



## Inc. Village of Hempstead Community Development Agency

Community Development Block Grant (CDBG) - FY 2025

### CDA Board Members

Mayor Waylyn Hobbs, Jr., Chairman

Ubah Mohammed, Vice Chair

Keria Blue, Board Member

Rosanne Small-Morgan, Board Member

Curtis Watts, Board Member

Assistance with  
CDBG Reporting

Tina Lake, Project Coordinator

Phone: (516) 485-5737 ext. 227

Email: [Tlake@villageofhempsteadcda.org](mailto:Tlake@villageofhempsteadcda.org)

## National Objective

Every activity under the CDBG Program must meet one of the three broad national objectives of the program:

- Benefit to low-and- moderate income persons
- Prevention or elimination of slums and blight
- Meet a community need having a particular urgency

## CDBG Eligible Activities

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Acquisition of Real Property

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Disposition of Real Property

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Public Facilities and Improvements

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Clearance activities

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Public Services

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Payment of non-Federal Share

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Urban Renew Activities

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Relocation

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Housing Services

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Construction of Housing

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Homeownership Assistance

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Micro Enterprise Assistance

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Technical Assistance

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Assistance to Institutions of Higher Learning

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## CDBG Eligible Public Service Programs

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Abused and Neglected Children

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Battered and Abused Spouses

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Child Care Services (Training)

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Crime Awareness

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Employment Training

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Fair Housing Counseling

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Handicapped Services

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Health Services

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Homeownership Assistance (Not direct)

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Mental Health Services

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Senior Services

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Substance Abuse Services

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Youth Services

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# CDBG Program Costs

## Eligible Program Costs

- ✓ Program Operating Expenses:
  - ✓ Salaries for program staff
  - ✓ Payment of insurance policies
  - ✓ Rent
  - ✓ Supplies

## Non- Eligible Program Costs

- Income payments to an individual or family
- Purchase of equipment
- Operating and maintenance expenses
- Gift card purchases
- Political activities
- All taxes

# Grant Award and Reporting

Village's award contract  
signed by Nassau  
County.

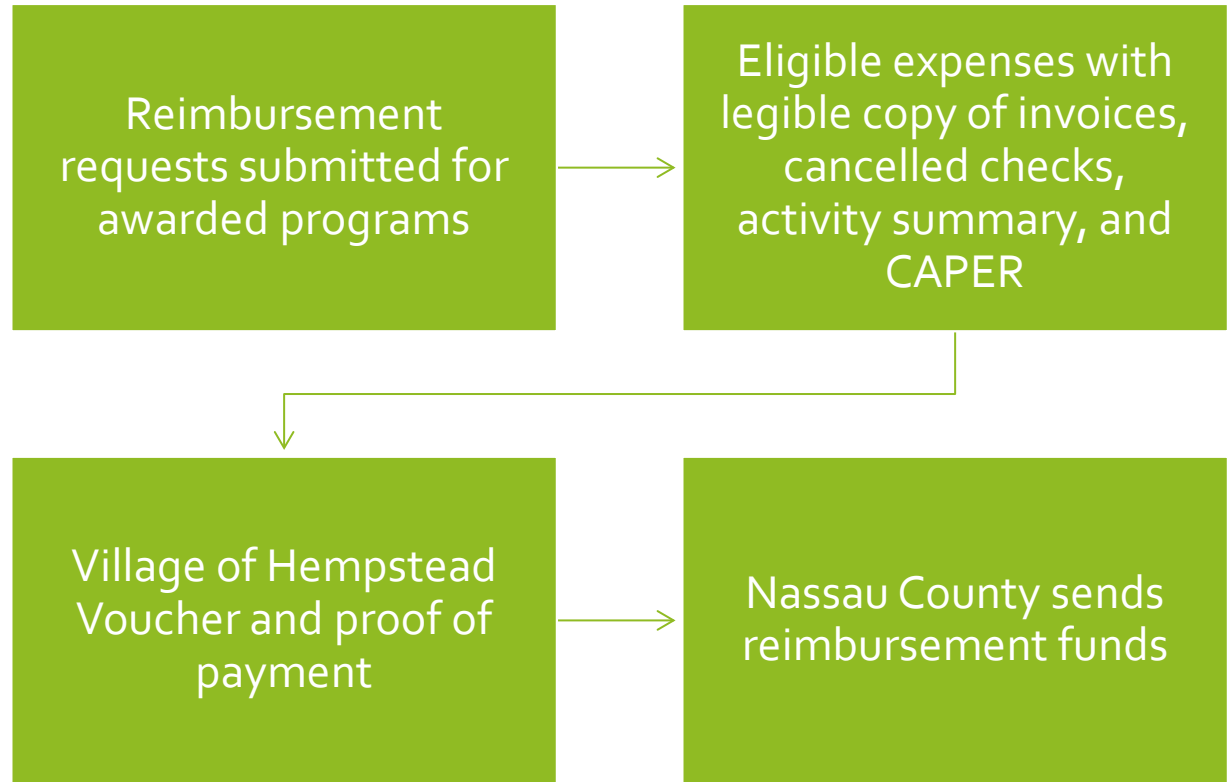


Submit claims for  
program expenses  
incurred September 1,  
2025 through August 31,  
2026.



Consolidated Annual  
Performance and  
Evaluation Report  
(CAPER)

# Reimbursement Process





## CAPER Report and Progress Report

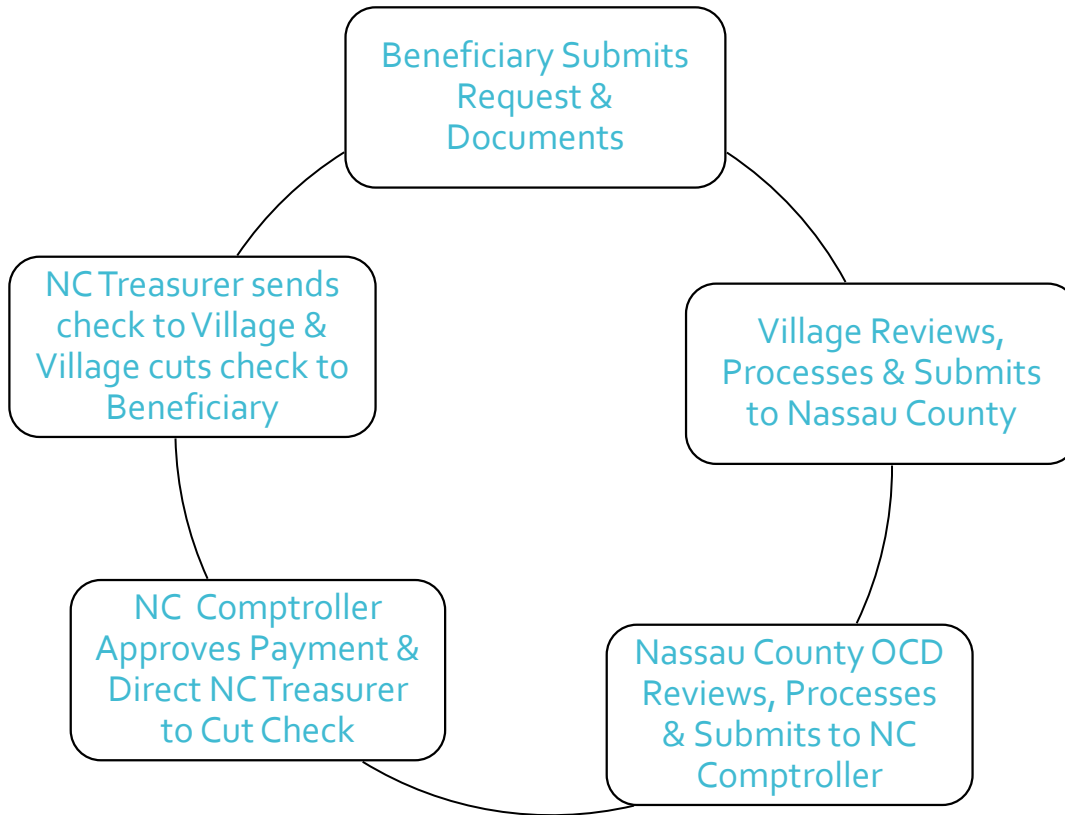
### CAPER

All service providers must submit a completed Consolidated Annual Performance and Evaluation Report (CAPER) prior to drawing down their full grant amount.

The CAPER must include for each participant:

- Name
  - Address
  - Self identified ethnicity
  - Age
  - Gender
  - Household size
  - Income level
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- A list of other funding sources used to support the program (i.e.: fees, donations, and grants)

# Submitting Requests for Reimbursement



## Record Keeping

- CDBG funded activity reporting records must be kept for 4 years
- Insufficient documentation could impact future awards
- Project /Activity records

## Monitoring

- Administrative and Financial Monitoring – ensure CDBG funds are spent in a timely manner, expenditures are properly tracked and proper methods of recordkeeping are used.
- Project Monitoring – ensures project is in compliance with CDBG and other Federal standards.
- Corrective Actions- written notice, grace period, recapture and reallocation of funds; technical assistance.

- Applications are available on the CDA website at:  
<https://www.villageofhempsteadcda.org/community-development-block-grant>
  - Applications are due **February 21, 2025**  
**at 4 pm.**
- Eligible Program Expenditures September 1, 2025 to August 31, 2026.

5<sup>1st</sup> Year  
CDBG Program

## Questions

### Incorporated Village of Hempstead Community Development Agency

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**CDA Website:** [www.villageofhempsteadcda.org](http://www.villageofhempsteadcda.org)

**Email:** Tina Lake, Project Coordinator at  
[Tlake@villageofhempsteadcda.org](mailto:Tlake@villageofhempsteadcda.org)