

# CDGB Subrecipient Guidebook



CITY OF LOWELL

DIVISION OF PLANNING & DEVELOPMENT

Eliot Yaffa | Director of Community Development



# Program Updates

- The CD department will be transitioning to an online grant management program for the FY2024-2025 program year
- FY2024-2025 RFPs will be issued in the fall
- The CD department is hiring two more staff members
- CD staff is working diligently to improve processes that caused delays in contract processing and reimbursements.
  - Any feedback positive or negative should be sent to Director of Community Development
- Subrecipient Guidebook and Income Verification forms will be online
  - Income verification forms will be fillable pdfs and posted online
  - Looking for someone to translate into other languages - specifically Khmer



## Meet the Team

- Director of Community Development- Eliot Yaffa
- Senior Program Manager- Susan Murphy
- CD Assistant- TBA
- Financial Officer- Cheryl Fleury
- Associate Planner/ ESG Planner- Sandra Villatoro
- Senior Financial Officer- TBA



## Contracts

- Scope of Services was sent to agencies
- Contract Boilerplates are with Law
- Once accepted- Contracts will be drafted and sent to the respective parties for execution
- For 2023-2024, most contracts will be from September 1- June 30.
- Starting in 2024-2025 the contracts will run from July 1- June 30
- All contract amendments must be submitted in writing and approved by CD staff
  - Any invoices for changes that occurred without CD department approval will be rejected



## Income Thresholds ---

- The income of each participant must be determined during your agency intake process
  - Updated Income verification forms are emailed no later than mid-July of the calendar year.
- The following categories of participants are exempt from providing income information and should be categorized under “low” income: abused children, battered spouses, elderly persons, homeless persons, illiterate adults, persons living with AIDS, migrant farm workers and adults meeting the definition of “severely disabled”
- All participants have the option to refuse providing income information
- **Participants that refuse cannot be counted towards CDBG goals**
- **Income Verification data must be provided in order to for approval of first invoice.**



## Invoice Submission

### Invoice Submissions Must Include

- Appendix B BUDGET COST CONTROL REPORTING STATEMENT
- Backup documents which include the following
  - Original Receipts and bank or credit card statement showing bills were paid or charged
    - We cannot pay for taxes
  - Delivery confirmation of goods
  - Signed Timesheets and paystubs- time period of timesheet should match payroll period

- Make certain you have the above information on your invoice. Incomplete invoices will not be processed.
- Final invoices for the CDBG year must be received no later than June 15 of every year unless prior approval.

**REMEMBER: Your program will be at risk to lose the funds if invoices are not received by June 15<sup>th</sup>**

•For PY 2023-2024 this date will be August 15th.

## Quarterly Reporting

**City will be requiring quarterly reports to be completed and returned to us to show progress towards goals. These reports be sent out on the 15<sup>th</sup> of every month after quarterly end**

- October 15<sup>th</sup>
- January 15<sup>th</sup>
- April 15<sup>th</sup>
- July 15<sup>th</sup>

If you are not funded on the public service category then we will require biannual reports. These reports will be due January 15th and July 15th

- Cannot submit early and is required for all quarters even if your program has been fully reimbursed
- Only submit one report per program, per quarter
- All clients are new in first quarter and only report new income verification forms provided in subsequent quarters
- If there are no new income verifications forms collected all of the figures during the period will be 0.
- Please provide success stories for all clients during this period.
  - i.e. 6 clients moved up a grade level, etc.
  - We want to highlight the successes of your project

## MONITORING VISIT OVERVIEW

- Intake forms documenting income and race for the program participants reported on the quarterly report
- Evidence that files are stored in a locked, confidential place
- Copies of each invoice sent to the Community Development Department for reimbursement
- Agency policies and procedures including handbooks, equal opportunity employment and conflict of interest disclosures
- If applicable any complaints lodged against the agency related to the CDBG funded program
  - A monitoring checklist will be listed on the CD website
- A risk assessment will be completed for each applicant and monitoring will occur late fall early winter.
- Monitoring will either be on-site or remote.
- Senior Program Manager and CD assistant will make the determination of where the monitoring will occur.

Questions:

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# Contact Info

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