
CDBG SUBRECIPIENT GUIDEBOOK

CDBG Awards

Congratulations! Your organization has been awarded a Community Development Block Grant (CDBG) to assist in improving the quality of life for low-income residents in our community.

This guide was developed to help your agency manage the Community Development Block Grant (CDBG) confidently throughout the year without feeling or becoming overwhelmed.

Please be aware this guide includes only the basics of what the City requires of your organization, it does not encompass all CDBG federal regulations, which can be found in 24 CFR 570 and 24 CFR 200.

BILLING PROCEDURES

Invoices must be sent to Susan Murphy on at least a quarterly basis, monthly invoices will also be accepted.

All invoice submissions must include:

1. Appendix B - Budget Cost Control Reporting Statement coversheet
2. The City will provide an Excel template for organizations to use showing an itemized list of reimbursements and how much was paid and details on the CDBG portion
3. Backup documents which include the following:
 - Receipts and bank/credit card statements showing bills were paid or charged
 - We cannot reimburse taxes. As a non-profit, you should not be taxed on purchases.
 - Delivery confirmation of goods
 - Timesheets and paystubs/payroll reports

Make certain you have the above information included with your invoice. Incomplete invoices will not be processed.

Final invoices for the CDBG fiscal year must be received no later than July 15th.

PLEASE REMEMBER: Your program will be at risk of losing grant funds if final invoices are not received by July 15th.

BACKUP DOCUMENTATION

Backup documentation is required for reimbursements to be processed. Invoices sent without all the required backup documentation will be sent back to the organization and will not be processed. The following are required in order for payment:

Backup for non-salary program related expenses includes:

- 1. Original invoices and receipts (paper or electronic)**
- 2. An indication on the invoice how much of the receipt is to be reimbursed.**

Backup for program employee salary expenses includes:

- 1. Employee timesheets signed by the supervisor**
- 2. Payroll registers or copy of paystubs**

MONTHLY/QUARTERLY REPORTING

We are happy to accept monthly reimbursement requests also, but the minimum requirement will be quarterly submissions.

Monthly submittals are due by the 15th of the following month.

Quarterly reports are due via on the 15th of month of that quarter's end:

October 15th / January 15th / April 15th / July 15th

- Only submit one report per program, per month/quarter
- Report even if every field is “0” and/or if your program has not started yet
- If you have spent your entire grant in a prior reporting period, your organization **should still submit updates on the progress of the program.**

INCOME THRESHOLDS*

The income of each participant must be determined during your agency's intake process. When determining the income of a child (age 0-17) use the household income of the parents/guardians. We only need one form per family/household.

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" (Bureau of Census's Definition)

**Please refer to the Grantee Compliance Document Page on the City of Lowell website which will have updated income verification forms:*

<https://www.lowellma.gov/1814/Grantee-Compliance-Docs>

[Grantee Compliance Docs | Lowell, MA \(lowellma.gov\)](https://www.lowellma.gov/1814/Grantee-Compliance-Docs)

MONITORING VISIT OVERVIEW

The City of Lowell is required to conduct monitoring visits during the program year. These visits typically occur during the second quarter to allow for any written requests for any programmatic changes needing to occur.

During a monitoring visit, the city will be looking for:

Intake forms (Income verification 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 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

HELPFUL RESOURCES

All the documents needed to ensure compliance with federal regulations will be listed at <https://www.lowellma.gov/1814/Grantee-Compliance-Docs>

The following resources will further help you manage your CDBG program:

- The HUD Exchange: <https://www.hudexchange.info/>
- Playing by the Rules: <https://www.hudexchange.info/news/updated-playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems-now-available/>