

Inc. Village of Hempstead Community Development Agency

Community Development Block Grant (CDBG) Workshop

CDA Board Members and Staff

Mayor Don Ryan, Chairman

Keria L. Blue, Board Member

Tina Hodge-Bowles, Board Member

Charlene Thompson, Commissioner

Sarian Parker, Executive Assistant

Community Development Block Grant Eligible Programs

National Objectives:

Public service activity must benefit low and moderate income:

- Area
- Persons

Each organization must use an intake form to provide program information

Eligible Public Service Programs:

- ✓ Abused and Neglected Children
- ✓ Battered and Abused Spouses
- ✓ Child Care Services (Training)
- ✓ Crime Awareness
- ✓ Employment Training
- ✓ Fair Housing Counseling
- ✓ Handicapped Services
- ✓ Health Services
- ✓ Homeownership Assistance (Not direct)
- ✓ Mental Health Services
- ✓ Senior Services
- ✓ Substance Abuse Services
- ✓ Youth Services

CDBG Application Requirements

- ❑ Majority of program participants must be from the Village of Hempstead
- ❑ Serve low/moderate income area or residents
- ❑ Be a Not for Profit Organization as classified by Federal or State Government
- ❑ State and Federal Tax Exemption Determination Letter
- ❑ Current List of Board of Directors
- ❑ Organizational Chart
- ❑ List of any officers and/or staff to be compensated under the program
- ❑ Resume of Program Administrator
- ❑ Resume of Fiscal Officer
- ❑ DUNS number and Tax ID number will be required
- ❑ Articles of Incorporation and By-Laws
- ❑ Copy of most recently filed IRS Form 990 – Return of Organization Exempt From Income Tax
- ❑ Copy of Current Annual Operating Budget (include both sources & uses of funds)
- ❑ Copy of most recent Interim Financial Statements for Current Year (Balance Sheet & Profit & Loss Statement) Not More Than 60 Days Old.
- ❑ Copy of Intake Form verifying income eligibility which also includes self-identification of race and ethnicity.
- ❑ Copy of most recent Audited Financial Statements Prepared in Compliance with OMB Circular A-133 (for non-profits with federal funds of \$500,000 or greater)

*****Please note: All documents must be submitted with each application. Applications without the necessary documents will not be accepted.*****

Intake Form

Intake Form Must Include:

- Name, age, gender, address, household size, income level, and self identified ethnicity
- Your CDBG funded program intake form must contain the following language:

“I certify that the above information is accurate to the best of my knowledge. While I have been assured that the information is kept confidential, I am aware that it is subject to verification by the agency providing services, the Nassau County Office of Community Development and/or HUD. I, therefore, authorize such verification, and will provide supporting documents if requested.”

Applicant’s Name (Please Print): _____

Applicant’s Signature _____ *Date* _____

(Signature of a parent or guardian if person to receive services is a minor)

Example: Name: _____	DOB: _____	Ethnicity: _____	Household Size: _____
			Above \$80,001
Address: _____			\$60,001 to \$80,000
_____		Income Level: (Pick one)	\$40,001 to \$60,000
_____			\$20,001 to \$40,000
			Less than \$20,000

CDBG Application Process

- CDBG Applications are available on the CDA website at www.villageofhempsteadcda.org or by calling 516-485-5737
- Each applicant should schedule a one on one meeting with CDA. CDA will review the application to assure all necessary documents are submitted and the application is complete.
- Only programs eligible under CDBG guidelines will be considered for funding.
- Application deadline is **TBD**
- Public Service Agencies will be notified in writing (mid-April) as to whether their application was accepted by CDA and included in the application submitted to Nassau County.

*****Submission of an application does not guarantee CDBG funding.*****

CDBG Application Rating

- ❑ Activity meets an unmet demand in the Village of Hempstead.
- ❑ If funding were not approved under CDBG, will your Agency be able to continue to run this program.
- ❑ Past experience and timely submission of documents to CDA.
- ❑ Partnerships – Organizations that combine services. Reducing administration costs and increasing participation numbers.
- ❑ Programs must be a new service or demonstrate a quantifiable increase in the level of an existing service. Emphasis will be placed on increase in the number of participants served.

CDBG Program Costs

Eligible Program Costs

- Program Operating Expenses:
 - Salaries for program staff
 - Payment of insurance policies
 - Rent
 - Supplies

Non-Eligible Program Costs

- Income payments to an individual or family
- Gift card purchases
- Political activities
- All Taxes

*****Minimum allocation for Public Service Activities is \$4,000.00 for local programs.*****

Reimbursement Process

- Reimbursement requests can only be submitted to CDA after the service provider has received an award letter from the CDA.
- Reimbursement request should include:
 - Legible copy of the invoices for costs incurred between September 1 of the application year and August 31 of the next year.
 - Signed Village of Hempstead CDA Voucher and Proof of payment for invoices submitted. (Cancelled Check, Money Order, Debit/Credit Card Statements.)
****Cash payments will not be accepted****
 - CAPER report

*****All reimbursement request are reviewed by CDA and Nassau County. Once approved by Nassau County, payment is processed by CDA and a reimbursement check is mailed to the organization.*****

CAPER & Progress Report

CAPER

All service providers must submit a completed CAPER (Consolidated Annual Performance and Evaluation Report) prior to drawing down their full grant amount.

Progress Report

Each service provider will be required to submit an electronic Progress Report with the CAPER. The progress report must include:

- For each participant:
 - Name
 - Address
 - Self identified ethnicity
 - Age
 - Gender
 - Household size
 - Income level
- Other funds received for the program (ex: fees, donations, grants, and other income)

*****Your intake form will help you gather this information.*****

CDBG Questions and One on One Meetings

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