Small Purchase Procedures

- Those relatively simple and informal procurement methods for securing services, supplies, equipment, or other property that does not cost more than $100,000 in the aggregate.
- Price or rate quotations shall be obtained from an adequate number of qualified sources.
- Record the rate or quote received along with other identifying information (name, address, phone number, website)

Small Purchase Procedures, Cont.

- Follow prudent purchasing practices and receive competitive telephone, e-mail, or written quotations for all small purchase procurements. In all cases, you should attempt to obtain price or rate quotations from at least three (3) qualified sources
- When price quotes are obtained verbally, written supportive documentation such as detailed noted describing telephone contacts (who, what, when, etc.) must be maintained in the files
- If the CDBG Recipient's established procurement procedures are more restrictive than the Federal minimum, the recipient's procedures must be used.

Request for Qualifications (RFQ)
Request for Proposal (RFP)

- RFQ/RFP is publicized and all evaluation factors identified;
- Proposals solicited from an adequate number of qualified sources;
- Method of evaluating proposals; and
- Award of contract based on most qualified bidder and negotiated price/fee.

Architectural and Engineering Services

- Qualifications-based procurement for professional services;
- Selection based on the most qualified respondent; and
- Compensation is subject to negotiation of fair and reasonable price.

Large Purchase - Sealed Bidding

- Formal advertising, publicly solicited
- A firm-price contract is awarded
- Preferred method for procuring construction services

Use of Non – Competitive Procedures

- **Goods and Services can be sole sourced when:**

  1. Only available from one source
  2. Public emergency will not permit delay
  3. Authorized non – competitive proposals
  4. Competition is deemed inadequate

HUD Section 3 Act

HUD SECTION 3 ACT
Economic Opportunities for Low and Very Low Income Persons

- To provide job training, employment, and contracting opportunities to low or very low-income residents and business in connection with projects in the area.
  - Example: Inner city Projects in low income Communities
- Section 3 requires HUD recipients and the contractors to provide, the greatest extent feasible, to the low and very low-income persons (particularly those receiving government housing assistance) and business with the economic opportunities generated by certain HUD funds.
- Section 3 only applies to construction activities over $100,000

Affirmative Action Policy Statement

- It is an established policy to:
  - Enlist the support of community agencies, schools and unions in the recruitment, hiring and training of low-income persons residing within Section 3 project areas.
  - Insure that project area businesses are afforded a maximum feasible opportunity to bid on contracts.
  - Insure that contractors understand and comply with their obligations under the Act.
  - Monitor and evaluate that effectiveness with which the plan is being carried out. All contractors and sub-contractors are expected to demonstrate support and cooperation in the implementation of this program.

Reimbursement

After you have received a formal notification to **incur costs**, the following steps should be taken in order to receive reimbursements in a timely manner.

Submit claims monthly

- Requests signed by recipient's authorized personnel
- Project name
- File number
- Project sponsor's name
- Amount requested for reimbursement
- Must submit on Agency Letterhead

Supporting Documentation

Documentation must be legible and complete.

Request for and submitted with reimbursement for the following:

Salaries

- Employee time cards (signed by Supervisor)
- Payroll spread sheets

Contract Employees

- Copy of detailed contract
- Proof of Payment

Construction Contract

- Certified payrolls covering period of request

Supporting Documentation

Leases

- Copy of lease with terms
- Proof of Payment

General Purchases

- Invoices
- Bill of sale
- Proof of Payment (copy of check or warrant)

Shared costs

- Shared cost breakdowns are approved by EDA

Non – reimbursable items

- Late charges
- Fines
- Penalties

YOUR NAME HERE
YOUR TAGLINE GOES HERE
P: 555.555.5555 F: 555.555.5555 E: mail@youraddress.com
A: 555 Street Address, City, State 55555 W: www.webaddress.com

Request for Reimbursement

Date: _____

File Number: _____

CDBG Allocation FY: _____

Project Name: _____

Request Number: _____

Request Period Covers: _____

Amount Requested for Reimbursement: _____

Contact Person: _____ Title: _____

I have enclosed receipts and related documentation regarding the mention and hereby request reimbursement.

Sincerely,

J.W. Smith
Director

Summary Sheet

Date	Description	Check Number	Amount
7/1/11	Space Cost Rent	1601	$1,200.00
7/23/11	Maintenance	1602	$199.04
7/30/11	SCE –Utilities	1603	$125.00
7/31/11	The Gas Co- Utilities	1604	$94.82
7/31/11	Sarah Smith, Program Mgr Salaries for direct services Periods 7/1/11-7/31/11	1. Signed Timesheets 2. Payroll Pmt	$3,500.00
Total Reimbursement Request $ 5,118.86			

PLEASE DETACH ABOVE PORTION AND RETURN WITH PAYMENT

PLEASE MAIL ALL OTHER CORRESPONDENCE TO: CUSTOMER SERVICE - 1850 AGUA MANSA RD., RIVERSIDE, CA 92509

TRICO DISPOSAL, INC.
1850 AGUA MANSA RD.
RIVERSIDE, CA 92509

INVOICE

FOR SERVICE AT:
RIVERSIDE

RIVERSIDE CA 92504

INVOICE

FOR BILLING INQUIRIES OR SERVICE,
CALL (951) 685-5516

ACCOUNT NUMBER	BILLING DATE	AMOUNT DUE
01-RC	Current Date	77.01

060499

SIDE
REET
04

PROVIDENT
3756 Central Ave.
Riverside, CA 92506
(800) 442-5201

90-7051/3222

Current Date

TRICO DISPOSAL, INC $427.41

Twenty Seven Dollars and 41 Cents DOLLARS

ENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

M02SC001849M 10/03 SGC 5001

Safeguard

SPRINT SERIES

99" 1:322270 1: 700"

RIVERSIDE 060499

-RC4183	350.40	0.00	350.40
-RC4526	77.01	0.00	77.01

CANCEL CHECK

Protection One

Account No:	31723
Invoice Date:	Current Date

INVOICE

Account Summary

Previous Activity

Date	Description	Amount
	Previous Balance	$110.85
	Payment received.	$0.00
	Previous Activity Subtotal	**$110.85**

Current Activity

Date	Description	Amount
	WIA MAGNOLIA AVE. 92504	
	Labor Charge	
	Current Activity Subtotal	**$0.00**
	Total Amount Due	**$110.85**

RIVERSIDE CITY AND COUNTY
BRANCH ACCT. #
160 2843.160 245
EXEC. APPROVAL:
GEN. DIR. APPROVAL:

Notes:
Payments received after ! may not be reflected
You will be charged a $25.00 fee for any payment returned.

Need to Reach Us?

Customer Service:
(800) GET-HELP
(800) 438-4357

Hearing Impaired:
(800) 395-6137

Please write to us at:
Customer Support
P.O. Box 49292
Wichita, KS 67201
www.protectionone.com

Messages from Protection One

CANCEL CHECK

060495

PROVIDENT
3756 Central Ave.
Riverside, CA 92506
(800) 442-5201

90-7051/3222

Current Date

PROTECTION ONE $ $110.85

Dollars and 85 Cents DOLLARS

NT CONTAINS HEAT SENSITIVE INK - TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT

⑆322270 ⑈

RIVERSIDE 110.85 0.00 060495 110.85

Subrecipient Vendor Set-Up

In order to be able to process a payment for any purchases, the Riverside County Auditor-Controller's office requires subrecipients to complete the following:

- Completed W-9
- Authorization Letter from IRS (147-C) - In this letter the IRS confirms your EIN. Contact the IRS at 1-800-829-4933, if you do not have a copy.
- Copy of "Company Information Screens" when Registering on the County's Purchasing Website –web address is:

http://www.purchasing.co.riverside.ca.us/

Note: The above is also required for request to pay directly to a third party in behalf of the Subrecipient.

Activity Reports/Monitoring

Activity Report – Submit Quarterly

- **At the end – of – each quarter:**
  - September
  - December
  - March
  - June

  (In addition to monthly submissions)

- **The Activity Report should Include:**
  - Project accomplishments
  - Increase or decrease in clientele. Why?
  - Goals set for the next 3 months.

What staff is looking for during monitoring visits:

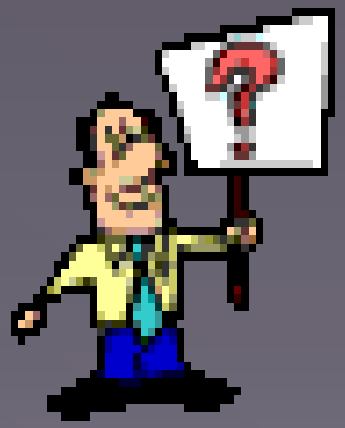
1. Individual project files
2. Separate accounting system
3. National Objective documentation
4. Procurement procedures
5. Standards for conflict of interest
6. Financial management
7. Records retention
8. Project compliance
9. Progress reports

Activity Reports/Monitoring

- Accurate record keeping is crucial to the successful management of CDBG – funded activities.
- Insufficient documentation is likely to lead to monitoring findings, and these findings will be more difficult to resolve if records are missing, inadequate or inaccurate.
- Do not place your CDBG funding status in jeopardy by failing to maintain accurate and sufficient records.

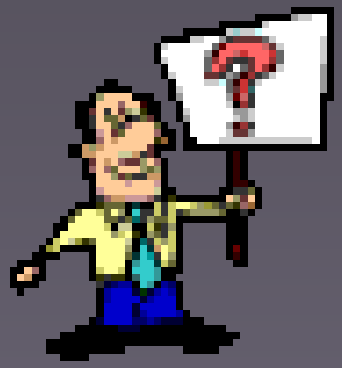
QUESTIONS

Questions



Questions

Questions



Questions

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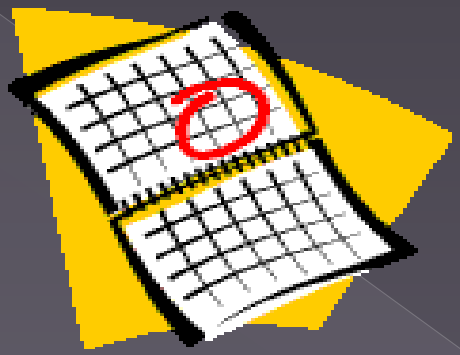

Tentative Dates

FY 2012 – 2013 CDBG Application Deadline

Wednesday, November 23, 2011

Thank You