CDBG SUBRECIPIENT GUIDEBOOK

CITY OF WALTHAM, PLANNING DEPARTMENT

Version 2023-2024

CDBG YEAR 49

Congratulations! You have 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 that this guide presents 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 quarterly to Sophie Pratt in electronic format (spratt@city.waltham.ma.us)

All invoice submissions must include:

1. Pay to the order of

2. Payment Description

3. Total Invoice Amount

4. Executive Officer's signature and date

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, 2024
REMEMBER: Your program will be at risk to lose the funds if invoices are not received by June 15th

BACKUP DOCUMENTATION

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

Backup for non-salary program related expenses includes:

1. **A copy of the receipt (paper or electronic) or invoice**
2. **An indication on the invoice how much of the receipt is to be paid**

Backup for program employee salary expenses includes:

1. **Employee timesheet signed by the supervisor**
2. **Payroll registers or copy of the paystub**

QUARTERLY REPORTING

Quarterly reports are due electronically to spratt@city.waltham.ma.us:

Wednesday, October 4, 2023

Wednesday, January 3, 2024

Wednesday, April 3, 2024

Wednesday, July 4, 2024 *remember invoices are due in June

➢ Cannot submit early – must wait until the end of the quarter, even if your program has completed

➢ Only submit one report per program, per quarter with completed income verification forms

➢ 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 quarter, Your organization **is not required** report

INCOME THRESHOLDS YEAR

The income of each participant must be determined during your agency intake process. When determining the income of a child (Age 0-17) use the household income of the parent /guardians. 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)

All participants have the option to refuse providing income information. Participants that refuse cannot be counted towards CDBG goals.

FY 2023	Number of Persons In Family							
Income Limit	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Extremely Low	$0 – $31,150	$0 - $35,600	$0 - $40,050	$0 - $44,500	$0 - $48,100	$0 - $51,650	$0 - $55,200	$0 - $58,750
Very Low	$31,151 - $51,950	$35,601 - $59,400	$40,051 - $66,800	$44,501- $74,200	$48,101 - $80,150	$51,651 - $86,100	$55,201 - $92,050	$58,751 - $97,950
Low	$51,951 - $82,950	$59,401 - $94,800	$66,801 - $106,650	$74,201 $118,450	$80,151 - $127,950	$86,101 - $137,450	$92,051 - $146,900	$97,951 - $156,400

MONITORING VISIT OVERVIEW

The City of Waltham is required to monitor subrecipients on-site at least once during the program year. 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 Planning 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 guide explaining the visit in more detail with a
checklist can be found on the Planning Department CDBG** webpage

HELPFUL RESOURCES

For more information please send an email to
walthamcdbg@city.waltham.ma.us

The following resources will further help you

manage your CDBG program:

- The HUD Exchange

(https://www.hudexchange.info/)

- Playing by the Rules (Link)
- 2023 Declaration of Income Form (Link)