



## Inc. Village of Hempstead Community Development Agency

Community Development Block Grant (CDBG) 49<sup>th</sup> Program  
September 1, 2023- August 31, 2024

### 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

- Danielle Oglesby, Commissioner
- Sarian Parker, Executive Assistant
- Ricky Cooke, Program Director

**Phone:** (516) 485-5737

**Email:** [info@villageofhempsteadcda.org](mailto:info@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 awaiting award  
contract signed by  
Nassau County.

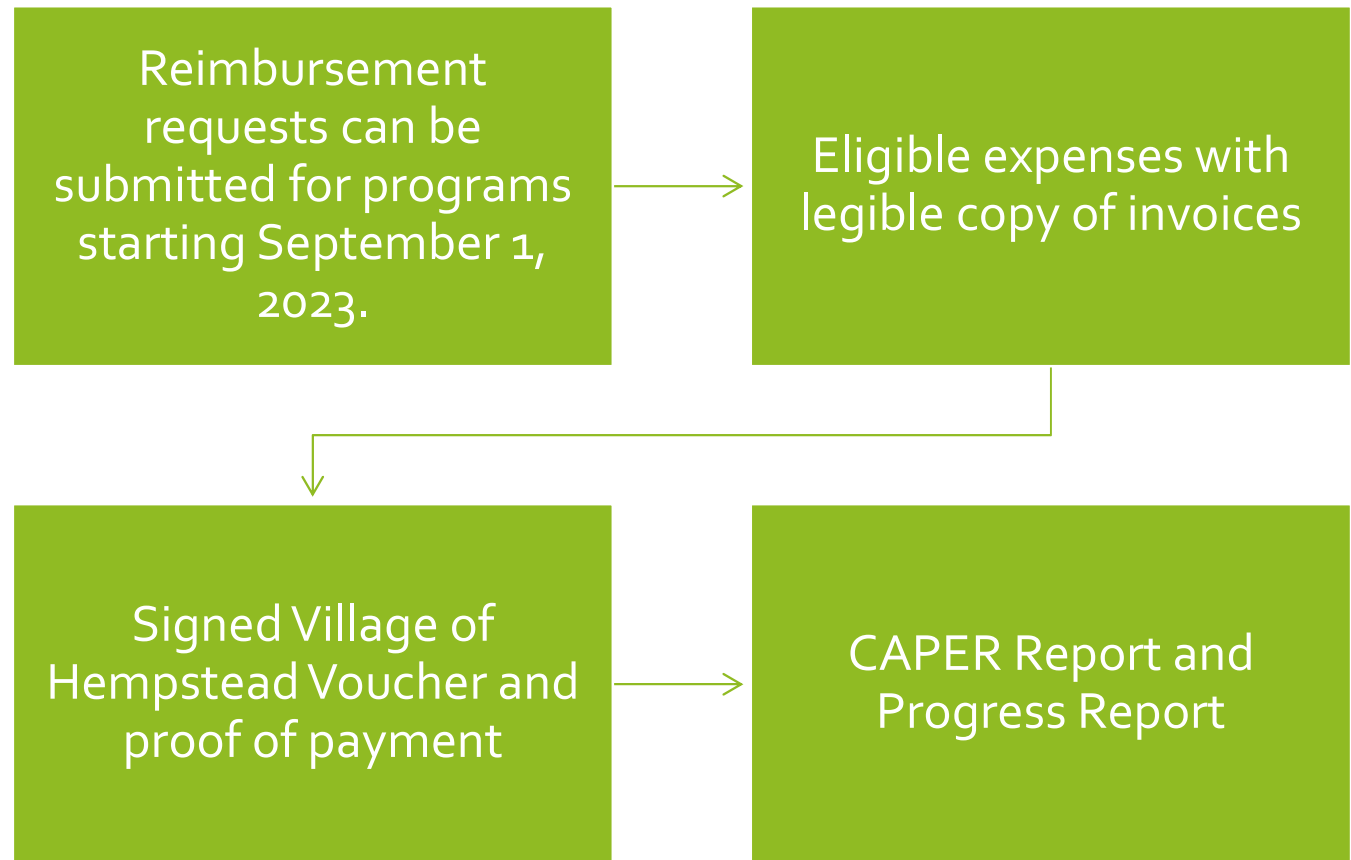


Summit claims for  
program expenses  
incurred September 1,  
2023 through August 31,  
2024.



CAPER (Consolidated  
Annual Performance and  
Evaluation Report) and  
Progress Report

## 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.

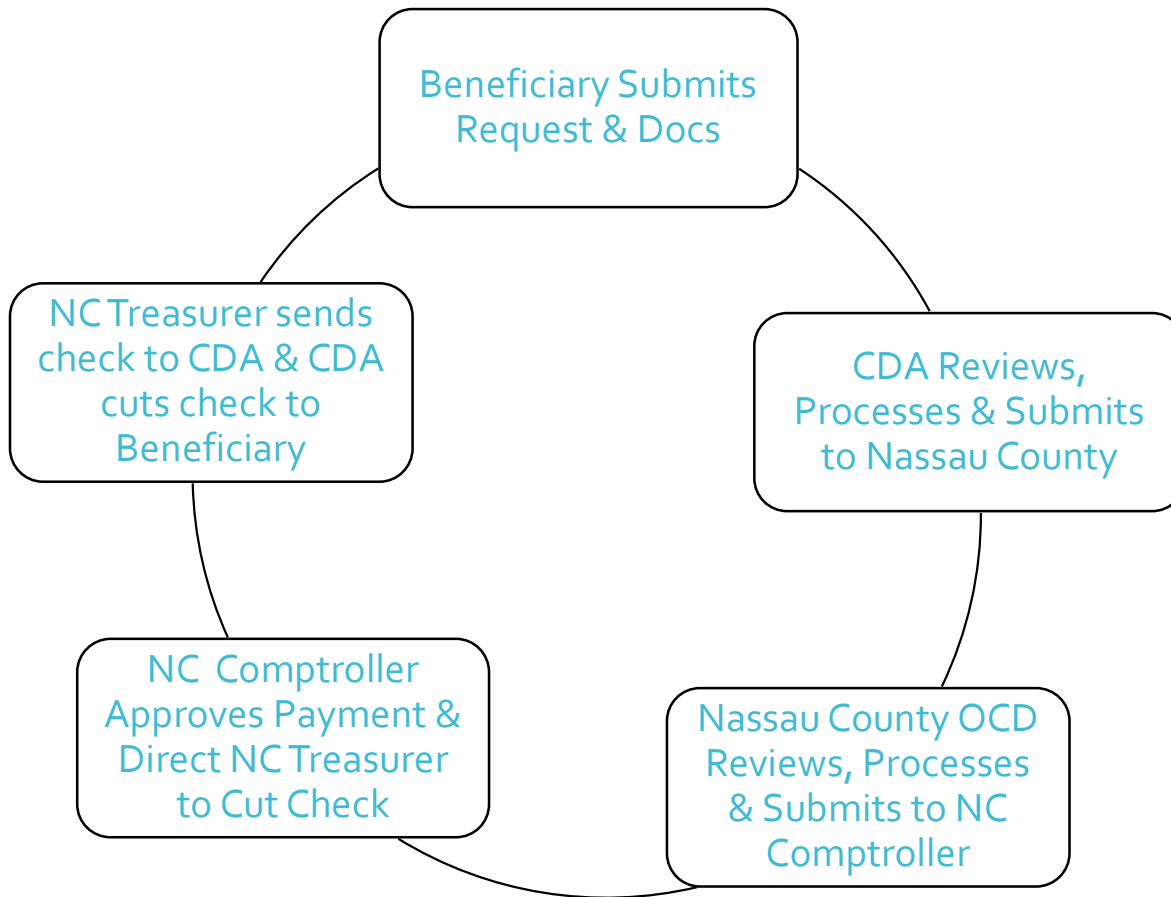
### Progress Report

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



Call CDA to allow us to assist you with any questions you have regarding your program reimbursement

## Record Keeping

- CDBG funded activity reporting records must be kept for 4 years
- Insufficient documentation could impact future awards
- Project /Activity records
- Credit card payments must include statement showing payment of services completed

## 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 **March 1, 2023**.
- Eligible Program Expenditures September 1, 2023 to August 31, 2024

49<sup>th</sup> Year  
CDBG Program

## Questions

### Incorporated Village of Hempstead Community Development Agency

**Address:** 50 Clinton Street, Suite 504, Hempstead, NY 11550

**Phone:** (516) 485-5737

**Main Email:** [info@villageofhempsteadcda.org](mailto:info@villageofhempsteadcda.org)

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

**Email:** Sarian Parker, Executive Assistant at  
[sparker@villageofhempsteadcda.org](mailto:sparker@villageofhempsteadcda.org)