



Human Services Post Award & Monitoring Workshop

**Community Development
Division**

May 3, 2022

Goals



- **For organizations funded in PY2021**
 - **Understand monitoring efforts and on-site documentation review for:**
 - **CDBG**
 - **CDBG-CV (except for waived requirements, must adhere to CDBG rules)**
 - **ESG**
 - **ESG-CV**
 - **VGR**

- **For organizations funded in PY2022**
 - **Understand the guidelines and requirements for new contracts**

Agenda



- **Introductions**
- **Funding Announcements FY2022**
- **Program Overview**
- **Documentation Requirements**
- **Vouchering Process**
- **Quarterly Performance Reports (QPR's)**
- **Monitoring**
 - **CDBG-PS & CDBG-CV**
 - **ESG & ESG-CV**
 - **VGR**

Staff Contacts



- **Primary Contacts**

- **Brenda O’Connell, Community Development Administrator**

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Funding Announcements FY22



- **As of today, HUD has not made an official announcement on awards for funding.**
- **Announcements could come as early as mid-May early-June.**
- **Tentative amount from last agenda.**
- **Contracts possibly released in September and all expenses will go retroactive to beginning of program year (May 1).**

Community Development Block Grant (CDBG) Program



Consolidated Plan Goals

- End Homelessness
- Assist Persons with Special Needs
- Maximize Affordable Housing
- Pathways for Upward Economic Mobility

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**

Video Gaming Revenue (VGR) Program Purpose



VGR Goals

- **Gambling Outreach**
- **Gambling Clinical Treatment**
- **Gambling Non-Clinical Treatment**
- **Mental Health Services**

Emergency Solutions Grant (ESG) Program



- **Funding to end homelessness**
- **Eligible Activities and Costs:**
 - **Shelter and Outreach**
 - Essential services (staff salaries, street outreach)
 - Renovation
 - Operations (rent, food, etc.)
 - **Rapid Rehousing**
 - Short and medium-term rental assistance
 - Financial assistance (non-rent)
 - Services costs (staff salaries)

ESG-CV Extensions/Waivers



Waivers

- **Link to most recent waivers from HUD:**
- [CPD COVID-19 Waivers | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)
- HUD has extended ESG-CV funding for more details:
- [Notice CPD-22-06: Waivers and Alternative Requirements for the ESG Program Under the CARES Act \(ESG-CV\); Amendments and Clarifications](#)

New to ESG? Please see link below for an onboarding toolkit for ESG:

- [View Onboarding Toolkits](#)

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 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 acceptable if no other sources are available
- <https://www.hudexchange.info/incomecalculator/>

Income Limits for PY2022



FY 2022 CDBG Income Limits Summary

Family Size	1	2	3	4	5	6	7	8
Extremely Low (30%) Income Limits	\$21,900	\$25,000	\$28,150	\$31,250	\$33,750	\$37,190	\$41,910	\$46,630
Very Low (50%) Income Limits	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800
Low (80%) Income Limits	\$58,350	\$66,700	\$75,050	\$83,350	\$90,050	\$96,700	\$103,400	\$110,050

Source: huduser.gov

CDBG Documentation Requirements



Residency Documentation

- **3rd party verification preferred**
 - **Driver's License/State ID**
 - **Official document (ex. social security letter)**
- **Referrals from 3rd party sources acceptable**
- **Self-attestation acceptable if no other sources are available**

ESG Documentation Requirements



Homelessness documentation (Shelter and Rapid Rehousing (RRH))

- 3rd party verification preferred
- Referrals from 3rd party sources acceptable
- Self-attestation acceptable if no other sources are available

Homeless Management Information System (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

VGR Documentation Requirements



Gambling Addiction Screening

- **Lie Bet Test**
- **Pathological Gambling Diagnostic Form**

Assessment of Life Areas & Assessment of Program Effectiveness (Mental Health Services)

- **At initial intake**
- **Post treatment**

Vouchers – All Programs



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) – with Cost Allocation Plan/Method**
- **Supplies**

Vouchers – All Programs



Documentation Required

- **Proof of Expense & Payment (e.g., Copies of bills and checks)**
- **Staff expenses**
 - **Timesheets**
 - **Payroll Register**

If only charging a percentage of an expense, show us the total cost, and then how much you are charging to the program

****Back up documentation must include both the invoice and the proof of payment****

Voucher cover sheets are available at:

<https://www.lakecountyil.gov/1917/Current-Grantees>

Staff Time & Cost Sheets



Agency:																Title:															
Employee:																Date:															
Month Reporting:																															

HOURS WORKED EACH DAY																																		
DAYS OF THE MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total		
CDBG ACTIVITY																																		0.0
NON CDBG ACTIVITY																																		0.0
TIME OFF																																		0.0
TOTALS	##	##	##	##	##	##	##	0.0	0.0	0.0	##	0.0	##	##	0.0	0.0	0.0	0.0	0.0	##	##	0.0	0.0	##	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

Employee Signature	Date	Employer Signature	Date
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Staff Time & Cost Sheets



Agency:											
Employee:											
Title:											
Billing Month	CDBG Hours	Total Hours Worked	CDBG % of Hours	Monthly Salary	Monthly Benefits	Monthly Employer-Paid Payroll Taxes	CDBG-Billed Salary	CDBG-Billed Benefits	CDBG-Billed Taxes	Adjustment	Total CDBG-Billed Costs
			#DIV/0!				#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!
			#DIV/0!				#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!
			#DIV/0!				#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!
			#DIV/0!				#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!
TOTAL				0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!

Vouchers



Match

- **More than just CDBG/ESG running 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%**
- **ESG = 100% (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
- Indirect Cost Allocation
- <https://www.hudexchange.info/resource/6289/indirect-cost-toolkit-for-coc-and-esg-programs/>

Vouchers - Match



CDBG/ESG Match/Leverage Report

Agency Name:		Contact Person:	
Project Name:		Telephone Number:	
Grant #:		Email Address:	
Date:			

REPORT FOR QUARTER ENDING: (check one)

7/31
 10/31
 1/31
 4/30

Please note: The CDBG/ESG program year begins May 1

Grant Amount:	
Promised Match/Leverage:	

Date of Voucher	Voucher Amount	Balance	Leverage Amount	Balance

Vouchers – Miscellaneous



- **Should be submitted at least quarterly until grant exhausted.**
- **May voucher for up to 100% of grant in any request.**
- **Paid on reimbursement basis only**
- **Include all supporting documentation (including timesheets)**
- **Document your match as well**
- **Title documents with grant number at beginning of file name and date**

Timeline

- **Submitted weekly to the Accountant by Friday.**
- **Checks are cut the next week's Friday. For paper checks, AP mails them the following Monday. EFT funds are immediately deposited on the following Monday.**

Quarterly Progress Reports (QPR)



CDBG PS & VGR

- **Submit via E-mail**
- **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**

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 improve economic conditions after participating in your program, where are you in relation to that?**
 - **Did 80% of clients retain stable, affordable housing?**
 - **No clients have been discharged yet/completed program?**
- **Use the same wording – just put current data**

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

- **Cumulative: all unduplicated clients from start of program year – end of current QPR**
- **Quarterly: all unduplicated clients for only the current QPR**

ESG QPR



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- **Pull reports from ServicePoint each quarter**
 - **Double check data**
 - **Submissions via e-mail**
 - **Don't forget the Match Report**

<https://www.lakecountyiil.gov/DocumentCenter/View/2328/Leverage-Match-Report-PDF>

Outcome Goals & Progress

- Unduplicated records

Supporting Spreadsheet

- Gambling Addiction Screening
- Assessment of Life Areas & Assessment of Program Effectiveness

VGR Supporting Spreadsheet

VGF Client Assessment Results									
Agency Name: ABC Agency									
Completed at intake				Life areas assessment			Program effectiveness assessment		
Client ID	Lie-bet result	PGD result	Referred?	Pre-test date	Post-test date	Score	Post-test result	Notes	
123	n	-	n	5/16/2017	6/25/2017	1	Y		
124	n	-	n	5/18/2017					
125	-	y	y	5/18/2017					
126	-	n	n	5/20/2017	6/30/2017	0	N	Post-tests scored prior to treatment's conclusion	
127	n	-	n	5/25/2017					

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 & CDBG-CV**
- **ESG & ESG-CV**
- **VGR**
- **Available on web – <https://www.lakecountyl.gov/1917/Current-Grantees>**

Monitoring



- **Meetings will begin scheduling starting the week of May 9th**
- **We will be reaching out to groups after the workshop to schedule monitoring visits in coordination with your staff and Waukegan staff.**
- **Monitoring worksheets will be sent out requesting specific documents for each grant selected. Worksheets will be uploaded by the end of the week.**

CDBG Monitoring



- **Documentation:**
 - Updated current year financial policy
 - Current year audit report
 - Updated procurement policy
 - Staff Timesheets
 - Review of Vouchers and QPRs
- **Client Information**
 - Lake County Residency
 - Income Eligibility Verification
- **Procurement**
 - Adherence to organization procurement policy and 2 CFR 200

CDBG-CV Monitoring



- **COVID-19 “Tie-Back”**
 - **Prevent, Prepare for, and Respond to the Pandemic**
- **Duplication of Benefits**
 - **Sub-recipient organizations**
 - **Clients**
- **Meeting National Objectives**
 - **Low- and Moderate-Income Areas**
 - **Low- and Moderate-Income Clientele**

ESG/ESG-CV Monitoring



- **Documents needed to meet criteria:**
 - **Program policy records**
 - **Updated current year financial policy**
 - **Current year audit report**
 - **Updated procurement policy**
 - **Review of Vouchers/QPRs**

VGR Monitoring



- **Documentation:**
 - Updated current year financial policy
 - Current year audit report
 - Updated procurement policy
 - Staff Timesheets
 - Review of Vouchers and QPRs
- **Client File Review (if applicable)**
 - Lake County Residency
 - Lie Bet Test
 - Pathological Gambling Diagnostic Form
 - Assessment of Life Areas (Pre- and Post- Treatment)

Questions