WELCOME TO COMMUNITY DEVELOPMENT BLOCK GRANT YEAR 46 WORKSHOP

Friday, November 6th
11am – 12pm

ATTENTION: PLEASE MUTE YOUR DEVICE, UNLESS SPEAKING
Agenda

I. Attendance
II. Welcome/Opening Remarks
   I. Introduction of Staff
III. Drawdowns / Reporting
   I. Year 46 Start Date - October 22, 2020
   II. New Software - Neighborly
IV. Financial Recordkeeping
V. Guide for Timeliness
VI. New Proposals-Year 47
VII. Conclusion
VIII. Questions/Answers
Attendance Matters
Welcome Remarks
Department of Economic Development

Amy C. Wagner
Deputy County Manager & Director of Economic Development

Brandon Givens
Director of Division of Community Services
O: 908-527-4462
E: bgivens@ucnj.org

Freeholder Kimberly Palmieri-Mouded
CDBG Freeholder Liaison
Meet the CDBG Staff

1. Charlene Bathelus  
   Social Services & CDRSC Secretary  
   O: 908-527-4023  
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2. Isabel Bastos  
   Program Analyst  
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3. Julian Buitrago  
   Facilities  
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4. James Baker  
   Public Improvements  
   O: 908-527-4843  
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5. Fernanda Correia  
   Housing  
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6. Rosa Santos  
   Administrative Services  
   O: 908-527-4197  
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7. Georgette Corvelli  
   Housing  
   O: 908-527-4213  
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IMPORTANT:

As a result of COVID-19 and HUD late approval of our 5 Year Consolidated Plan, drawdowns for Year 46 will be reimbursed from

October 22, 2020 - August 31, 2021
Neighborly Software Overview

Neighborly Software’s cloud-based software provides a turnkey solution for the enrollment, administration and reporting of housing, economic and community development programs. By replacing paper-based applications, manual processes and outdated technology, organizations can better maximize their community investment dollars.

Subset of Available Programs:
- Down Payment Assistance
- Housing/Lead Rehabilitation
- Property Acquisition & Demolition
- Public Infrastructure Activities
- Public Services (CDBG, ESG, HOPWA)
- Affordable Housing Development
- Asset Management (Housing)
- Tenant Based Rental Assistance
- Community Land Trusts/Land Bank
- Business/Commercial Façade Grants
- Economic Development Loans

Apply online for Grant/Funding programs
Submit Accomplishment Reporting online
Send Reimbursement Requests/Invoices
Store/View all documentation/contracts

www.neighborlysoftware.com
Drawdowns(Voucher)/Reports

- **Drawdowns/Voucher Request**
  - 3 pages MUST be completed:
    - Page 1-County of Union Voucher Form *(Must have original signature)*
    - Page 2-Exhibit A-1 *(Must have original signature)*
    - Page 3-Explanation Budget Page

- **Monthly/Quarterly Progress & Final Reports**
  - Facilities/Public Improvements/Social Services
    - Quarterly reports due at the end of each quarter.
  - Housing
    - Monthly reports due at the end of each month.
  - All reports should **not** be submitted at the same time.
  - The reports **must** be submitted *monthly/quarterly.*

- **Reimbursement Program**
  - Sub-grantee must pay FIRST and supply copies of checks, proof of payment along with drawdowns.
    - Ex. ADP Payroll Register, itemized invoices, etc.
Recordkeeping - Quarterly Reports

- Only include Unduplicated Count

- Count the number of persons, not the units of service

- If person was previously counted and served in Q1, please do not duplicate on Q2, Q3, or Q4. Only include in Q1 and Final.

- Include Race and Ethnicity of Beneficiary
Financial Recordkeeping

- Must include supporting documentation
  - Timesheets and payroll reports
  - Invoices and receipts
  - Cancelled checks
  - Cash Receipts Journal
- The MORE documentation, the better
Guide for Timeliness

HUD will conduct a Timeliness Report on June 1, 2021 to identify what percentage of funds are spent. To meet HUD’s spending goal, please be aware of the following timeline:

1. We encourage every municipality to have CDBG grants included as part of their Capital Improvement Budget (Public Improvements) process.

2. **Be aware of HUD actions** to prevent being classified as “at risk,” which occurs if there is no activity after 270 days (April 30, 2021).


5. **Facility and Public Improvement Projects:** The date of the preconstruction meeting must be approved by the Union County Office of Community Development prior to scheduling and no work shall begin until after the meeting.
Public Improvements “Pre Con” meetings are more formal and may deal with many parties including the Town, Contractor, Consultants and other agencies including sometimes; Traffic division, Engineers and other staffers.

1. Arrange a date & time for the preconstruction meeting
2. Secure as much of the required documentation prior to preconstruction meeting as possible such as:
   1. Name of contractor/subcontractor [if applicable]
   2. Contractor Federal ID#
   3. Public Works Contractor Registration number [certificate]
   4. Fully executed contract
   5. Copy of Resolution approving funding/project [if applicable]
   6. Bid Advertisement
   7. Bid Summary
Facilities Preconstruction Meeting Protocol

Facilities “Pre Con” meetings mostly deal with non-profits that are new to the requirements and may not necessarily work with bids and Resolutions.

- We stress and inform that the project is a federal project and involves HUD/CDBG Federal procurement guidelines and requirements like Davis-Bacon, Prevailing wages, and other employees rights.
  1. Send posters fliers for posting/dissemination in both English and Spanish of employees rights
  2. We send a NJ/Union County Davis-Bacon Wage Determination Decision (Decision is done thru SAM.Gov and it has to be dated closed to when the contract went into agreement or right before pre-construction, since the jobs can be delayed or start at a later date)
  3. A “Wage Determination” receipt will need to be signed by Contractor and Grantee agency and sent back to the County.
  4. Send a “WH347 Certified Payroll” form and “WH347 Instructions” document
  5. Send “WH1321” file in English and Spanish poster/flyer for employees rights.
  6. Send “Federal Notice of Employees Rights” Flyer with County of Union Information.
  7. We send Pre-construction meeting requirements that inform contractor/agency of Labor compliance requirements

*****Labor Compliance Officer-Mr. Jim Spaziani

UNION COUNTY
NEW JERSEY We’re Connected to You!
MONTHLY/QUARTERLY PROGRESS REPORTS DUE DATES

To meet HUD’s spending goal, please be aware of the following timeline:

- **FACILITIES/PUBLIC IMPROVEMENTS/SOCIAL SERVICES**
  - PROGRESS REPORTS ARE **DUE** ON QUARTERLY BASIS WITH OR WITHOUT A DRAWDOWN

**PLEASE ADD THE DATES BELOW TO YOUR CALENDAR**

- **FIRST QUARTER** (10/22/20-11/30/20) - **DECEMBER 10**TH
- **SECOND QUARTER** (12/1/20-2/28/21) - **MARCH 10**TH
- **THIRD QUARTER** (3/1/21-5/31/21) - **JUNE 10**TH
- **FOURTH QUARTER** (6/1/21-8/31/21) - **SEPTEMBER 10**TH
- **FINAL** - AT PROJECT COMPLETION

- **HOUSING**
  - PROGRESS REPORTS ARE **DUE** ON A MONTHLY BASIS WITH OR WITHOUT A DRAWDOWN
New Proposals-Year 47

- Year 47 - September 1, 2021-August 31, 2022
  - Deadline for submission is December 11, 2020, 9:30AM
- Applicants must submit **ONE** original and **FOUR** copies
- All applications **must** to be signed by the Mayor (except Countywide)
- Proposals should accurately indicate the contact person for the over-all project; contact person preparing progress/final reports; contact person preparing vouchers/drawdowns
New Proposals-Year 47

- Seeking projects that have a significant impact in serving low income residents

- Proposals from NON-PROFIT Organizations must include the following documentation:
  1. Board of Directors/ Trustees
  2. Audit Reports (Should not be more than TWO years old)
  3. 501 (c)(3) Tax Status designation by IRS
THANK YOU!

STAY SAFE & HEALTHY

WEAR A MASK • KEEP SOCIAL DISTANCE • SANITIZE HANDS OFTEN