

# CDBG Public Services Activities Guide

Village of Skokie Guidelines and Procedures for the Community Development Block Grant (CDBG) Program  
Updated: November 2015

## Introduction

The Village of Skokie encourages all grantees to have their CDBG-funded public services activities available for the duration of the 12-month program year. This goal may be dependent upon when the funding is made available each year by the U.S. Department of Housing and Urban Development (HUD).

## Grantee Guidelines and Procedures

The general CDBG public services administrative expectations by the grantee:

1. Sign two original agreements sent by Village staff. Both are to be signed by an individual authorized by the organization to do so. The grantee is to keep one original and the second original is to be returned to the Village of Skokie.
2. Grantees with payroll reimbursement must provide the following items on a quarterly basis:
  - To be submitted to the Village of Skokie:
    - Quarterly Report (template provided by Village staff)
    - Narrative of activities for the quarter
    - Invoice for 25% of your organization's CDBG grant award
    - Information for staff member(s) paid in part with CDBG funds, working with low/moderate-income Skokie residents:
      - Time sheets
      - Pay stubs
    - List of Skokie residents served (first name, zip code, etc.)
  - To be retained in your organization's Skokie CDBG file for five years:
    - Items above
    - Income verification forms for each resident (not required for clients that are a "presumed benefit" ... contact Village staff for details)
3. Grantees with scholarship reimbursement must provide the following items on a quarterly basis:
  - To be submitted to the Village of Skokie:
    - Quarterly Report (template provided by Village staff)
    - Narrative of activities for the quarter
    - Invoice for 25% of your organizations CDBG grant award
    - Copies of income verification forms for Skokie residents receiving scholarships utilizing CDBG funds for the quarter
    - List of Skokie residents served (first name, zip code, etc.)
  - To be retained in your organization's Skokie CDBG file for five years:
    - Items above
    - Income verification forms for each resident using CDBG funds
4. All CDBG income and expenses must be coded with a Skokie CDBG-specific identifier in your organization's accounting software system.

**Payments**

The Village will issue quarterly payments after the quarterly reporting due dates. The fourth quarter (Q4) invoice will be requested a month early so that the checks may be cut prior to the end of the program year; however, they will not be sent to the grantee until all the necessary paperwork has been submitted and deemed complete by Village staff.

The quarterly report due dates:

- Q1 – August 10
- Q2 – November 10
- Q3 – February 10
- Q4 – April 10 (invoice) and May 10 (report documentation)

**Summary**

This guidance is an ongoing document and will be updated on an as-needed basis.

If you have any questions, or to address any of the items above, please contact Carrie Haberstich, Planner/CDBG Administrator at [carrie.haberstich@skokie.org](mailto:carrie.haberstich@skokie.org) or 847-933-8447.