



# DAVENPORT

COMMUNITY PLANNING &  
ECONOMIC DEVELOPMENT

August 28, 2020

Boys and Girls Club of the Mississippi Valley  
Torri Smith, Executive Director  
338 6<sup>th</sup> Street  
Moline, Illinois 61265

Dear Torri,

The City received notice of the Congressional Release of funds which was signed by City of Davenport on July 30, 2020 which authorizes staff to execute the Year 46 program agreements.

This letter serves as a "notice to proceed" on activities funded through the CDBG agreement. As indicated in Attachment V of the agreement, requests for reimbursement for eligible costs incurred as of July 1, 2020 may be submitted as soon as September 1, 2020. Please gather the required information and submit one payout request per month for reimbursement, i.e., one payout request for payroll issued in July and one for payroll issued in August.

On page two of this notice is an additional page outlining tips for the upcoming year. As there have been some changes this year, please read and understand that document.

If you have any questions regarding the grant agreement or eligible line items, you may contact me at 563-326-6177. Questions regarding the payout request or status of payment should be directed to Basia Gerlach at 326-7727.

Regards,

Dawn Cameron  
Lead Financial Specialist  
Community & Economic Development  
Dawn.Cameron@ci.davenportiowa.com

## **CDBG program Year 46 – July 1, 2020 – June 30, 2021**

Requests for reimbursement must include proof of payment for all expenditures:

- All requests for payment must be on green paper provided by the City – available for pickup at CPED counter on 2<sup>nd</sup> floor of City Hall.
- For payroll expenses, submit the timesheet signed by both employee and supervisor AND proof of payment in the form of copy of check and/or direct deposit receipt. Names/dates/signatures must be legible. Note – daily time logs are required for CDBG funded staff that do not spend 100% of their time in the CDBG funded program, such as administrative and shared staff.
- On the second side of the payout request either CDBG hours or percentage should be calculated/entered.
- For all other expenses, submit the vendor invoice marked paid and a copy of the cancelled check paying the invoice.

Audits:

- All requests by agencies' auditors for information/verification of CDBG funds and questions regarding audits should be directed to Basia Gerlach.
- A copy of the annual audit is required before YR 45 can be completed for your program. They are due 6 months after the end of your agency's fiscal year. Extension requests are decided by the CAC and must be submitted by November 1. Copies of audits should be sent to Basia Gerlach.

General Notes:

- Read Attachment IIIa of your agreement carefully.
- Check the math on your payout requests
- Verify correct dates are entered for both pay periods. You can enter two lines if needed.
- Verify correct balances are carried forward from previous payout request.
- Verify request is signed by authorized staff
- Verify supporting documentation is included – copies need to be legible.
- Check the payout calendar included in the CDBG agreement (attachment V) regarding dates for checks.

Revisions and Amendments:

- Remember that revision and amendment requests are to be submitted prior to making a change, not along with the payout request on which the change is reflected.
- Remember that new program staff sheets and/or signature authorization forms are required any time there is a change in staff paid with CDBG funds, staff key to the CDBG funded program (even if they are not paid with CDBG), or there is a change in pay rates or job titles for any CDBG funded staff.
- A full amendment request may be needed if a job title funded with CDBG changes.

**REMINDER** – the timing for audits referenced in section 2.04, reimbursement referenced in section 2.05.3 of the CDBG agreement and reporting deadlines referenced in section 2.05.4 will be enforced. Requests for costs incurred past the deadline will be denied and could result in an agency not receiving its entire award. Audits not received by the deadline will result in an inability to apply for the next funding cycle. Also, per the Citizens Advisory Committee (CAC) request, staff reports to the CAC include information regarding agency's compliance with agreement requirements including timeliness and accuracy of payout requests and submission of required reports.