



FY 2021-22 SUBRECIPIENT TRAINING

HOUSING STAFF

- Denise Sanderson - Director
- Chuck Lane - Assistant Director
- Terry Malcolm-Smith - Senior Housing Coordinator
- Irin Gomez - Housing Coordinator
- Brenda Douglas - Senior Accountant
- Kara Grande - Housing Specialist
- Gabe Parra - Community Development Coordinator



FY 2021-22 SUBRECIPIENT TRAINING

THE BASICS

- Assist Extremely Low- to Moderate-Income Persons (0% to 80% AMI)
- Submit One (1) Draw Request Per Month Due by 10th of Month
- Submit Accomplishment Report by 10th of Every Month (same time)
- Report any changes in key personnel to City ASAP



FY 2021-22 SUBRECIPIENT TRAINING

INCOME LIMITS



The screenshot shows the Clearwater City website with the following elements:

- Header:** "BRIGHT AND BEAUTIFUL" with the Clearwater logo and navigation links: NEWS & INFO, RESIDENTS, VISITORS, BUSINESS, GOVERNMENT, HOW DO I... (with a search icon).
- Breadcrumbs:** Government » City Departments » Affordable Housing and Community Development »
- Page Title:** INCOME ELIGIBILITY: CDBG, HOME, AND SHIP
- Left Sidebar:**
 - Affordable Housing and Community Development
 - Resources for Residents
 - Resources for Businesses
 - Resources for Developers and Contractors
 - Resources for Lenders and Title Agents
 - Resources for Public Service Providers
 - Programs and Services Available for Residents
 - Income Eligibility: CDBG, HOME, and SHIP**
- Main Content:**

Font Size: + - + Share & Bookmark Print

Income Limits

CDBG Income Limits				
Effective June 1, 2021				
Household Size	0 to 30% AMI (Extremely Low)	30+ to 50% AMI (Low)	50+ to 80% AMI (Moderate)	Above 80% AMI (Non-Low/Moderate)

FY 2021-22 SUBRECIPIENT TRAINING

RACE

- White
- Black/African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaskan Native & White
- Asian & White
- Black/African American & White
- Am. Indian/Alaskan Native & Black/African American
- Other Multi-Racial
- Client doesn't know his or her race (I do not know my race)
- Client refused to disclose his or her race (I decline to disclose my race)



FY 2021-22 SUBRECIPIENT TRAINING

ETHNICITY

- Hispanic/Latino
- Non-Hispanic/Latino

ADDITIONAL INFORMATION

- What is the difference between race and ethnicity? Wouldn't Hispanic or Latino be someone's race?
- Asking about race and ethnicity confuses clients. Can I give a default answer?



FY 2021-22 SUBRECIPIENT TRAINING

ACCOMPLISHMENTS: Public Services / Eco Dev

☐ A. Goals☒ B. Accomplishments☐ C. Supporting Documents☐ Submit

Please follow all instructions [here](#) before completing. Please utilize the [2021 HUD Income Limits](#) guide to track income.

Please utilize the following links to guidance on Race and Ethnicity [here](#) and [here](#).

Please utilize the following link for guidance on Assistance to Businesses [here](#).

Only click Complete and Submit on this step once Accomplishments have been provided.



FY 2021-22 SUBRECIPIENT TRAINING

ACCOMPLISHMENTS: Public Services / Eco Dev

TOTAL NUMBER OF PERSONS ASSISTED

Total Number of Unduplicated Beneficiaries Assisted this Month

10



FY 2021-22 SUBRECIPIENT TRAINING

ACCOMPLISHMENTS: Public Services / Eco Dev

BENEFICIARIES - INCOME

Number of Extremely Low Income persons assisted (at or below 30% AMI)	<input type="text"/>
Number of Low Income persons assisted (above 30% and at or below 50% AMI)	<input type="text"/>
Number of Moderate Income persons assisted (above 50% and at or below 80% AMI)	<input type="text"/>
Number of persons assisted who are NOT Low to Moderate Income (above 80% AMI)	<input type="text"/>
Totals	<input type="text" value="10"/>



FY 2021-22 SUBRECIPIENT TRAINING

ACCOMPLISHMENTS: Public Services / Eco Dev

BENEFICIARIES - RACE/ETHNICITY

White - Hispanic

White - Non-Hispanic

Black/African American - Hispanic

Black/African American - Non-Hispanic

Totals

10



FY 2021-22 SUBRECIPIENT TRAINING

ACCOMPLISHMENTS: Public Services / Eco Dev

PUBLIC SERVICES (05)

Total Number of Persons Assisted	<input type="text" value="10"/>
Of the Total Persons Assisted, the Number with New or Continuing Access to a Service or Benefit	<input type="text" value="10"/>
Of the Total Number of Persons Assisted, The Number of Persons With Improved Access to a Service or Benefit	<input type="text"/>
Of the Total Number of Persons Assisted, The Number of Persons that Receive a Service or Benefit that is No Longer Substandard	<input type="text"/>
Female-Headed Households	<input type="text"/>

☐ A. Goals ☒ B. Accomplishments ☐ C. Su

Please follow all instructions [here](#) before completing.




FY 2021-22 SUBRECIPIENT TRAINING

ACCOMPLISHMENTS: Public Services / Eco Dev

☐ A. Goals ☐ B. Accomplishments ☐ C. Supporting Documents ☐ Submit

Documentation

☐ Documentation to support accomplishments being reported (i.e. intake forms completed by clients showing race, ethnicity, household size, and household income; also supporting documentation from the Property Appraiser website showing the current tax district of each property) ***Required**

Upload File 



FY 2021-22 SUBRECIPIENT TRAINING

ACCOMPLISHMENTS: Public Facilities

1. Project Status Update

Describe the progress of your project as compared against your project plan/schedule.

Expected Outcome: Maintain steady progress with project phases/tasks.

Progress

Enter goal progress here...

Difficulties

Encountered

Enter any difficulties encountered here...

Planned Activity

Next Period

Enter activity anticipated next reporting period here...



FY 2021-22 SUBRECIPIENT TRAINING

SOCIAL SECURITY NUMBERS

Intake Form

First Name: _____ Last Name: _____

Address: _____

SSN: [REDACTED]-1234




Redact first 5 digits
Display only last 4 digits



FY 2021-22 SUBRECIPIENT TRAINING

DRAW REQUESTS

SUMMARY		DOCUMENTATION		
<div>Oct 2021 Services</div>		Upload File 		
DETAILS				
CATEGORY	ORIGINAL AMOUNT	- OTHER DISBURSEMENTS	= AVAILABLE BALANCE	AMOUNT REQUESTED
Salary Support CDBG 2021/2022	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 0.00
Totals	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 0.00



FY 2021-22 SUBRECIPIENT TRAINING

DRAW REQUESTS

- Cover Letter on Letterhead Requesting Reimbursement
- Include:
 - Month Services Provided
 - Dollar Amount
 - Payee Address for Mailing Payments
 - Signature
- Other Documentation to Support Draw Request



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES

PUBLIC FACILITY CHECKLIST

1. Contractors are not authorized to begin work until the City's Assistant Director of ED&H issues a Notice to Proceed.
2. Subrecipient must notify the Inspection Servicer before any onsite work is done. Contact NOVA before going onsite.

_____ Completed Environmental Review

_____ Executed Subrecipient Agreement

_____ Coordinate with City's Inspection Servicer for Processes and Documentation Requirements



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES

- Work with NOVA on ad
- Send ad to City
- City will publish ads in TBT

LEGAL NOTICE

INVITATION TO BID



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES

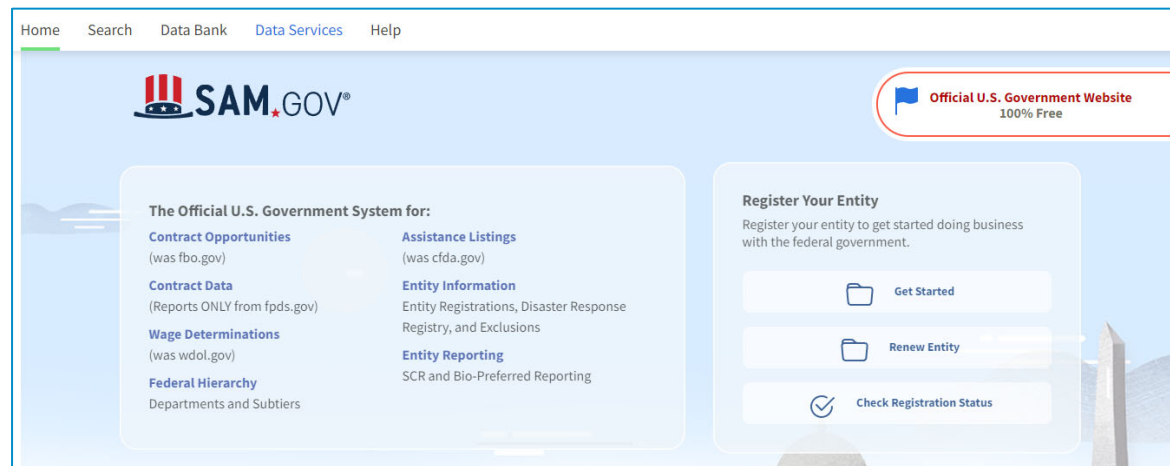
- Send to City All Bids Received
- Notify City of Contractor Selection
- Send to City the Following Information:
 - Legal Name of Business
 - DBA Name
 - Name of Owner
 - Business Address
 - Phone Number and Website Address
 - DUNS Number
 - License Numbers



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES

- Ensure All Selected Contractors Are Registered in SAM.gov.

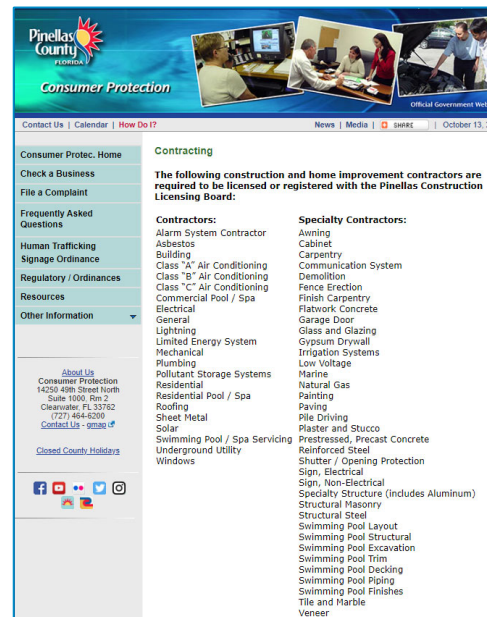


FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES

- Ensure Selected Contractors Are Registered in PCCLB

<http://www.pinellascounty.org/consumer/Contracting.htm>



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES

- City Performs Due Diligence
- Do Not Enter Into Contract Until City Approves Contractor
- City Issues ATP After:
 - City Receives Proof of Insurance for Contractor
 - City Receives Contract for Contractor



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES

- Construction Contracts Must Contain All Required Contract Language
- Proposals/Bids Are Not Contracts (Not Sufficient)
- Send Copy of Contract to City and NOVA



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES

- Notify NOVA and City Before Scheduling Onsite Work
 - Send Email Notification
 - ❖ To: Mark Bottorff of NOVA (mbottorff@usanova.com)
 - ❖ Cc: Gabe Parra of City (gabe.parra@myclearwater.com)
 - ❖ Cc: Irin Gomez of City (irin.gomez@myclearwater.com)

(Davis-Bacon Requirements)



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES

- Notify City of Pre-Bid Meeting Dates (in advance)
- Notify City of Bid Opening Dates (in advance)
- Notify City of Pre-Construction Meeting Dates (in advance)



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES



ECONOMIC DEVELOPMENT
AND HOUSING

CITY OF CLEARWATER

POST OFFICE BOX 4748, CLEARWATER, FLORIDA 33758-4748
600 CLEVELAND STREET, SUITE 600, CLEARWATER, FL 33755
TELEPHONE (727) 562-4220 FAX (727) 562-4037

AUTHORIZATION TO PROCEED

Date:

Property Address:

Case ID/Project:

Owner:

Contractor:



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES

CONTRACTOR PAYMENT REQUEST	
Property Owner:	<input type="text"/>
Property Address:	<input type="text"/>
Contractor:	<input type="text"/>
Contractor Address:	<input type="text"/>
Contract Amount:	\$ <input type="text"/>
This Payment:	\$ <input type="text"/> Payment: <input type="checkbox"/> Partial or <input type="checkbox"/> Final
<p>Contractor:</p> <p>I hereby request an inspection to receive payment in the amount above. I certify that I have satisfactorily completed the necessary work to justify this request and all bills incurred for labor used and material furnished in making said repairs and improvements have been paid in full to this date. See attached cost breakdown.</p>	
<p>_____ Signature of Contractor</p>	
<p><input type="text"/> _____ Print or Type Name</p>	<p>_____ Date</p>



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES

PARTIAL PAYMENT AFFIDAVIT FOR PROJECT FUNDING THROUGH CITY OF CLEARWATER ECONOMIC DEVELOPMENT & HOUSING DEPT Housing Division	
DATE:	_____
OWNER:	_____
ADDRESS:	_____
PHONE:	() - ext. CASE ID: _____
CONTRACTOR:	_____
ADDRESS:	_____
PHONE:	() - ext. _____
PROPERTY ADDRESS:	_____
PROJECT NUMBER:	_____
INVOICE NUMBER:	_____
PARTIAL RELEASE OF LIEN	
CONTRACT DATED:	_____ CONTRACT AMOUNT: \$ _____
The undersigned Contractor certifies that the work covered by this payment has been completed in	



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES

FINAL PAYMENT AFFIDAVIT FOR PROJECT FUNDING THROUGH CITY OF CLEARWATER ECONOMIC DEVELOPMENT & HOUSING DEPT Housing Division	
DATE:	_____
OWNER:	_____
ADDRESS:	_____
PHONE:	() - ext. CASE ID: _____
CONTRACTOR:	_____
ADDRESS:	_____
PHONE:	() - ext. _____
PROPERTY ADDRESS:	_____
PROJECT NUMBER:	_____
INVOICE NUMBER:	_____
FINAL RELEASE OF LIEN	
CONTRACT DATED:	_____ CONTRACT AMOUNT: \$ _____
The undersigned Contractor certifies that the work covered by this final payment has been completed in	



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES: REMINDERS

- Follow the Checklist
- Must Notify NOVA Before Onsite Work is Scheduled
- Must Receive Official Authorization(s) to Proceed From City
- Submit
 - Partial Payment Affidavits
 - Contractor Payment Request Forms
 - Final Payment Affidavit



FY 2021-22 SUBRECIPIENT TRAINING

PUBLIC FACILITIES: REMINDERS (CONT'D)

- If County/City Funded...
 - Must provide clear distinction/separation of charges
 - Must provide all documentation to City
 - Must notify City and NOVA



FY 2021-22 SUBRECIPIENT TRAINING

SUPPORTING DOCUMENTATION: PUBLIC SERVICES

- Case Management / Salary Support
 - Timesheet Activity Report
 - Attendance records (individual timesheets)
 - Proof of Payment
 - ❖ Direct-Deposit Statements or
 - ❖ Cancelled Checks
 - Intake Forms



FY 2021-22 SUBRECIPIENT TRAINING

SUPPORTING DOCUMENTATION: PUBLIC SERVICES

Exhibit G
City of Clearwater
Economic Development & Housing Department
FY 2021-2022
Timesheet Activity Report

Empl. Name: _____ Payroll End: _____

Rate of Pay: \$ _____ Hourly

Date	Grand Total Hours	Regular Hours Worked	Clearwater CDBG Funding	Other* Funding Source	Other* Funding Source	Total Other	Vacation	Holiday	Sick Leave	Training	SOC SEC	MED	Other*	Other*
Sa	0	0				0								
Su	0	0				0								
Mo	0	0				0								
Tu	0	0				0								
We	0	0				0								
Th	0	0				0								
Fr	0	0				0								
WEEK 1 TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sa	0	0				0								
Su	0	0				0								
Mo	0	0				0								
Tu	0	0				0								
We	0	0				0								
Th	0	0				0								
Fr	0	0				0								
WEEK 2 TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS:	0	0	0	0	0	0	0	0	0	0	0	0	0	0

* Other - Please specify the other funding source above.

I certify that the information herein contained is true and complete to the best of my knowledge.

Signature: Employee _____ Date _____

Signature: Supervisor Approval _____ Date _____

The following documentation must be submitted with this Timesheet Activity Report:

- Attendance records (individual timesheets).
- Proof of payment (i.e. direct-deposit statements or cancelled checks).



FY 2021-22 SUBRECIPIENT TRAINING

SUPPORTING DOCUMENTATION: PUBLIC FACILITIES AND IMPROVEMENTS

- Requisitions and Purchase Orders
- Invoices
- Proof of Payment
 - ❖ Receipts (i.e. Lowes, Home Depot)
 - ❖ Credit Card Statements
 - ❖ Bank Statements
- Intake Forms

AIA® Document G702/G703
can be used as invoice,
but **not** proof of payment.



FY 2021-22 SUBRECIPIENT TRAINING

CITY TEMPLATES/FORMS:

- FY 2021-22 Timesheet Activity Report
- Contractor Payment Requests
- Partial and Final Payment Affidavits
- Other

Do not alter any
templates/forms.
Use as provided.



FY 2021-22 SUBRECIPIENT TRAINING

CITY TEMPLATES/FORMS:

Request for Payment
OLD FORM FY 2019-20
AND PRIOR YEARS
(Do Not Submit)

[illegible]

FY 2021-22 SUBRECIPIENT TRAINING

CITY TEMPLATES/FORMS:

Financial & Implementation Schedule Report

OLD FORM FY 2019-20
AND PRIOR YEARS
 (Do Not Submit)

Exhibit "G-2"
 City of Clearwater
 Economic Development & Housing Department
 Fiscal Year 2019-2020
 Financial & Implementation Schedule Report

Subrecipient: _____ Project Name: _____

Month	Beginning Balance	Expended	Ending Balance
October			\$ -
November	\$ -		\$ -
December	\$ -		\$ -
January	\$ -		\$ -
February	\$ -		\$ -
March	\$ -		\$ -
April	\$ -		\$ -
May	\$ -		\$ -
June	\$ -		\$ -
July	\$ -		\$ -
August	\$ -		\$ -
September	\$ -		\$ -
Total	\$ -		Over/Under Target
Percentage Expended	#DIV/0!		#DIV/0!

Month	Monthly Project Updates
October	
November	
December	
January	
February	
March	
April	
May	
June	
July	
August	
September	

Please provide monthly updates above. This may include general monthly updates regarding your project, information on project implementation schedules (planned vs. actual implementation steps/tasks), issues encountered, or comments.

Footnotes:

Financial:

- Enter total \$ amount of CDBG funds allocated to this program in Cell C11.
- Report only the amount of each monthly check request in Column D.
- Do not exceed the total allocation (cell G22 will turn red).

Additional Comments:



FY 2021-22 SUBRECIPIENT TRAINING

Questions?



FY 2021-22 SUBRECIPIENT TRAINING

CONTACT INFORMATION

Name	Phone	Email
Denise Sanderson	562-4031	denise.sanderson@myclearwater.com
Chuck Lane	562-4023	charles.lane@myclearwater.com
Terry Malcolm-Smith	562-4036	terry.malcolm-smith@myclearwater.com
Irin Gomez	562-4032	irin.gomez@myclearwater.com
Brenda Douglas	562-4029	brenda.douglas@myclearwater.com
Kara Grande	562-4056	kara.grande@myclearwater.com
Gabe Parra	562-4047	gabe.parra@myclearwater.com





**FY 2021-22
SUBRECIPIENT
TRAINING**

ECONOMIC DEVELOPMENT & HOUSING
October 14, 2021



CLEARWATER
BRIGHT AND BEAUTIFUL • BAY TO BEACH