

The background of the slide is a dense collection of small, three-dimensional wooden human figures. These figures are cut from wood and painted in various colors including light blue, dark blue, red, orange, and natural wood. They are scattered across the entire background, creating a textured and colorful pattern.

Cherokee County CDBG Application Workshop

PY 2027

AGENDA

- 1 WELCOME & INTRODUCTIONS**
- 2 CDBG OVERVIEW & SCHEDULE**
- 3 FUNDING**
- 4 APPLICATIONS**
- 5 REIMBURSEMENTS**
- 6 SUBRECIPIENT AGREEMENTS**
- 7 DAVIS-BACON (DB)**
- 8 MONITORING**
- 9 QUESTIONS**

Mission Statement

Cherokee County's Community Development Block Grant Program (CDBG) mission is to invest in people and services to develop a viable community so that all families and individuals may have basic needs met, may enjoy safe, decent, and affordable housing, may live in a suitable environment, and may be afforded the chance to expand economic opportunities.



Community Development Block Grant (CDBG) as an Entitlement Program

Cherokee County receives an annual CDBG allocation that is formula based. The formula consists of the County's population, people in poverty, population growth and overcrowded units. HUD sets the formulas, therefore we are unable to change them.

The primary objective of the CDBG program is to develop viable communities for persons of low-to-moderate income by:

- Providing decent housing
- Providing a sustainable living environment and
- Expanding economic opportunities

CDBG PY 2027 Schedule

1. Workshop (Mandatory):
 - May 8th (9:00am-11:00am) OR
 - May 12th (1:30pm-3:30pm)
2. CDBG Applications:
 - Due June 29th by 4:00pm
3. Selection Committee
4. PY 2027 Funding Available
5. BOC Meeting/Approval
6. Awards Announcements/Agreements Executed
7. Funds Expended (Grant term: Jan.1st- Dec. 31st)





Funding

CDBG Flow of Funds

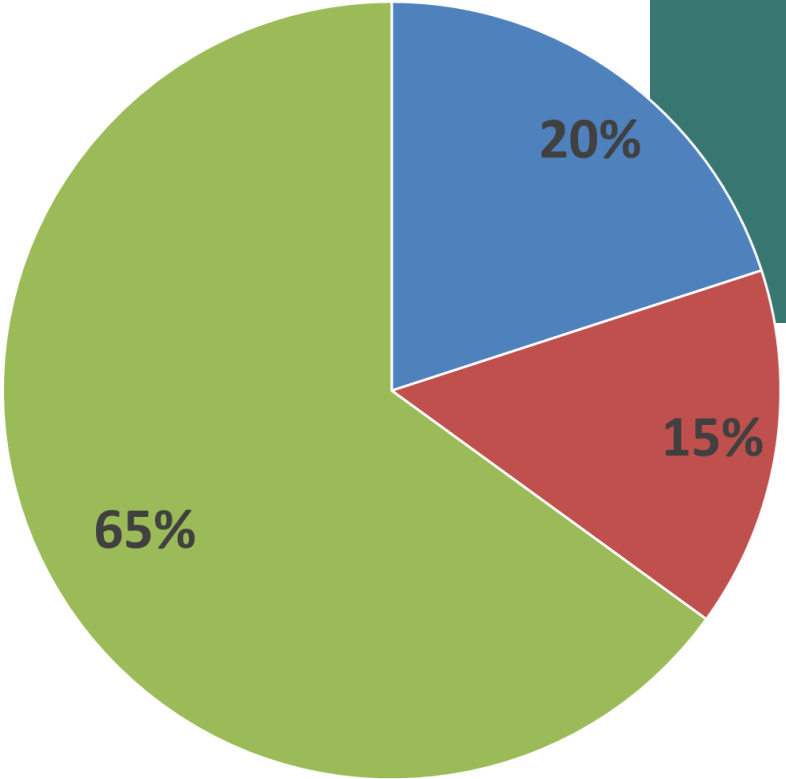
US Dept. of
Housing and Urban
Development (HUD)

Entitlement
Community-
Cherokee County

Subrecipients-
Non-profits, Cities,
County

Beneficiaries

ESTIMATED PY 2027 CDBG FUNDS



- Administration
- Public Service Cap
- Public Facility, Minor Home Repair

Actual CDBG PY 2024	\$1,148,236
Actual CDBG PY 2025	\$1,127,016
Actual CDBG PY 2026	\$1,166,568
Est. CDBG PY 2027	\$1,000,000

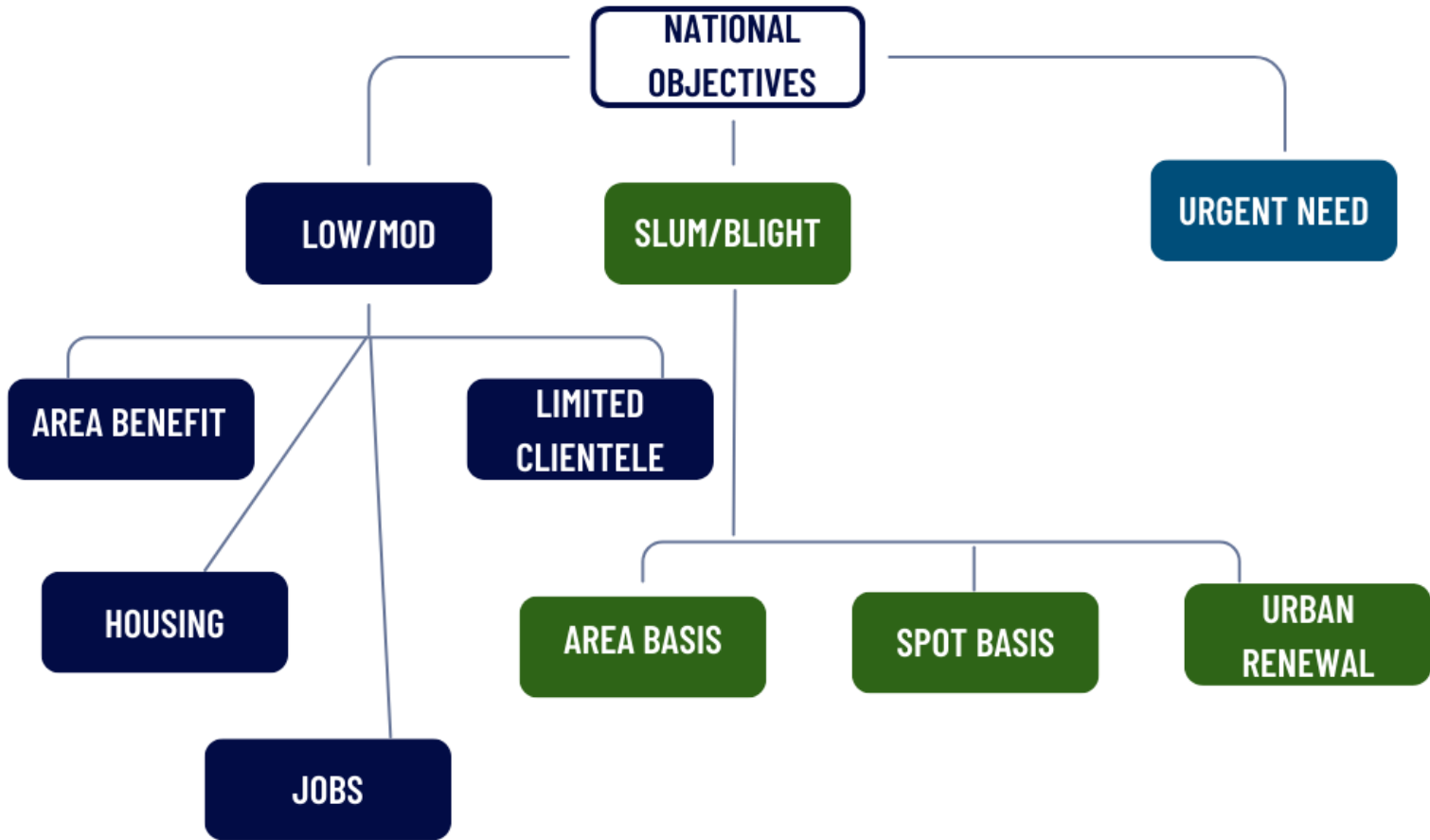
Est. PY 2027 Administration	\$200,000
Est. PY 2027 Public Service	\$150,000
Est. PY 2027 Public Facility	\$650,000

Cherokee County's National Objectives



Provide Benefits to LMI Persons

- Four categories and requires recipients to expend **70%** of CDBG funds to LMI persons
1. **AREA BENEFIT:** 51% in the target area are LMI (Infrastructure improvements like curbs)
 2. **LIMITED CLIENTELE:** Meet 1 of the following tests:
 - a) Presumed LMI such as elderly, homeless, abused children (Example: Child Advocacy Services)
 - b) Information on family size and income shows at least 70% served are LMI (Example: job training for disabled adults)
 - c) Income eligibility requirements which limits the activity to LMI (Example: services for the homeless)
 - d) Nature/location of the activity presumes clients are LMI (Example: daycare at a public housing complex)
 3. **HOUSING:** add/improve permanent residential housing but can be rental property (Example: residential rehab; housing construction; acquisition of property or conversion of buildings for permanent housing)
 4. **LMI JOBS:** create/retain permanent jobs





Public Facility Eligible Costs

- - Labor
 - Materials
 - Infrastructure
 - Streets
 - Sidewalks
 - Water and Sewer
 - Neighborhood Facilities
 - Playgrounds
 - Parks
 - Recreational facilities
 - Facilities for Special Needs Populations
 - Homeless shelters
 - Group homes

Public Service Eligible Costs

- - Employment Services (job training)
 - Services for Seniors
 - Services for Homeless Persons
 - Recreational Services
 - Health-Education / Health Services (counseling & treatment for substance abuse)
 - Crime Prevention / Public Safety
 - Welfare Services
 - Fair Housing Counseling
 - Child Care
- CDBG funds may pay for:
 - Labor, supplies and materials
 - Payments related to the provision of eligible services

Ineligible Activities

- Political Activities
- Construction of housing units by a unit of local government
- Operation and maintenance of public facilities/improvements (unless associated with a public service activity)
- General government expense including construction of general government buildings
- Purchase of equipment
- Direct income payments



CDBG Program Requirements

- 1** Monthly programmatic and expenditure reports (even if no activity occurred)
- 2** Full documentation of all expenses is required as grant is administered on a reimbursement basis
- 3** Subrecipient is subject to annual monitoring
- 4** Annual budget submission for all public service or public facility projects

Applications

Cherokee County CDBG Webpage

[Public Facility Application](#)

[Public Service Application](#)



CDBG Application Rating Criteria



Total out of 100 Points

Project Narrative	40 Points
Completeness of Application	10 Points
Outcomes & Performance	20 Points
Organization & Staff Ability	10 Points
Financial Ability	20 Points

Project Narrative Tips:

- Clearly describe how your project addresses the National Objective.
- Be sure to use data from past performance success, previous reports and strategic plans that support your proposal for funding.
- Identify the program target population, how participants will be chosen, outreach efforts, specific services offered, cost benefit, how many individuals will benefit from the program, etc.
- Address ALL parts of the Project Narrative application question and clearly outline how your project will be carried out from beginning to end.
- Do not approach the application as if the reviewers are already familiar with your agency/program.



Break

Subrecipient Agreement



Changes:

Item 19: Audits & Inspections-A non-Federal entity that expends \$1,000,000 or more in Federal awards during the non-Federal entity's fiscal year must have a single audit...

Reminders:

Item 7: Record keeping/Reporting- It is highly recommended that monthly reports are turned in with reimbursement packet.

Item 23: Recognition of the Cherokee County CDBG Program...



Reimbursements



Required Documents

Public Service

- Cover Letter
- **Monthly Activity Report**
- Budget/Monthly Expenditure Report
- Cost Summary Sheet
- Salary Documents
 - Timesheet(hours & duties performed)
 - Check/Earnings Statement
 - Hourly Rate
 - Benefit Documents
 - Detail Report (tax information, salary, hours, etc.)
- Bills/Invoices
 - Utilities Invoice
 - Check or Bank Statement
- Insurance Documents
- Receipts of Purchases

Public Facility

- Cover Letter
- **Monthly Activity Report**
- Cost Summary Sheet
- Budget/Monthly Expenditure Report
- Invoices
- Checks/Bank Statement
- Land Purchase Documents
- Davis-Bacon Documents



Percentage Based

30% of Jane Doe's salary is billed to CDBG. Each pay period her gross pay is \$3,000.

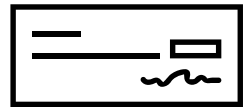
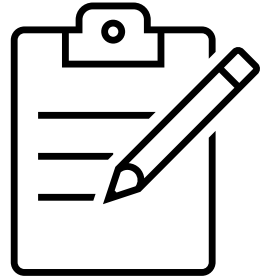
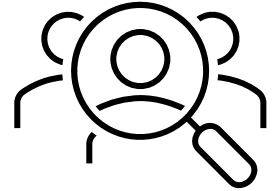
What is the correct amount for reimbursement?

Salary Calculations

Non-Percentage Based

Jon Doe worked 80 hours in two weeks. His hourly rate is \$25.00.

What is the correct amount for reimbursement?



Monthly Reports



Monthly Activity Reports

- Mandated reporting throughout months that were/are being reimbursed
- Use the report that is attached to the agreement
- Submit reports by the 15th of each month



EXHIBIT 3

Cherokee County CDBG Monthly Activity Report

Subrecipient:	Submit Completed Report To: Cherokee County CDBG Office 1130 Bluffs Parkway Canton, GA 30114 awitcher@cherokeecountyga.gov
Report for the Period (month/year):	
Name of Person Submitting Report:	
Date Report Submitted:	

PART I: New Persons Served This Month

Note: Persons served are to be reported only during the first month they are served during the Program Year, and not reported again during that Program Year.

1. New Persons Served - By Income Group – Percentages of Median Family/Household Income	Number of Persons Served
A. <u>New persons</u> served [Extremely Low Income - 0%-30% Median Family/Household Income]	
B. <u>New persons</u> served [Very Low Income - 31%-50% Median Family/Household Income]	
C. <u>New persons</u> served [Low Income - 51%-80% Median Family/Household Income]	
D. <u>New persons</u> served [Over 80% Median Family/Household Income]	
E. Total <u>New persons</u> served	

CDBG Income Limits (effective June 1, 2025)

Family Size	Extremely Low 30%	Very Low Income	Low Income
1	\$24,000	\$40,000	\$63,950
2	\$27,400	\$45,700	\$73,100
3	\$30,850	\$51,400	\$82,250
4	\$34,250	\$57,100	\$91,350
5	\$37,650	\$61,700	\$98,700
6	\$43,150	\$66,250	\$106,000
7	\$48,650	\$70,850	\$113,300
8	\$54,150	\$75,400	\$120,600

2. Number of New Persons Served - By Race/Sex/Ethnicity	# Served, By Gender		# Served, By Ethnicity	
	Male	Female	Hispanic/Latino	Non-Hispanic/Non-Latino
(1) White				
(2) Black/African-American				
(3) Asian				
(4) American Indian/Alaskan Native				
(5) Native Hawaiian/Other Pacific Islander				
(6) American Indian/Alaskan Native & White				

Davis-Bacon (DB)



Labor Standards

Davis-Bacon Act applies to all construction contracts over \$2,000 involving CDBG funds.

Construction workers are to be paid at least minimum wages provided by the Department of Labor. (Electricians, plumbers, etc).

HUD monitors and enforces the payment of prevailing wages, overtime pay, and record keeping through the Office of Davis-Bacon Act and Labor Standards (DBLS).

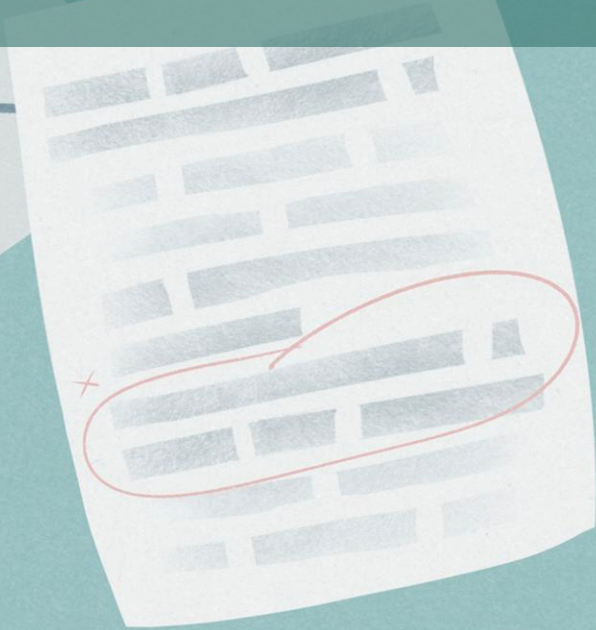




Davis-Bacon Implementation

- All bids and contracts subject to Davis-Bacon must contain standard clauses on requirements
- Hold a pre-construction conference to review requirements with the contractor
- Prime or general contractor is responsible for full compliance, including lower-tier subs
- Contract administrator enforces requirements and provides information to the contractor
 - Weekly payrolls
 - Site Interviews
- All workers have to comply

Monitoring



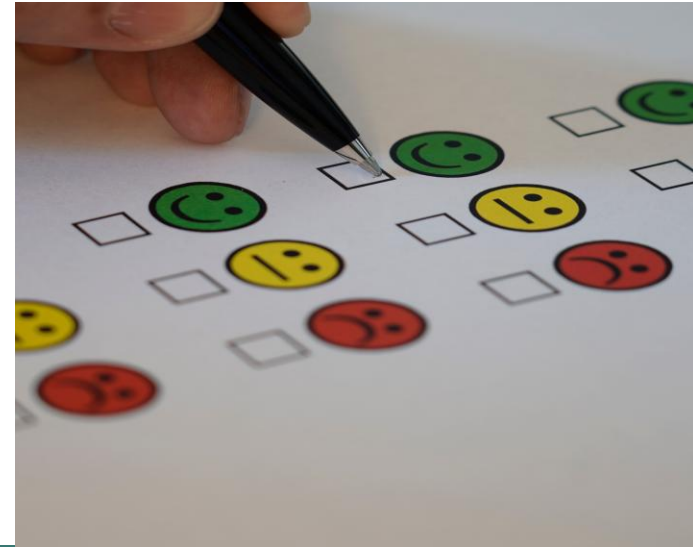
Program Performance Overview

Grantees are responsible for managing the day-to-day operations of their CDBG Program and ensuring that CDBG funds are used in keeping with program requirements. Implementation of CDBG activities by other entities (subrecipients, CBDOs, CDFIs, etc.) does not relieve grantees of this responsibility.

Monitoring is the primary tool that CDBG grantees use to ensure that CDBG projects are being carried out in accordance with program requirements. Monitoring is a review of program or project performance and compliance.

There are several types of monitoring:

- Administrative and financial monitoring
- Program monitoring
- Project monitoring



Three Primary Goals of Monitoring

- 1** Ensure production and accountability
- 2** Ensure compliance with CDBG and other federal requirements
- 3** Evaluate organizational and project performance



Questions?

Susan Filiberto

CDBG Manager

770-721-7807

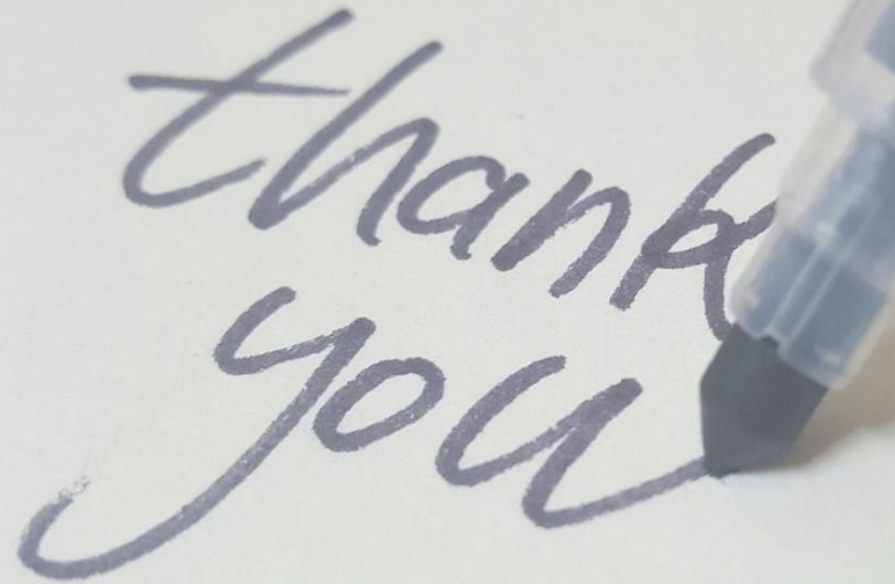
scfiliberto@cherokeecountyga.gov

Ashley Witcher

Grants Coordinator

678-493-4096

awitcher@cherokeecountyga.gov



thank
you