

Cherokee County CDBG Workshop

PY 2026

Agenda

- 1 Welcome & Introductions
- 2 CDBG Overview & Schedule
- 3 Funding
- 4 Applications
- 5 Subrecipient Agreements
- 6 Reimbursements
- 7 Davis-Bacon (DB)
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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.

Mission Statement



Community Development Block Grant (CDBG)

Cherokee County receives an annual CDBG allocation based on the County's population.

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 2026 Schedule

Workshop (Mandatory)

- May 13th or May 16th

CDBG Applications

- Due June 30th

Selection Committee

PY 2026 Funding Available

BOC Meeting/Approval

Award Announcements/ Agreements Executed

Funds Expended (Grant term: Jan. 1st -Dec. 31st)

Funding



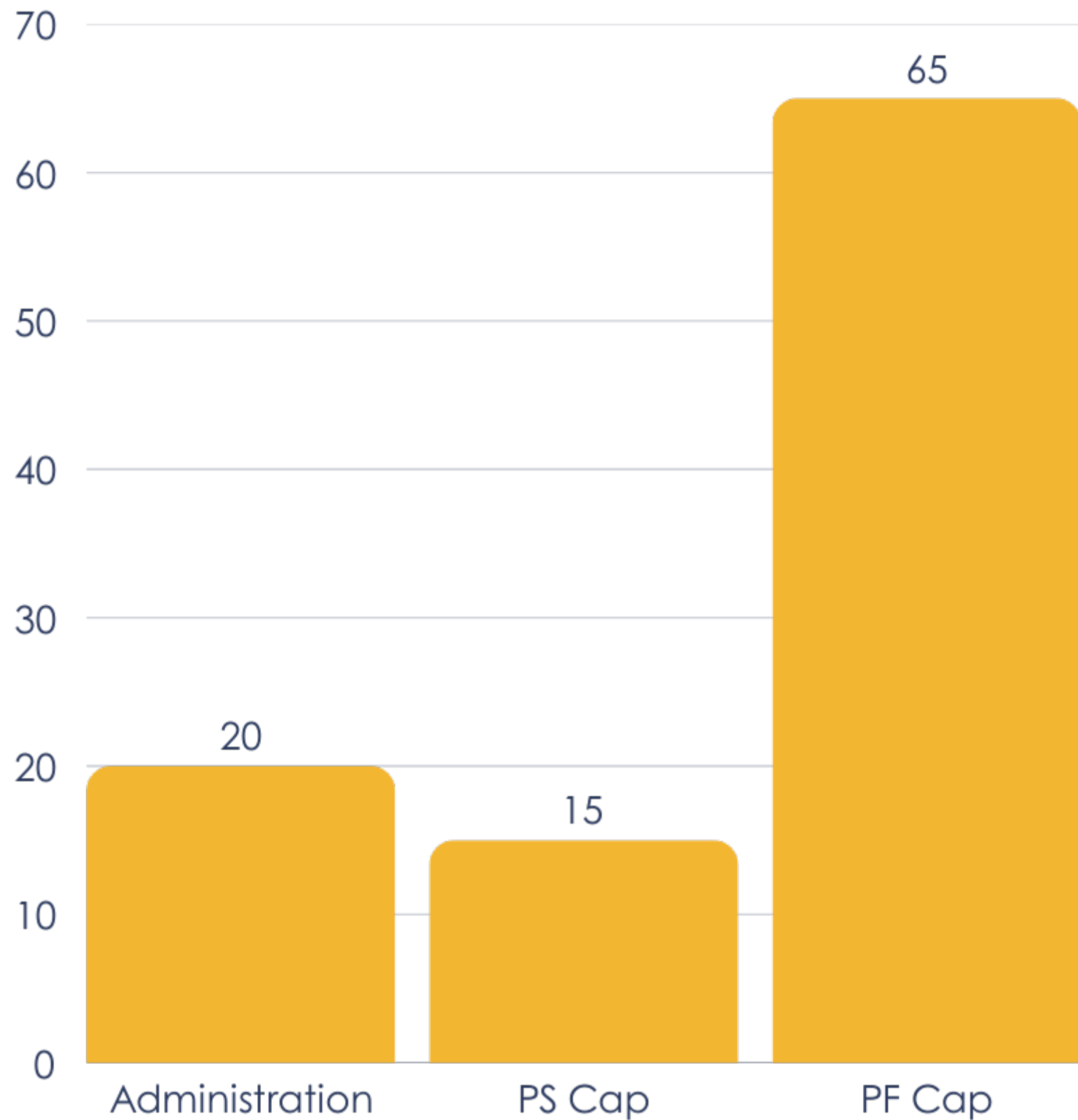
CDBG Flow of Funds

US Department of Housing and
Urban Development (HUD)

Entitlement Community -
Cherokee County

Subrecipients: Nonprofits, Cities,
County

Beneficiaries



ESTIMATED PY 2026 CDBG FUNDS

Actual CDBG PY 2023 \$1,120,091

Actual CDBG PY 2024 \$1,148,236

Est. CDBG PY 2025 \$1,148,236

Est. CDBG PY 2026 \$1,000,000

Est. PY 2026 Administration: \$200,000

Est. PY 2026 Public Service: \$150,000

Est. PY 2026 Public Facility: \$650,000

Cherokee County's National Objective

PROVIDE BENEFIT TO LMI PERSONS

- four categories and
- requires recipients to expend 70% of CDBG funds to benefit LMI persons

AREA BENEFIT: 51% in the target area are LMI (Infrastructure improvements like curbs)

LIMITED CLIENTELE: Meet 1 of the following tests:

1. Presumed LMI such as elderly, homeless, abused children (Example: Child Advocacy Services)
2. Information on family size and income shows at least 70% served are LMI (Example: job training for disabled adults)
3. Income eligibility requirements which limits the activity to LMI (Example: services for the homeless)
4. Nature/location of the activity presumes clients are LMI (Example: daycare at a public housing complex)

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); or

LMI JOBS: create/retain permanent jobs



Eligible Activities

Public Facility Improvements

Housing Rehabilitation

Acquisition/Disposition of Property (now under HOME)

Public Services

Code Enforcement

Economic Development

Homeownership Assistance (now under HOME)

Blight Removal/Site Clearance

Ineligible Activities

Political Activities

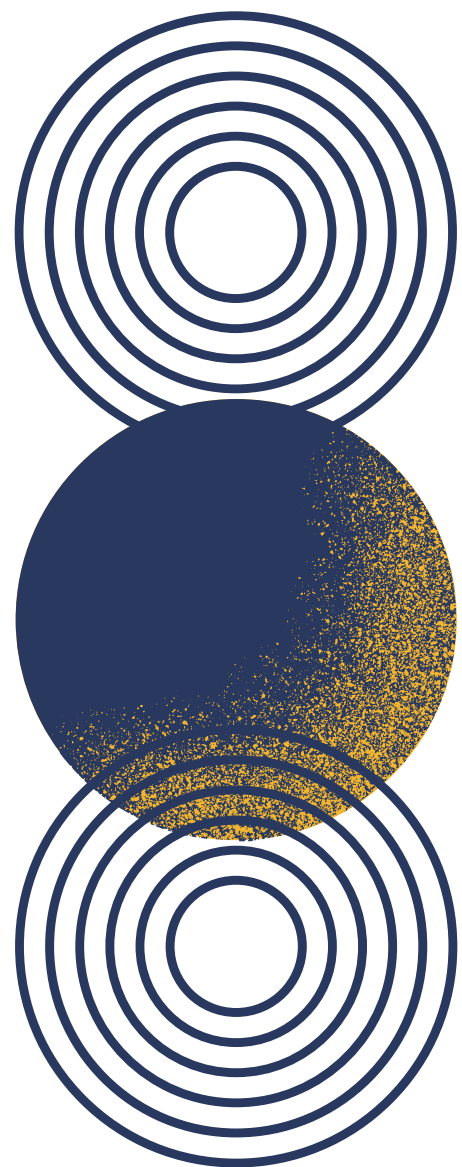
Construction of Housing Units by a Unit of Local Government

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



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

CDBG Program Requirements

01

Monthly Programmatic and Expenditure Reports (even if no activity occurred)

02

Full documentation of all expenses is required as grant is administered on a reimbursement basis

03

Subrecipient is subject to annual monitoring

04

Annual budget submission for all public service or public facility projects



Applications

[Cherokee County CDBG Webpage](#)

Subrecipient Agreement

Changes

Item 16: Agreement Amendments

This Agreement may be modified or amended by mutual agreement of the parties; however, no waiver, modification, or amendment of any terms, conditions, or provisions of this agreement will be valid, or of any force or effect, unless made in writing, approved by the respective parties' governing bodies and properly executed by the authorized representatives of the parties. All amendments to this Agreement shall be made a part of the Agreement by inclusion in Exhibit 4, which will be attached at the time of any amendment(s).

If the Subrecipient seeks an amendment to this agreement, the request for such amendment shall be submitted in a formal written letter and signed by the Subrecipient's duly authorized representative to the Cherokee County CDBG Program office and with a minimum of 30 -day advance notice. If an amendment to the Cherokee County Consolidated Plan is required, the Subrecipient shall be informed of such requirement and the steps required to effectuate such a Consolidated Plan amendment. (Exhibit 4)





Reimbursements



Required Documents

Public Service

Cover Letter
Budget/Monthly Expenditure Report
Cost Summary Sheet
Salary documents

- Timesheets (hours & duties performed)
- Check/Earnings Statement
- Hourly Rate
- Benefits 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
Cost Summary Sheet
Budget/Monthly Expenditure Report
Invoices
Checks/Bank statement
Land Purchase Documents
Davis Bacon Documents

- If qualified

Salary Calculation

Percentage Based

Jane Doe worked 40 hours but only 30% is billed to CDBG. Her hourly rate is \$20.00.

What is the correct amount for reimbursement?

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

Cherokee County

GEORGIA

Cherokee County CDBG Program Monthly Report

Grant Number:
Agreement Number:

Subrecipient and Project Name:

Report for the Period (month/year):

Name of Person Submitting Report:

Date Report Submitted:

Submit Completed Report To:

Cherokee County CDBG Office

1130 Bluffs Pkwy

Canton, GA 30114

jlgolden@cherokeega.com

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

CDBG Income Limits (effective June 15, 2023)

Family Size	Extremely Low 30%	Very Low Income 50%	Moderate Income 80%
1	\$21,500	\$35,750	\$57,200
2	\$24,550	\$40,850	\$65,350
3	\$27,600	\$45,950	\$73,500
4	\$30,650	\$51,050	\$81,650
5	\$33,150	\$55,150	\$88,200
6	\$35,600	\$59,250	\$94,750
7	\$38,050	\$63,350	\$101,250
8	\$40,500	\$67,400	\$107,800

2. Number of New Persons Served - By Race/Sex/Ethnicity

Race	# 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				
(7) Asian & White				
(8) Black/African-American & White				

Monthly Progress Reports

Public Facility projects ONLY

Use the report that is attached to the agreement

Submit reports by the **15th** of each month

		Cherokee County CDBG Monthly Progress Report	Grant Number: Agreement Number:
Subrecipient:		Submit Completed Report To:	
Report for the Period (month/year):		Cherokee County CDBG Office	
Name of Person Submitting Report:		1130 Bluffs Parkway	
Date Report Submitted:		Canton, GA 30114	
		scfiliberto@cherokeecountyga.gov	
Project Status Summary/Key Accomplishments:			
Completed Work:			
Upcoming Work:			
Signature/Position Title		Date	
Signature-Reviewed/Approved		Date	
Cherokee County CDBG Program Office			

Davis - Bacon (DB)



Labor Standards

Davis-Bacon 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.

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





Davis - Bacon Implementation

All bids & 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

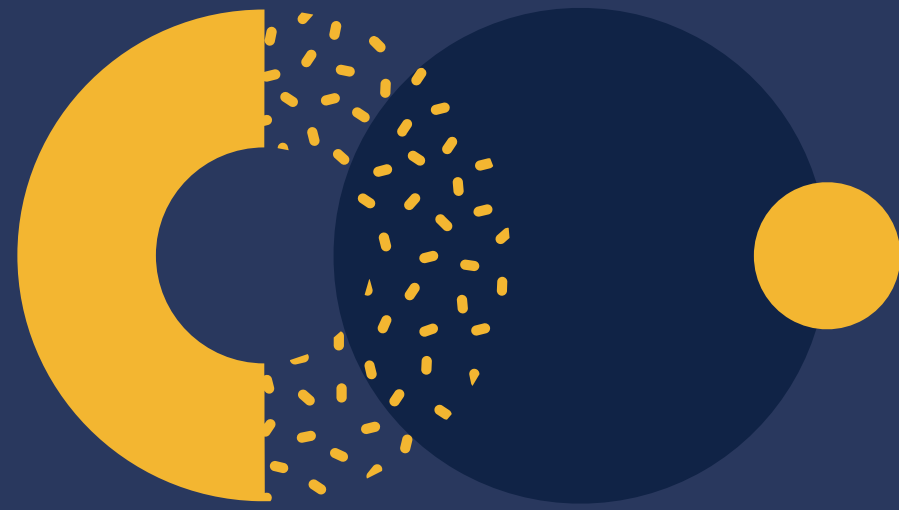
Grantees are responsible for managing the day-to-day operations of their CDBG Program and ensuring that CDBG funds are used in keeping with program requirements. Implementation of CDBG activities by other entities (subrecipients, CBDOs, CDFIs, etc.) does not relieve grantees of this responsibility.

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 ensures that the grantee and subrecipient are administering the program properly (i.e., using funds from authorized sources, tracking funds, using proper methods of recordkeeping, and managing finances appropriately).
- Program monitoring ensures the operations and management of subrecipients for efficiency, effectiveness, compliance, etc. This kind of monitoring focuses on the overall program performance of subrecipients.
- Project monitoring ensures that projects are in compliance with CDBG and other Federal standards. This kind of monitoring focuses on the compliance of an individual project.





Three Primary Goals of Monitoring

Ensure production and accountability;



Ensure compliance with CDBG and other federal
requirements; and



Evaluate organizational and project
performance.

Questions?



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CDBG Manager

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