City of Peoria

CDBG Public Services Report Training Session December 9th, 2021

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Agenda

- Grant Overview
- Agreement Highlights
- Documents
  - Service Application Form
  - Cover Letter
  - Disbursement Register
- Neighborly
- Annual Monitoring
- Questions
Grant Overview

- HUD – Community Development Block Grant (CDBG)
  - Public Services: 15% cap
- Reimbursement only
  - HUD $ should be available in summer
- Report due dates (10th of month after quarter)
  - April 11
  - July 11
  - October 10
  - January 10, 2023
Agreement Highlights

- Effective 1/1/2022 to 12/31/2022 (pg. 2)
- Staff titles (pg. 3)
- Eligible expenses (pg. 3)
  - Staff salaries, benefits, and taxes ONLY
  - Admin expenses = max 5% of total budget
- Keep records for 5 years (pg. 6)
- No lobbying, political activities, or religious activities (pg. 11)
Documents

- Service Application Form
- Cover Letter
- Disbursement Register
Service Application Form

- Each CDBG-eligible client must complete
  - CDBG-eligible = City of Peoria resident AND low-income household
- Collect for # of clients listed on agreement (at least)
- Information is compiled and reported quarterly
- Updated form will be sent when HUD updates 2022 income guidelines
Cover Letter

• CDBG Percentage =
  ▫ % time worked on program X
  ▫ % CDBG-eligible clients

• Attach documentation showing how CDBG percentage was calculated for each staff member (i.e. time allocation sheets, timesheets, etc.)

• If different from the percentages listed, explain how request for reimbursement of salaries, benefits, or taxes is calculated.
CDBG Percentage =

- % time worked on program x % CDBG-eligible clients

EXAMPLE: Sebby spends 80% of her total work hours on XYZ Public Services Program. The program serves 40 clients, but only 20 are CDBG-eligible.

CDBG percentage =

- 80% x 50% = 40%
Cover Letter

• Attach documentation showing how CDBG percentage was calculated for each staff member (i.e. time allocation sheets, timesheets, etc.)

• If you already have an hourly timesheet format or other time allocation format, you may submit that.

• If not, here are some examples:
Example Time Allocations

Priya Jones, MSW, works with youth in our CreativeMinds arts and math education initiative. As program lead, she dedicates 100% of her work time to the program. She works 40 hours/week, earning an hourly salary of $20. Based on program data from last year, CreativeMinds projects that it will engage 100 youth this year, 50 of whom will meet CDBG income requirements and live in the City of Peoria. Thus, 50% of Priya’s wages are CDBG eligible.
Example Time Allocations

**STAFF TIME ALLOCATION FORM**

**Employee Name:** Michael Jordan  
**Job Title:** Case Manager  
**Week of:** 3/21/2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Hours Worked</th>
<th>XYZ Public Service Pgm</th>
<th>Other Program A</th>
<th>Other Program B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday 3/21</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Monday 3/22</td>
<td>4.0</td>
<td>1.0</td>
<td>3.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Tuesday 3/23</td>
<td>7.0</td>
<td>2.0</td>
<td>4.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Wednesday 3/24</td>
<td>6.0</td>
<td>0.0</td>
<td>0.0</td>
<td>6.0</td>
</tr>
<tr>
<td>Thursday 3/25</td>
<td>5.0</td>
<td>2.5</td>
<td>2.5</td>
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<tr>
<td>Friday 3/26</td>
<td>5.0</td>
<td>3.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Saturday 3/27</td>
<td>3.0</td>
<td>3.0</td>
<td>0.0</td>
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</tr>
<tr>
<td><strong>Weekly Total</strong></td>
<td><strong>30.0</strong></td>
<td><strong>11.5</strong></td>
<td><strong>10.5</strong></td>
<td><strong>8.0</strong></td>
</tr>
</tbody>
</table>
Cover Letter

• If different from the percentages listed, explain how request for reimbursement of salaries, benefits, or taxes is calculated.

• EXAMPLE: “To calculate health insurance, ABC Agency has provided the Blue Cross/Blue Shield bill, which shows charges for each staff member. The employee’s charge is multiplied by 85% (employer-paid portion), then multiplied by employee’s CDBG percentage.”

• Sebby: $450.00 x 85% x 40% = $153.00
Disbursement Register

- Disbursement Register by Quarter:
  - A detailed list of check amounts to employees and the CDBG reimbursement request
  - Can use gross pay or net pay

- Reimbursement Tracker:
  - Automatically populates from quarterly totals
Financial Backup/Proof of Expenses

- Each line item on disbursement register must have financial documentation to prove the expense was paid.
- For salaries, provide copies of paychecks or detailed printouts from payroll system.
- For benefits, provide copies of invoices and proof that invoice was paid by the organization (i.e. copy of check).
Neighborly

- portal.neighborlysoftware.com/peoriaIL/participant
- Log in with email and password
  - New user? Click on “Register,” then follow the prompts
- Select your Public Services application
- Add User
Neighorly

- Reporting
  - Accomplishments
    - Only for clients NEW THIS QUARTER
    - Make sure all three totals match
  - Narrative (optional)
  - Supporting Documents
    - Cover Letter
    - Staff Time Allocations
    - Disbursement Register – Current Quarter
    - Disbursement Register – Reimbursement Tracker
    - Financial Backup/Proof of Expenses
  - Submit
Annual Monitoring

- City staff will conduct on-site monitoring in the summer.
  - Members of the CDBG Public Services Advisory Commission may attend as well.
- A checklist is available online, but items to be reviewed include:
  - Completed Service Application Forms
  - Assessment/evaluation documentation for objectives
  - Financial review, including separate accounts for CDBG funds
Need Help?

- Email Cassie at cbelter@peoriagov.org
- Call Cassie at (309) 369-2060
- support@neighborlysoftware.com
  - “Applications & Forms” > “CDBG Public Services”