Inc. Village of Hempstead
Community Development Agency

Community Development Block Grant (CDBG) Workshop
47th Year CDBG Program
February 10, 2022

CDA Board Members

Mayor Waylyn Hobbs, Jr., Chairman

Ubah Mohammed, Vice Chair

Keria Blue, Board Member

Tina Hodge-Bowles, Board Member

Rosanne Small-Morgan, Board Member

Curtis Watts, Board Member

Assistance with CDBG Reporting

Inc. Village of Hempstead Community Development Agency

- Danielle Oglesby, Commissioner
- Sarian Parker, Executive Assistant
- Ricky Cooke, Program Director
- Ujin Segredo, Accounting Consultant

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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

- Acquisition of Real Property
- Disposition of Real Property
- Public Facilities and Improvements
- Clearance activities
- Public Services
- Payment of non-Federal Share
- Urban Renew Activities
- Relocation
- Housing Services
- Construction of Housing
- Homeownership Assistance
- Micro Enterprise Assistance
- Technical Assistance
- Assistance to Institutions of Higher Learning

CDBG Eligible Public Service Programs

- Abused and Neglected Children
- Battered and Abused Spouses
- Child Care Services (Training)
- Crime Awareness
- Employment Training
- Fair Housing Counseling
- Handicapped Services
- Health Services
- Homeownership Assistance (Not direct)
- Mental Health Services
- Senior Services
- Substance Abuse Services
- Youth Services

CDBG Program Costs

Eligible Program Costs

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

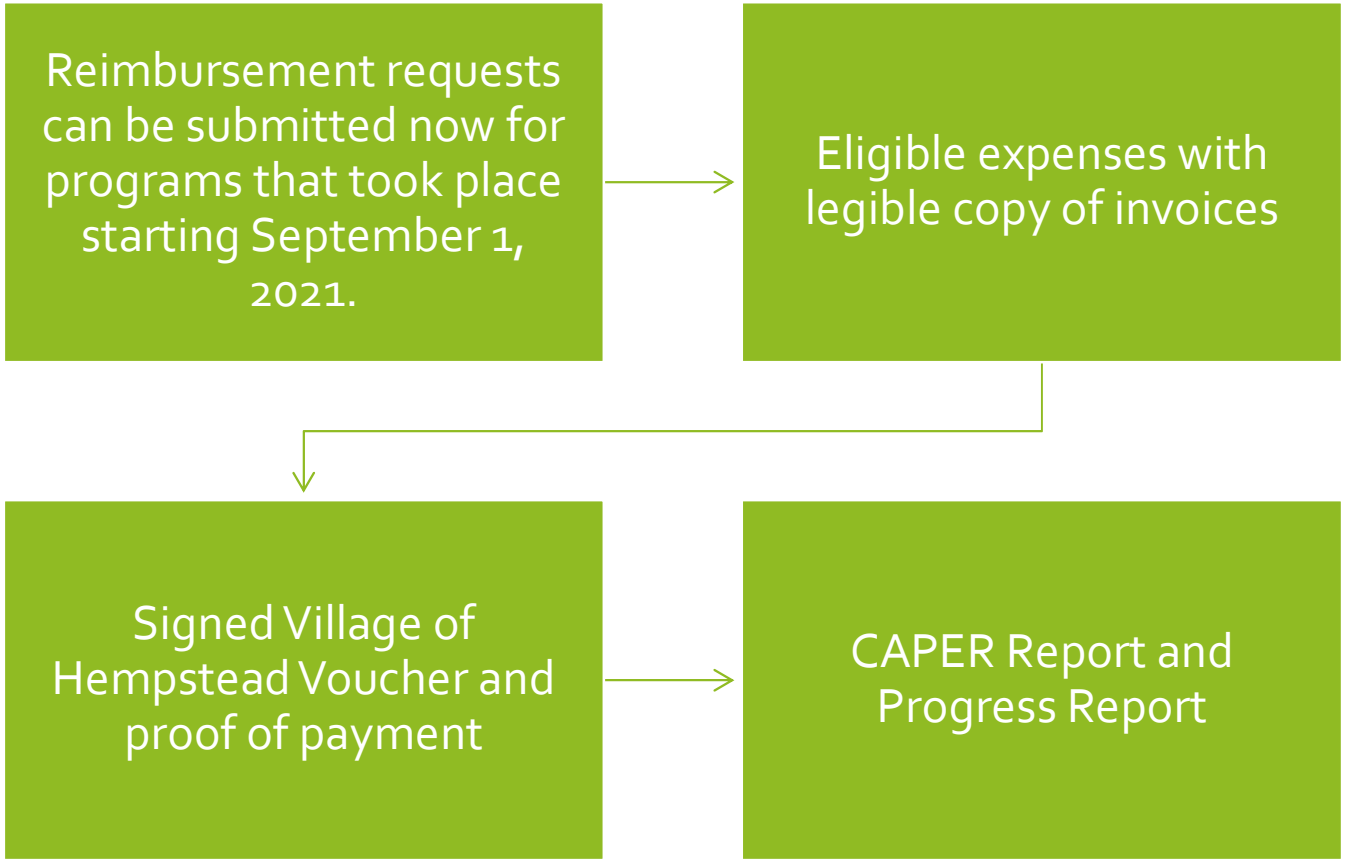
Non- Eligible Program Costs

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

Record Keeping

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

Reimbursement Process



CAPER Report and Progress Report

CAPER

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

Progress Report

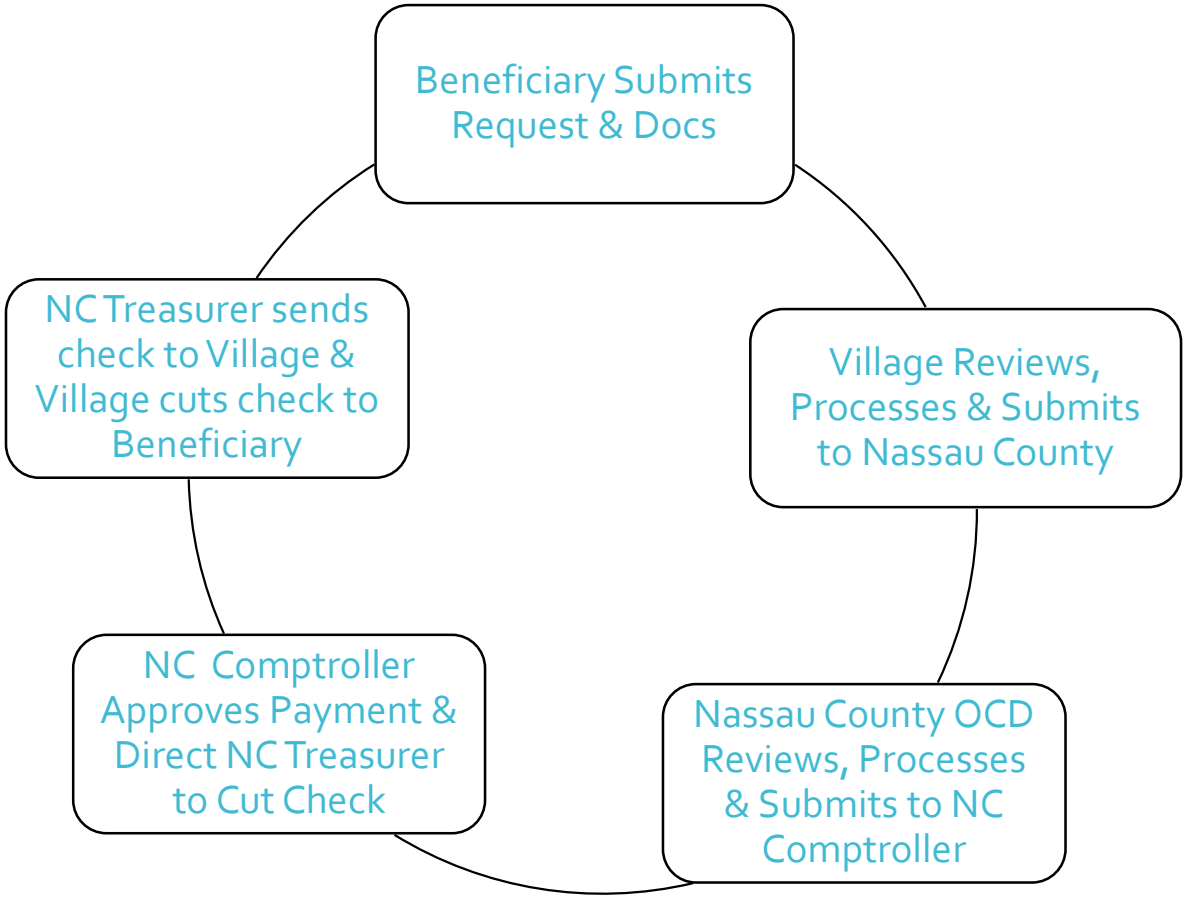
Each service provider will be required to submit an electronic Progress Report with the CAPER. The Progress Repot must include:

For each participant:

- Name
- Address
- Self identified ethnicity
- Age
- Gender
- Household size
- Income level

- A list of other funding sources used to support the program (i.e.: fees, donations, and grants)

Submitting Requests for Reimbursement



Submission Guidelines- reimbursable expenses

Mistakes or missing information will delay processing

Checklist

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

48th Year CDBG Program

- Applications are available on the CDA website at: https://www.villageofhempsteadcda.org/community-development-block-grant
- Applications are due **March 1, 2022**.
- Eligible Program Expenditures are from September 1, 2022 to August 31, 2023

Questions

Incorporated Village of Hempstead
Community Development Agency

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