

TOWN OF MANCHESTER COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SUBRECIPIENT ORIENTATION MANUAL



Courtesy of Brevard County, FL CDBG Program

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[Community Development in Manchester](#)

SECTION I - CDBG PROGRAM DESCRIPTION

The Community Development Block Grant (CDBG) is a federal program that provides flexible funding to address local housing and community development needs. The CDBG program works to ensure decent affordable housing, to provide a suitable living environment for all people and to create job opportunities through the economic expansion and retention of businesses.

To qualify for CDBG funding, a program must meet one of three national objectives: (1) Benefit low- to moderate-income persons and/or households, (2) Aid in the prevention or elimination of slum or blight, or (3) Address an urgent community development where existing conditions pose a serious and immediate threat to the health or welfare of the community and for which other funding is not available (e.g.: aftermath of a hurricane). Once a program is selected that meets one of the national objectives, proof must also be provided that the program qualifies as an eligible activity, as set forth in the federal regulations.

The CDBG program is authorized by Title I of the Housing and Community Development Act of 1974, as amended. The primary CDBG regulations are described in the Code of Federal Regulations, Title 24 Part 570. A link to these regulations is provided on the CDBG webpage of the Town's website: [Federal Regulations 24 CFR Part 570](#). Although these regulations provide the best overall guidance on CDBG funding, there are additional federal regulations that must also be considered, including applicable regulations from the Office of Management and Budget (OMB) and the Department of Labor (DOL).

Each year, the federal CDBG appropriation is allocated between States ("non-entitlement") and local jurisdictions ("entitlement") communities. Entitlement communities are comprised of cities with populations of at least 50,000 and qualified urban counties with a population of 200,000 or more (excluding the populations of entitlement cities). States distribute CDBG funds to non-entitlement localities not qualified as entitlement communities.

Manchester qualifies as an entitlement community; therefore, the Town receives a yearly CDBG allocation directly from the federal government. The grant amount varies year to year and is determined by using a formula based on several measures of community need including population, poverty levels, age of the housing stock and overcrowding in housing units.

SECTION II- MANCHESTER'S SELECTION PROCESS

The process of selecting funding subrecipients begins in March with the application process. Town Departments and community organizations/agencies are invited to apply for capital, public service and/or technical assistance funding. Applications are due by a date set in mid-April of each year. The majority of funding requests tend to be for public service projects; however, the Town is limited to using only 15% of each year's budget to fund public service projects.

After the deadline has passed, applications are reviewed by the CDBG Program Manager to determine if the project (and its proposed line items) is eligible for CDBG funding. All projects found to be eligible proceed to review by the public and the Board of Directors. The review process ends in July or August when the Board of Directors selects the Subrecipients and approves the Action Plan for the upcoming funding year which begins each October 1st. Selected Subrecipients will receive a letter confirming their selection as a subrecipient and identifying the amount of funding they will receive.

SECTION III- FUNDING ASSISTANCE AGREEMENT PROCESS

After receipt of the CDBG Funding Award Letter, each funding recipient (hereinafter referred to as "subrecipient") must develop their project's budget and scope of service. The scope of service will be similar to

the proposal submitted during the application process, though the number of units of service (persons, households, etc.), may require adjustment based on the actual CDBG allocation versus requested level of funding. The budget initially proposed during the application process will require revisions to reflect the actual amount awarded (and not the amount requested) for the project.

For all public service projects, all expenses related to the CDBG-funded project must only be incurred within the timeframe reflected on the Subrecipient Agreement (October 1st – September 30th of the appropriate program year). For public facility and construction projects, the CDBG allocation must be expended within two years of allocation. Any funding not expended during the relevant timeframe may be rescinded.

Required Elements of the Scope of Services and Budget

The scope of service and budget detail the work to be undertaken by the subrecipient, how their CDBG allocation will be used and the subrecipient's responsibilities. These documents will be used by the Town and HUD to monitor and evaluate the impact and achievements of the subrecipient's program. Therefore, it is very important that all subrecipient staff associated with the CDBG-funded project familiarize themselves with the scope of services, the budget and the Subrecipient Agreement so they have an understanding of the program requirements. The Scope of Services does not have to be lengthy (around 3-4 pages, including the Budget) but needs to provide the information necessary to evaluate the program's performance.

In general, the scope of services should include the following sections:

- I. Program Purpose** - a brief statement of the intent and pre-established goals of the specific program. Explain why this program is needed.
- II. Services to be Provided** – a brief description of the program/project, service(s) to be provided and how CDBG funds will be used to assist in achieving the program's goal.
- III. Program Outcome Measures** – HUD requires subrecipients to outline the long-term benefit provided to participants of the subrecipient's program. Describe and quantify the expected outcome of your specific program (e.g.: 20 low/moderate income Manchester residents will participate in homeownership counseling with the purpose of educating residents on the responsibilities associated with homeownership. The measured outcome will be the number of residents who become homeowners as a result of participation in the program)
- IV. Verification of Participant Residency and Income Level** – Depending on the type of services provided through the program, subrecipients may be required to provide proof of Manchester residency and income eligibility of program participants. Proof must be documented and kept in confidential files for each participant for a minimum of four (4) years. This information must be collected for each new participant during the funding year. A sample form has been included in this packet as Exhibit A.
- V. Service Utilization Report** – If the program design requires the completion of Item III above, a Service Utilization Report will also be required. A sample Service Utilization Report, used to track all new individuals served by a program, has been included in this packet as Exhibit B.
- VI. Line Item Budget** – Each subrecipient must provide a line item budget detailing ALL sources of income and expected uses related to the program. Backup documentation of expenses should be maintained by the subrecipient. A sample budget has been provided in this packet as Exhibit C.
- VII. Timesheet** – For public service activities, all persons receiving salary and related benefits funded wholly or in part by CDBG must submit timesheets. Time spent specifically on CDBG-related activities must be recorded to justify the compensation for time spent related to the program. A sample timesheet has been included as Exhibit D, though other timesheets can be used as long as CDBG-related time is documented separately from time spent on other projects. Timesheets must be submitted with each request for reimbursement submitted to the CDBG Program Manager.

Eligible versus Ineligible Expenses

Numerous federal statutes govern the CDBG Entitlement program, both those specific to the CDBG program and those addressing other Federal laws or policies that apply to the CDBG program (e.g., National Environmental Policy Act, Americans with Disabilities Act, Davis-Bacon Act).

The primary regulations governing the CDBG program are contained in federal regulations **24 CFR Part 570**, which can be found here: [Federal Regulations 24 CFR Part 570](#).

Office of Management and Budget (OMB) cost principles regulate line item expenditures associated with CDBG and other federal grants. The applicable set of regulations depends on whether the subrecipient is a government entity or a non-profit. At the end of this packet, a chart prepared by the Texas Education Agency is attached which provides a comparison of allowable and unallowable expenses according to the applicable OMB Cost Principles. Although this chart was created for an educational institution, it provides a good basic understanding of the categories of expenses that are and are not allowed through CDBG. If a subrecipient is unsure as to whether a specific expense is eligible after consulting the chart, contact the CDBG Program Manager prior to approving the expenditure. If a subrecipient is found to have paid for an ineligible expense, they will either not receive compensation for the expense or, if already expended, will have to pay back the cost.

Significance of the Subrecipient Funding Agreement

The funding agreement is the framework of the subrecipient's responsibilities for the use of CDBG funds. The subrecipient must comply with all of the requirements of the agreement in order to be reimbursed, including federal data collection (e.g.: outcome measures and income/race/ethnicity of beneficiaries [[Service Utilization Report](#)]). The subrecipient is responsible for being familiar with the requirements of the subrecipient funding agreement. The subrecipient must notify the CDBG Program Manager in writing (e-mail or letter) of any change in staffing related to the fulfillment of the Subrecipient Agreement. The agreement is the first document to consult if the subrecipient has any questions about the scope of service and the use of CDBG funds. The subrecipient's performance of, and compliance with, the Subrecipient Agreement requirements will be a factor should the subrecipient seek future CDBG funding. The CDBG Program Manager, Heather Guerette, hguerette@manchesterct.gov or 860-647-3106, can provide technical assistance to any subrecipients while they write the scope of services and budget and throughout the program year.

SECTION IV- FINANCIAL MANAGEMENT

Subrecipients funded through the Community Development Block Grant are required to have a financial management system in place to accurately account for CDBG funds. The following elements should be included in the subrecipient's financial management system:

- **Accounting Records**

Subrecipients must maintain accounting records that adequately identify the use of CDBG funds provided to them. **These records must be maintained for a minimum of four (4) years.**

- **Allowable Costs**

In general, costs are allowable if the expenditure is necessary, reasonable and directly related to the program. Costs must be necessary for the completion of the funded project. Extensive federal regulations govern the eligibility of expenses and all expenditures are subject to scrutiny. If the eligibility of an expense is questionable, contact the CDBG Program Manager for assistance.

- **Source Documentation**

All accounting records should include supporting documentation. The source documentation must explain the basis of the cost incurred and show the actual date and amount of the expenditure(s).

- **Budget Controls**

Subrecipients must have procedures in place to monitor obligations and expenditures against their approved budget for CDBG activities. Therefore, the subrecipient must maintain a system to frequently compare actual receipts and expenditures with the CDBG budget to determine, in a timely fashion, whether a formal budget revision will be necessary.

- **Audits**

Subrecipients that receive \$500,000 or more in federal funding in a year, from any combination of federal departments and for any variety of projects, must have an audit performed in accordance with OMB Circular A-133. In such situations, a copy of the organization's A-133 audit must be provided to the CDBG Program Manager **during or before the signing of the Subrecipient Agreement**. A process for determining corrective actions and the resolution of findings must also be included in this submission. In addition, the organization must ensure the A-133 audit has been forwarded to the Federal Clearinghouse.

Subrecipients that receive less than \$500,000 in federal funding in a year are exempt from these federal audit requirements. These subrecipients, however, must still make records available for review by the CDBG Program Manager, the U.S. Department of Housing and Urban Development (HUD) and any related parties.

SECTION IV- MONITORING

The Town of Manchester, as a grantee of federal (CDBG) funds, must conduct periodic monitoring of all programs, activities and services provided by their subrecipients. The subrecipient, therefore, is required to maintain records/documentation related to all projects funded by CDBG. These records include, but are not limited to, payrolls, timesheets, invoices, contracts, leases, receipts and other documentation associated with the fulfillment of the subrecipient's funded project.

In order to satisfy the Town's monitoring requirements, subrecipients must also:

- Public service projects: Maintain a separate file for each client that includes a client information form, supporting documentation to verify income, residency and any other information pertaining to the service(s) provided to the individual/household.
- Public service projects: Maintain Service Utilization reports documenting unduplicated information on clients served each quarter through the provision of CDBG-funded services.
- All projects: Maintain and retain all financial and program records related to the fulfillment of the CDBG-funded project for a minimum of four (4) years.
- All projects: Use CDBG funds as outlined in the Subrecipient Agreement between the Town of Manchester and the subrecipient receiving funds.
- All projects: Have all employees paid in whole or part from CDBG funding prepare a timesheet documenting the hours worked on CDBG projects for each pay period. Any salary-related expenses to be charged to CDBG must be documented.

The subrecipient's failure to comply with the requirements of the funding agreement with the Town of Manchester could jeopardize its receipt of the total grant award, the receipt of future CDBG funding, and may result in the recapture of CDBG funds already allocated and/or provided to the subrecipient.

For more information and guidance regarding the responsibilities of subrecipients receiving Community Development Block Grant funds, please refer to the HUD publication entitled, "Playing by the Rules: A

Handbook for CDBG Subrecipients on Administrative Systems”. A complete copy of this document can be found online at: [Handbook for CDBG Subrecipients on Administrative Systems.pdf](#).

EXHIBIT A
CDBG PARTICIPANT INCOME & RESIDENCY VERIFICATION FORM

AGENCY NAME: _____

PROGRAM NAME: _____

This program is funded in whole or in part by Community Development Block Grant (CDBG) funding through the Town of Manchester. The information and documentation requested below is required to comply with federal regulations associated with this funding stream. Participants and/or their parents/legal guardians must verify income eligibility and Manchester residency.

**FAILURE TO COMPLETE THIS FORM AND PROVIDE DOCUMENTATION PROVING ELIGIBILITY WILL
MAKE THE PARTICIPANT INELIGIBLE FOR CDBG ASSISTANCE**

PARTICIPANT'S NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

1. Head of Household (name): _____

2. Number of persons currently living in household: _____

	FULL NAME (include participant)	ETHNICITY	AGE	EMPLOYED Y/N	INCOME SOURCE	GROSS YEARLY INCOME
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____

CHECK AND ATTACH DOCUMENTS TO VERIFY HOUSEHOLD INCOME AND MANCHESTER RESIDENCY

INCOME: Copies of 3 most recent paystubs Signed current tax return
 Current Governmental Assistance form (SSI, SSDI, etc)

RESIDENCY: CT driver's license or ID card Utility Bill Rent Receipt

I CERTIFY THAT THE ABOVE INFORMATION AND DOCUMENTATION ATTACHED IS ACCURATE AND COMPLETE

Participant or Parent/Legal Guardian Signature

Date

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND VERIFIED WITH ATTACHED DOCUMENTS AND MAINTAINED IN THE PROGRAM FILES:

Agency Program Manager Signature

Date

**EXHIBIT B
CDBG SERVICE UTILIZATION REPORT**

DEFINITIONS and ACCOMPLISHMENT DATA

Race/Ethnicity

The HUD definitions are:

White:

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black/African American:

A person having origins in any of the black racial groups of Africa.

Asian:

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian/ Alaskan Native:

A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation of community attachment.

Native Hawaiian/ Other Pacific Islander:

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian/Alaskan Native & White:

A person having these multiple racial origins as defined above.

Asian & White:

A person having these multiple racial origins as defined above.

Black/African American & White:

A person having these multiple racial origins as defined above.

American Indian/Alaskan Native & Black/African American:

A person having these multiple racial origins as defined above.

Other Multi-Racial:

Category used for reporting individual responses that are not included in any of the categories listed above.

Hispanic/Latino

Of the total beneficiaries of each race, enter the number who are Hispanic/Latino.

Income Levels

Extremely Low:

Enter the number of persons benefiting whose income is at or below 30% of the median family income for the area.

Low:

Enter the number of persons benefiting whose income is above 30% and at or below 50% of the median family income for the area.

Moderate:

Enter the number of persons benefiting whose income is above 50% and at or below 80% of the median family income for the area.

Non-Low/Moderate:

Enter the number of persons benefiting whose income is above 80% of the median family income for the area.

Lead Paint

Housing constructed before 1978

Self-explanatory.

Exempt: housing constructed 1978 or later:

A residential property for which construction was completed on or after January 1, 1978, or, in the case of jurisdictions which banned the sale or residential use of lead-containing paint prior to 1978, an earlier date as HUD may designate (see §35.160).

Otherwise exempt:

(1) 0 bedroom; (2) Elderly/Disabled with no children under 6; (3) lead-based paint free, and/or; (4) used no more than 100 days in a year.

Exempt: No paint disturbed:

Self-explanatory.

Homeowner Rehab/Rental Rehab

Total Owner or Rental Units:

Total Number of Owner Households or Renter Households.

Units Occupied by Elderly:

The number occupied by one or more persons age 62 or over.

Units Moved from Substandard to Standard:

Enter the number that were substandard *prior to rehabilitation* that now meet Housing Quality Standards or local code.

Section 504 Accessible Units

Total number of Owner or Rental units made accessible through the removal of architectural barriers.

Qualified as Energy Star

Only count unit if it has been verified by (1) an independent third party such as a home energy rater, (2) following the Builder Option Packages, or (3) adhering to the quality control procedures for HUD-code manufactured homes.

Brought into compliance with Lead Safety Rules

Only count unit if a pre-1978 unit where the rehabilitation work exceeds the \$5,000 threshold and addressed all surfaces that could pose a lead hazard.

Affordable Units (only for reporting rental units)

Enter number of affordable units

Years of Affordability Guaranteed (only for reporting rental units)

Enter the total number of years of affordability the grantee has imposed through a contract or agreement for the units being reported.

**CDBG SERVICE UTILIZATION REPORT PUBLIC SERVICE
PROGRAM YEAR DATES**

Organization/Town Dept _____

Reporting Period _____

Program _____

Agency Representative _____

Date Form Completed _____

Signature _____

INSTRUCTIONS: For each section below, enter the total number of **NEW** CDBG-assisted persons **served during this reporting period only**. Report CDBG-assisted persons **ONE TIME ONLY**, regardless of the number of times that services were provided. **Numbers must reflect unduplicated persons. For the final year-end report**, all quarterly counts should be compiled to provide a comprehensive count of the number of persons assisted through the program.

	White	Black/ African American	Asian	Am. Indian/ Alaskan Native	Native Hawaiian/ Other Pacific Islander	Am Indian/ Alaskan Native & White	Asian & White	Black/ African Am & White	Am. Indian/ Alaskan Native & Black/ African Am	Other Multi- Racial	Female head of household
# of beneficiaries who are:											
# of beneficiaries also Hispanic/Latino											
TOTAL											

EXTREMELY LOW INCOME HOUSEHOLDS: UP TO 30% OF AREA MEDIAN INCOME

HOUSEHOLD SIZE	1	2	3	4	5	6	7	8	TOTAL
HOUSEHOLD INCOME MAX	≤ \$18,000	≤ \$20,550	≤ \$23,100	≤ \$25,650	≤ \$27,750	≤ \$29,800	≤ \$31,850	≤ \$33,900	(ADD ACROSS)
# OF HOUSEHOLDS FOR REPORTING PERIOD									

LOW INCOME HOUSEHOLDS: ABOVE 30% AND AT OR BELOW 50% OF AREA MEDIAN INCOME

HOUSEHOLD SIZE	1	2	3	4	5	6	7	8	TOTAL
HOUSEHOLD INCOME MAX	≤ \$29,950	≤ \$34,200	≤ \$38,500	≤ \$42,750	≤ \$46,200	≤ \$49,600	≤ \$53,050	≤ \$56,450	(ADD ACROSS)
# OF HOUSEHOLDS FOR REPORTING PERIOD									

MODERATE INCOME HOUSEHOLDS: ABOVE 50% AND AT OR BELOW 80% OF AREA MEDIAN INCOME

HOUSEHOLD SIZE	1	2	3	4	5	6	7	8	TOTAL
HOUSEHOLD INCOME MAX	≤ \$45,100	≤ \$51,550	≤ \$58,000	≤ \$64,400	≤ \$69,600	≤ \$74,750	≤ \$79,900	≤ \$85,050	(ADD ACROSS)
# OF HOUSEHOLDS FOR REPORTING PERIOD									

TOTAL # OF PEOPLE/HOUSEHOLDS SERVED: _____

TOTAL # OF LOW/MOD INCOME PEOPLE/HOUSEHOLDS SERVED: _____

**CDBG SERVICE UTILIZATION REPORT HOUSING REHABILITATION
PROGRAM YEAR DATES**

Organization/Town Dept _____ Reporting Period _____
 Total # of **properties** served _____ Agency Representative _____
 (Note: A multi-family counts as **one** property served)
 Date Form Completed _____ Signature _____

INSTRUCTIONS: For each section below, enter the total number of **NEW** CDBG-assisted households **served during this reporting period only**. Report CDBG-assisted households **ONE TIME ONLY**, regardless of the number of times that services were provided. **Numbers must reflect unduplicated households. For the final year-end report**, all quarterly counts should be compiled to provide a comprehensive count of the number of households assisted through the program.

OWNERS # of units _____	White	Black/ African American	Asian	Am. Indian/ Alaskan Native	Native Hawaiian/ Other Pacific Islander	Am Indian/ Alaskan Native & White	Asian & White	Black/ African Am & White	Am. Indian/ Alaskan Native & Black/ African Am	Other Multi- Racial	Female head of household
# of beneficiaries who are:											
Hispanic/Latino											
RENTERS # of units _____											
# of beneficiaries who are:											
Hispanic/Latino											

EXTREMELY LOW INCOME HOUSEHOLDS: UP TO 30% OF AREA MEDIAN INCOME

HOUSEHOLD SIZE	1	2	3	4	5	6	7	8	TOTAL
HOUSEHOLD INCOME MAXIMUM	≤ \$18,000	≤ \$20,550	≤ \$23,100	≤ \$25,650	≤ \$27,750	≤ \$29,800	≤ \$31,850	≤ \$33,900	(ADD ACROSS)
Owner									
Renter									

LOW INCOME HOUSEHOLDS: ABOVE 30% AND AT OR BELOW 50% OF AREA MEDIAN INCOME

HOUSEHOLD SIZE	1	2	3	4	5	6	7	8	TOTAL
HOUSEHOLD INCOME MAXIMUM	≤ \$29,950	≤ \$34,200	≤ \$38,500	≤ \$42,750	≤ \$46,200	≤ \$49,600	≤ \$53,050	≤ \$56,450	(ADD ACROSS)
# OF HOUSEHOLDS FOR REPORTING PERIOD									
Owner									
Renter									

MODERATE INCOME HOUSEHOLDS: ABOVE 50% AND AT OR BELOW 80% OF AREA MEDIAN INCOME

HOUSEHOLD SIZE	1	2	3	4	5	6	7	8	TOTAL
HOUSEHOLD INCOME MAXIMUM	≤ \$45,100	≤ \$51,550	≤ \$58,000	≤ \$64,400	≤ \$69,600	≤ \$74,750	≤ \$79,900	≤ \$85,050	(ADD ACROSS)
# OF HOUSEHOLDS FOR REPORTING PERIOD									
Owner									
Renter									

TOTAL # OF HOUSEHOLDS SERVED: _____

TOTAL # OF LOW/MOD INCOME HOUSEHOLDS SERVED: _____

CDBG SERVICE UTILIZATION REPORT HOUSING REHABILITATION (CONT.)
PROGRAM YEAR DATES

TOTAL # OF OWNER UNITS SERVED: _____

Of The Total Owner Units Served Number:

1. Units Occupied by Elderly: _____
2. Units Moved from Substandard to Standard: _____
3. Section 504 Accessible Units: _____
4. Units qualified as Energy Star: _____
5. Brought into compliance with Lead Safety Rules: _____

TOTAL # OF RENTER UNITS SERVED: _____

Of the Total Rental Units, Number of:

1. Affordable Units: _____
2. Section 504 Accessible Units: _____
3. Units Moved from Substandard to Standard: _____
4. Units qualified as Energy Star: _____
5. Brought into compliance with Lead Safety Rules: _____

Of the Total Affordable Units, Number of

1. Units Occupied by Elderly: _____
2. Units with Years of Affordability Guaranteed: _____

**EXHIBIT C
RISING STAR YOUTH CENTER SAMPLE BUDGET**

PROGRAM INCOME	TOTAL
CDBG	\$ 35,000
State Office of Policy & Management	66,025
United Way of the Capital Area	12,000
TOTAL PROGRAM INCOME	\$ 113,025

EXPENSES (LINE ITEM ONLY)	CDBG EXPENSES	OTHER EXPENSES	TOTAL EXPENSES
Group Leaders (3 @ \$15 x 15 hrs/wk x 40 wks)	20,000	0	20,000
Asst. Director (.5)	0	30,000	30,000
Counselor (.5)	0	28,000	28,000
Fringe Benefits (20%)	5,400	11,600	17,000
Program Supplies	2,600	4,000	6,600
Office Supplies	0	1,425	1,425
Insurance, Admin	0	10,000	10,000
TOTAL PROGRAM EXPENSES	\$ 28,000	\$ 85,025	\$ 113,025

BILLING AND REPORTING REQUIREMENTS

Expenditures under this Agreement shall conform to the Program Budget. Actual expenditures must not vary by more than ten percent (10%) within each specific budget category. Any budget variance in excess of ten percent (10%) shall be made only upon the prior approval of the CDBG Program Manager.

Funds associated with this contract must be expended by September 30 of the program year and unspent funds will be subject to recapture. The CDBG Program Manager must be notified in writing of any changes in personnel responsible for this contract. **Total reimbursement shall not exceed \$28,000**

From **October 1 to September 30** the subrecipient will submit the following with each quarterly reimbursement request no later than ten days after the close of the reporting period:

- Reimbursement requests, along with supporting documentation;
- Narrative for period covered, including services provided and progress towards program outcomes;
- Completed and signed Beneficiary Data Form, as applicable;
- Completed and signed CDBG Timesheet(s), as applicable.

Send quarterly reports and compensation requests to:

Heather Guerette
CDBG Program Manager
Town of Manchester
494 Main St, P.O. Box 191
Manchester, CT 06045-0191

**EXHIBIT D
CDBG SUBRECIPIENT TIMESHEET**

AGENCY: _____

EMPLOYEE: _____

MONTH REPORTING: _____

CDBG HOURS WORKED EACH DAY																																	
DAYS OF THE MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<u>TOTAL</u>	
<u>TASK</u>																																	

Employee Signature

Supervisor Signature