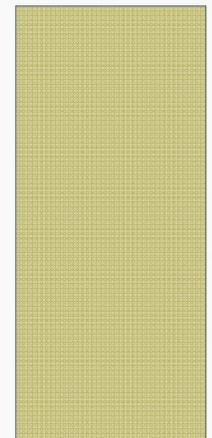


CDBG-PS & ESG
POST AWARD
WORKSHOP



LAKE COUNTY ~ CITY OF NORTH CHICAGO ~ CITY OF WAUKEGAN

AGENDA

- Introductions
- Documentation Requirements
- Vouchering Process
- QPR's (Quarterly Performance Reports)
- Monitoring
- Contracts

STAFF CONTACTS

Grant Primary Contacts

- **Waukegan:**
 - Ezell Robins, Waukegan CDBG Director
 - Laraesa Garland - Planner
- **Lake County & North Chicago CDBG; ESG:**
 - Jodi Gingiss - Administrator
 - Eric Foote – Planner

Other Key Staff:

- Monika Bobo, Planner
- Pam Jeffries, Waukegan Rehabilitation Coordinator
- Agnes Monton, Lake County Accountant
- Brenda O'Connell, Lake County Continuum of Care Coordinator
- Laura Walley, Lake County Executive Secretary

CDBG PROGRAM

- Development of viable urban communities, *principally for low/mod persons*, through:
 - Decent housing
 - Suitable living environment
 - Expanded economic opportunity
- All CDBG activities must result in one of the following:
 - Benefit low/mod income persons
 - Prevent or eliminate slums and blight OR
 - Meet an urgent need

ESG PROGRAM

- ESG eligible activities to address homelessness:
 - Shelter and Outreach
 - Essential services (staff salaries)
 - Renovation
 - Operations (rent, food, etc.)
 - Homelessness Prevention and Rapid Rehousing
 - Short and medium-term rental assistance
 - Financial assistance (non-rent)
 - Services costs (staff salaries)

CDBG DOCUMENTATION REQUIREMENTS

- Presumed Benefit Documentation
 - If you serve exclusively a certain population (as stated on your application), it may not require income documentation
 - Instead, they require documentation to prove they are part of the select population
 - That includes:
 - Abused Children
 - Homeless Persons
 - Battered Spouses
 - Persons with HIV/AIDS
 - Elderly Persons
 - Illiterate Adults
 - Severely Disabled Adults
 - Migrant Farm Workers

CDBG AND ESG-HP DOCUMENTATION REQUIREMENTS

- Income Documentation for non-presumed benefit
 - All clients served by the program must have income documentation
 - W-2's, paystubs, benefit statements
 - Self-attestation
 - Income Limits

INCOME LIMITS

Income Limits								
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% of Median	\$16,150	\$18,450	\$20,750	\$24,300	\$28,440	\$32,580	\$36,730	\$40,890
50% of Median	\$26,950	\$30,800	\$34,650	\$38,450	\$41,550	\$44,650	\$47,700	\$50,800
60% of Median	\$32,340	\$36,960	\$41,580	\$46,140	\$49,860	\$53,580	\$57,240	\$60,960
80% of Median	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
100% of Median	\$53,900	\$61,600	\$69,300	\$76,900	\$83,100	\$89,300	\$95,400	\$101,600
120% of Median	\$64,680	\$73,920	\$83,160	\$92,280	\$99,720	\$107,160	\$114,480	\$121,920

Effective: June 6, 2016

CDBG AND ESG-HP DOCUMENTATION REQUIREMENTS

- Residency Documentation
 - All clients served by the program must have documentation of their residency
 - Driver's License/State ID
 - Official document (ex. social security letter)
 - Self-attestation
 - For Homelessness Prevention an eviction notice is required

ESG DOCUMENTATION REQUIREMENTS

- Homelessness documentation (Shelter and RRH)
 - 3rd party verification preferred
 - Referrals from 3rd party sources acceptable
 - Self-attestation acceptable if no other sources are available
- HMIS requirement
 - All services provided under the ESG must enter data into HMIS
 - Exception for Domestic Violence
 - ESG CAPER now coming straight out of HMIS

VOUCHERS

Vouchers are requests for payments for costs associated with running the program.

- Costs must have been incurred before they can be reimbursed.
- Voucher according to the budget noted in your contract
- Example of expenses (per grant agreement)
 - Salaries of staff running the program
 - Occupancy e.g. rent, utilities
 - Supplies

VOUCHERS

- Documentation Required
- BILL AND PROOF OF PAYMENT
 - Staff expenses
 - Timesheets
 - Payroll Register
 - Other expenses
 - If only charging a percentage of an expense, show us the total cost, and then how much you are charging to the program
 - Copies of bills and checks
 - Back up documentation must include both the invoice and the proof of payment.

VOUCHERS

- Match
 - More than just CDBG/ESG contributing to your programs – must have outside funding
 - Cannot use one jurisdiction's CDBG funds as match for another
 - Requirements vary:
 - Lake County & North Chicago CDBG = 25%
 - Waukegan CDBG = 25%
 - ESG = 50% (dollar for dollar)
- Show match on vouchers

VOUCHERS

CDBG

- Now simplifying match requirement as “25% of the grant amount” (effectively twenty percent match)

ESG

- Now simplifying match language as “100% of grant amount” (effectively fifty percent match)

Show match on vouchers

Voucher Request Lake County

Payee (to be paid to):

Fully Compliant Organization, NFP

Date: 7/28/16

123 Great St.

Department : Planning, Building and Development

Your Town, IL 60111

Account #	Description	Amount
C1625	Staff Salary Eunice Grand 11.8 CDBG hours x \$15/hour	\$177.00
	Shelter operations	\$527.92
	25% match	(\$176.23)
Department Approval :		
TOTAL		\$528.69

CLAIM AGAINST THE COUNTY OF LAKE, 18 North County Street, Waukegan, Illinois 60085

STATE OF ILLINOIS)

LAKE COUNTY) SS Fully Compliant Organization, NFP Claimant

Certifies that the annexed amount against the County of Lake and the State of Illinois, and the several items therein mentioned are just and true, and the services rendered, or the articles furnished, were furnished as therein charged and amount claimed,

Five hundred twenty eight and 69/100 Dollars
is due and unpaid after allowing all just credits.

7/28/16

Date

Original Signature

Signature of Claimant

For Office Use Only :

Project # :	Year :	Activity # :	Voucher # :
Approved By :	Approved By :	Date Processed :	

VOUCHERS

- Timesheet Example (must include payroll doc.):

Employee Name: Eunice Grand		Program: Pretty Great Shelter				
	Mon	Tue	Wed	Thu	Fri	Total
CDBG LC	3.5	1.5	0	6	0.75	11.8
CDBG W	1	2	0	0.5	2.5	6
CDBG NC	0.5	1	0.5	0	3.75	5.75
IDHS	0.5	0.25	3	1	0	4.75
PRIVATE	2	2.75	4	0	0.5	9.25
TOTAL	7.5	7.5	7.5	7.5	7.5	37.5

Employee Signature

Supervisor Signature

VOUCHERS

Program expense example (must include corresponding invoices and proofs of payment):

Type	Total Cost	% to CDBG	Subtotal
ComEd	\$128.45	100%	\$128.45
North Shore Gas	\$157.11	100%	\$157.11
Orkin	\$188.55	100%	\$188.55
Comcast	\$107.62	50%	\$53.81
TOTAL			\$527.92

VOUCHERS

- Miscellaneous Info...
 - Must have original signature (no copies, fax or emails)
 - Should be submitted at least quarterly unless grant exhausted.
 - May voucher for up to 100% of grant in any request.
 - ***Paid on reimbursement basis only***
 - Include all supporting documentation (including timesheets) with voucher
 - Document your match as well
- * **Timeline**
 - Submitted to the Accountant by Friday of each week.
 - Checks are cut every Friday of each week. For paper checks, AP mails them the following Monday. EFT funds are available on Mondays.

QUARTERLY PROGRESS REPORTS (QPR)

- CDBG PS
 - E-mail preferred
 - The Program Year goes from May 1 to April 30
 - You are required to turn in QPR's as follows
 - Quarter 1 ~ May 1 – July 31
 - Due August 15
 - Quarter 2 ~ August 1 – October 31
 - Due November 15
 - Quarter 3 ~ November 1 – January 31
 - Due February 15
 - Quarter 4 ~ February 1 – April 30
 - Due May 15

CDBG QPR

- Outcome Goals & Progress
 - Outcomes from your application have been included in your subrecipient agreement
 - You are required to list these outcome goals as well as your progress toward them. This should be done in a quantitative manner
 - If your goal is 90% of clients will remain substance free for 30 days after completing the program, where are you in relation to that?
 - 80% of clients were substance free?
 - No clients have been discharged yet?
 - Use the same wording – just put current data

CDBG QPR

- Unduplicated records
 - Remember – HUD only wants information about “unduplicated” clients
 - Example:
 - Your program provides a service 400 times during the year. However, you only have 100 unique clients. So, over the course of the year, you have served 100 unduplicated people.
- Cumulative vs. Quarterly
 - Quarterly example: all unduplicated clients for only the current QPR
 - Cumulative example: all unduplicated clients from start of program year – end of current QPR

ESG QUARTERLY REPORTING

- Pull reports from ServicePoint each quarter
- Double check data
- Submissions via e-mail are preferred
- Persons who increased income no longer being reported

MONITORING

- Monitoring consists of two components
 - Ensuring resources are used properly and appropriately
 - Assisting agencies to meet federal standards and guidelines
- Monitoring & Technical Assistance Guides
 - CDBG Public Services
 - ESG Edition
 - Get to know these guides – they provide very good information on how to meet federal standards
 - Available on web –
<https://www.lakecountylil.gov/1917/Current-Grantees>