



CDBG Public Service Grant

Subrecipient Training

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Community Development Division

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Introduction:

Who are we and why are we here?



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This training is for organizations which have been awarded Community Development Block Grant funds

2024 Public Service Grants

2024 Neighborhood Economic Development Grants

These funds are federal money, meaning they come with rules and regulations attached

OMB, CD is here to help!



Overview

What is CDBG?

How does it work?

How do we make a contract?

How do we get the funds?



What is CDBG?

Community Development Block Grant



What is CDBG?

Community Development Block Grant

Block Grant just means it's a block of money granted to the City for the benefit of Low-and Moderate-Income residents

The City distributes it as Public Service Grants (PSG) via the Mayor's Office and City Council, as well as Neighborhood Economic Development (NED) grants. You'll also see it in the budget as CDBG

PSG and NED have to follow all federal CDBG requirements



HUD



THE CITY

"Entitlement"

"Participating

Jurisdiction"

"PJ"

"Grantee"

"Recipient"

How does it work?

HUD issues funds directly to the City of Pittsburgh - the exact amount is determined by the annual federal budget



HUD



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That's you!



What's the Process?

- Subrecipients apply
- City Council and the Mayor make funding decisions
- Subrecipients receive award letters
- Subrecipients work with Program Coordinators to create contracts
- Subrecipients carry out program activities and submit invoices
- City Controller writes a check for the invoice amount



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Remember: CDBG is **reimbursement** grant

You have to spend money to get money



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Eligibility

Your eligibility was confirmed during the application process, but it is your responsibility to maintain it throughout your contract term

- UEI and active SAM.gov registration
- General Liability Insurance
- Worker's Comp Insurance, if applicable
 - Law department verifies all insurance
- 501(c)(3) status
 - Fiscal sponsorship is no longer an eligible way to receive funds



Attachments

Scope

Budget

Insurance

Debarment

Affiliations

Grant Reporting Form

SAM.gov

Contact

Creating a Contract Exhibits

- Award letters reference documents required for contract creation
- Your Coordinator sent you a checklist - use it!



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Creating a Contract

Exhibit A

- Describe how the funds will be spent
 - Specifically mention “CDBG funds”
- Depending who your project benefits, we will need either:
 - which presumed benefit population is being served
 - how organization verifies beneficiary income
 - which census tracts your project will serve
- Look to your Coordinator and checklist for details



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Exhibit B

- Must be tied to the scope
- Must include only approvable expenses
- Must exactly equal the award amount



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Creating a Contract Exhibit C

Your organization **MUST** have \$1,000,000 in general liability insurance.

Your certificate of insurance **MUST** include the specific phrasing "City of Pittsburgh is an Additional Insured in terms of General Liability [and automobile] insurance"

The City requires proof of insurance for the **ENTIRE** contract term; if your policy expires, plan to send an updated Certificate of Insurance ASAP



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Exhibit C

If your organization HAS paid staff, you will need to provide proof of worker's comp insurance

If your organization DOES NOT have paid staff, you will have to submit a waiver

Again, up-to-date insurance is required for the entire term of the contract



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Exhibit D

The Debarment Certificate will be attached to the contract which is sent to your organization's signer. It will be filled out electronically when the contract is being signed.



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Exhibit E

Brief answers are encouraged

If your entire Board of Directors does not fit in the provided box, add it as a separate page



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Creating a Contract Reporting Form

We need to know what other federal funds your organization has spent. Please list federal funds spent in your last fiscal year including previous CDBG funds from the City.



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Creating a Contract

SAM.gov UEI and Registration

This is a two-part process, and getting a UEI can take several weeks or longer

You must maintain active registration throughout your contract term

A downloaded certificate must be included in your contract packet



[Redacted]

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
[Redacted]	(blank)	Federal Assistance Awards Only
Registration Status	Expiration Date	
Active Registration	Apr 9, 2025	
Physical Address	Mailing Address	
[Redacted]	[Redacted]	
[Redacted]	[Redacted]	
[Redacted]	[Redacted]	

Business Information

Doing Business as	Division Name	Number
(blank)	[Redacted]	(blank)
Congressional District	State / Country of Incorporation	URL
[Redacted]	[Redacted]	[Redacted]

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Apr 11, 2024	[Redacted]	[Redacted]

Entity Dates

Entity Start Date	Fiscal Year End Close Date
[Redacted]	[Redacted]

Immediate Owner

CAGE	Legal Business Name
(blank)	(blank)

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Contact Information

Be sure to provide the name, title, and email address of the person who will sign the contract

This person must be authorized to sign on behalf of the organization



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Creating a Contract

Why does this matter?

- All of these documents will be used to create a legally binding contract
- Contracted time limits mean funds **MUST** be expended within a year - past term extension options are no longer available
- Contracted rules for how you will be able to spend the money



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Creating a Contract

December 13

Submission deadline:

Turning in all of your documentation on time will allow your Program Coordinator time to assemble your contract and submit it for approval, setting you up for a January 1 start date



A quote from HUD:

"The cardinal rule of federal funds is, if it isn't documented, it didn't happen."



DOCUMENT EVERYTHING

Be sure to keep a file for your organization's grant, including all documents your Program Coordinator sends you, and everything you send them.

Documents must be kept for five years after your final payment.



Why are we documenting?



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Every organization receiving funds is subject to



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MONITORING



Deep breaths, everyone

Monitoring is not designed to trip you up

Your Program Coordinator will warn you in advance

Monitoring is done on a pre-determined basis; it does not mean your organization is suspected of doing anything wrong



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**REMEMBER:
WE WANT YOU
TO PASS!!**



Questions (and answers)



Money time!

Turning contracts into funds



General Budget Tips

- Broad categories have more flexibility down the line
- Again, all line items must be approvable expenses



What gets approved?



What gets approved?

Common Line Items:

- Program supplies
- Insurance
- Personnel
- Rent
- Utilities
- Professional Services
- Contracted Transportation
- Sports Equipment
- Participation Scholarships/Memberships



Procurement

In line with the City's procurement policies, any single professional service or supply expense over \$5,000 will require proof of price comparison for reimbursement

At least three quoted prices must be compared

- Quotes can be obtained in writing, via email, or via phone



Ineligible Expenses

Your organization can spend money on these, but the City will not reimburse them.

Rules

- Assistance for buildings used primarily for government functions
- Explicitly political or religious activities
- Income payments given directly to beneficiaries
- Most construction of new housing
- Honorariums or stipends

Guidelines

- Food, drinks, snacks, etc. if your organization is not specifically a food distributor
- "Swag" (tote bags, t-shirts, etc. not essential to the function of your organization or activity)
- Office furniture or equipment not being used by beneficiaries
- One-time events



Now the exciting part:

How to get

PAID



Invoicing

Invoices can be submitted as soon as the contract is executed

You will receive a checklist of documents to submit with your requisition. Please follow it!

Expenses from the entire span of the contract are valid

You cannot ask for more money than you have been awarded BUT your receipts can be for a higher amount than the requisition

Plan to fully spend the funds



Invoicing

All invoices must be submitted with appropriate documentation:

- Requisition form
- Narrative
- Proof of expense (receipts, time sheets and payroll, etc.)
- Beneficiary Report Form – NEW FOR NED

Your coordinator will send a checklist of all of this information



Requisition Form

Contract Number:

98765

Term of Contract:

July 1, 2020 - June 30, 2021

NAME AND ADDRESS OF AGENCY	Requisition No:	1		
	Requisition Period Start:	9/1/2017		
	Requisition Period End:	9/30/2017		
	Requisition Date:	10/5/2017		
COST CATEGORY	BUDGET	YEAR TO DATE EXPENSES	AMOUNT REMAINING	AMOUNT REQUESTED
Personnel	\$83,471.00	\$0.00	\$83,471.00	\$0.00
Space Cost	\$7,552.44	\$0.00	\$7,552.44	\$0.00
Telephone	\$2,000.00	\$260.96	\$1,739.04	\$260.96
Postage/Printing/Supplies	\$3,476.56	\$0.00	\$3,476.56	\$0.00
General Liability Insurance/Audit	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Training	\$1,500.00	\$0.00	\$1,500.00	\$0.00
TOTAL	\$100,000.00	\$260.96	\$99,739.04	\$260.96
Agency's request and certification: The Agency hereby requests payment and certified that amounts are true and correct according to the terms and conditions of contract.		Signature	Title	Date
Requisition will not be processed unless Tax ID Number, Contract Number and supporting documentation are attached.				



Acceptable Documents

Personnel: Payroll detail or pay stub AND time sheets

Utilities: bills with dates of service

Rent: Lease AND processed check, invoice, or receipt

Insurance: Policy and invoice

Supplies: Receipts showing place of purchase, date, item(s), and amount

Must be legible and cannot be edited



QUIZ

Is this an eligible expense?



QUIZ

Is this an eligible expense?

Canned goods for a food pantry



ANSWER

Canned goods for a food pantry

YES

Acceptable proof: Receipt



QUIZ

Is this an eligible expense?

Lunch for volunteers at a community
clean-up



ANSWER

Lunch for volunteers at a community
clean-up

NO



QUIZ

Is this an eligible expense?

Salary and benefits



ANSWER

Salary and benefits

YES

Acceptable proof: pay stubs, time sheets



QUIZ

Is this an eligible expense?

A new computer for your office staff



ANSWER

A new computer for your office staff

NO



QUIZ

Is this an eligible expense?

Insurance for your organization



ANSWER

Insurance for your organization

YES

Acceptable proof: invoice from the insurance company,
copy of the policy showing the term



QUIZ

What is the date by which you should submit your contract documents?



ANSWER

December 13, 2024



Questions



Further Resources

- Your Program Coordinator
- Contracting Checklist
- [Playing by the Rules for Subrecipients](#)
- [HUD exchange](#)
- Resources for Subrecipient page:
pittsburghpa.gov/City-Government/Finances/Management-Budget/Community-Development/Resources-for-Subrecipients

