



Contract

- How to resolve Conditions?
 - Refer to the condition letter that you received.
 - If conditions are listed, they must be resolved and submitted with the contract.
 - Note: A cover letter signed by Mayor/Chairman must accompany any documents that resolve conditions
 - All of these conditions are part of the contract with the State of Kansas

Due on or Before August 30, 2021



Important Dates

- Execution of state contract
 - This is only an award until signed contracts are submitted to the state.
 - Due on or before August 30, 2021
- Contract Start and End Dates
 - August 1, 2021, to July 31, 2022
- Project implementation
 - On or before September 30, 2021
- 50% of Funds Drawn
 - On or before October 30, 2021





Certification on Lobbying

No federal funds will be used to influence an officer or employee of any agency, a Member of Congress – ANYBODY



Citizen Participation

- Things that can be provided to the public upon request
 - Application and all grant records on the project and actual use of funds
- Maintained at Grantee's office for public review during normal working hours
- Few exceptions:
 - Business Applications
 - Business Data (Invoices, Receipts, Bank Statements)
 - Employee Income data



Code of Conduct

- Each Grantee must have a written Code of Conduct
 - Must prohibit elected officials, staff or agents from personally benefitting from CDBG procurements
 - Must prohibit solicitation or acceptance of favors or gratuities from contractors or potential contractors.
 - Must prohibit sanctions or penalties for violations of this code by either city/county officials, staff, agents or by contractors or their agents.



Conflict of Interest

- ► Applies to the following receiving CDBG
 - Employees
 - Elected Officials
 - Appointed Officials
 - Agent
 - Officers
 - Consultants
 - Immediate family
 - Business Partners





Conflict of Interest

- ► Waivers can be granted
 - Make public disclosure
 - Hold Public Hearing
 - Submit official minutes
 - Attorney Opinion Letter
- No Waivers For Governing Body And Chief Elected Officials



Procurement

- Must have written local policy that covers these four categories.
 - Small Purchases
 - Competitive Bidding
 - Competitive Negotiations
 - Non-competitive Negotiations
- Can not mention CDBG



Environmental

- Each business awarded must have a Determination of Level of Review
 - Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(4)
- Must included in Project Description:
 - Name of Company
 - Amount Awarded
 - Number of Jobs retained
 - Intent of funds

Financial Management

- ► ASK QUESTIONS!
- ► DOCUMENT EVERYTHING!
- Record keeping Requirements
 - Determines funds expended are in compliance
 - HUD 2 CFR 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards



Accounting Procedures

- ► Ensure internal control
- Create an audit trail
- ► General ledger
- Must have local ledger for Request of Payment (RFP) and Quarterly Reports

General Ledger

- City/county must keep an updated ledger
- Must show CDBG and local cash in and out with dates and amounts separately
- Cash In and Out
 - Date of payment
 - Payee
 - Check #
 - Amount of check



Authorized Signature Form

- ► Signatures on RFP must match
- Only the top four signatures can sign RFP's
- Only employees of grantee
- Requires at least 2 but recommend more
- ► Chief Elected Official must sign as the Certifying Official
- Submitted with contract



ACH Forms

- Direct Deposit forms/ACH
 - Completed by Grantee
 - Include copy of voided check
 - Make sure account numbers match
- Submitted with Contract

Request for Payment

- Cash Disbursement Report is a rolling page that tracks the ongoing progress
- Each Business Awarded must have the following:
 - Determination of Level of Review
 - Each expense must be documented with an invoice and proof of payment (matching bank statement, receipt, or copy of check).
- Grantee has 3 Business days to expended funds from the account.
 - Keep Record of the Checks for tracking

No increases in awards to companies after initial award

Administration Draw

- ▶ 25% after receipt of the grantee's signed state grant agreement
- ► 50% percent after first drawdown of funds
- > 75% percent after 50% has been drawn
- ▶ 90% Until Closeout
- ▶ 10% at close-out or \$2,000 if no admin



Quarterly Reports

- Due within 10 days following the end of that quarter.
 - Jan 10th
 - April 10th
 - July 10th
 - October 10th
- Provide detailed descriptions under accomplishments, planned activities, and TA/Other Concerns.
- Payment Request will not be processed if updated QPR is **not** on file

Fair Housing

A major obligation of awarded grantees in all CDBG categories is the documentation of activities that affirmatively further fair housing within the communities. One activity must be conducted and documented <u>each calendar year</u> of an open CDBG project

Closeout

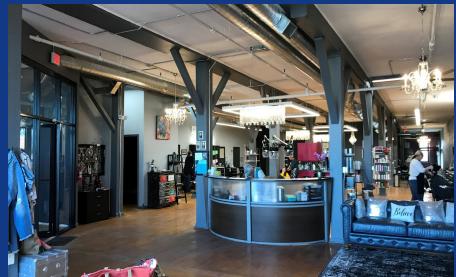
- ► Within 90 days of project completion or contract end date (Which ever is sooner)
- ► Retain records for <u>3 years</u> after HUD closes out that year with the State. This could be 10 years or more after your project ends.



Eligible Activity: Economic Development

- National Objective: 51% of retained employees must meet LMI (per company).
 - Each company awarded will provide documentation to satisfy this requirement.
 - Working Capital since March 1, 2020
 - Payroll
 - Inventory
 - Non-City owned utilities
 - Each expense must be documented with an invoice and proof of payment (matching bank statement, receipt, or copy of check).







Eligible Activity: Economic Development (cont.)

- 1-5 Employees \$25,000 per job retained
 - Maximum Grant of \$30,000 per company
- 6-50 Employees \$35,000 per job retained
 - Maximum Grant of \$50,000 per company



What Needs to be on File for the Business?

- Application
- ► Determination of Level of Review
- Employee Certification Form for each employee being retained.
- Document that the business meet the 51% LMI requirement
- ► Signed Duplication of Benefits Form
- Documented Each expense with an invoice and proof of payment (matching bank statement, receipt, or copy of check).
- DUNS Number





Contact Us

Linda Hunsicker

CDBG Project Manager Linda.Hunsicker@ks.gov

Phone: 785-215-4484

Ginny Eardley

CDBG Project Manager

 $\underline{Ginny.M.Eardley@ks.gov}$

Phone: 785-296-3610

Dustin Gale

CDBG Project Manager

<u>Dustin.Gale@ks.gov</u>

Phone: 785-296-4100

