

Understanding El Paso County CDBG-CV Funds

A basic guide to success



What has stayed the same with CDBG-CV funds?

- You are still required to income qualify all clients, using the income guidelines provided by our program.
- You are still required to verify their address to ensure they reside in El Paso County but outside the city limits of Colorado Springs.
- You must still gather the demographic data for your quarterly report.
- You will still be required to submit a quarterly report, all reimbursement requests, and a project completion report.
- You must still maintain your records for five years after project closeout.

What rules are unique to CDBG- CV funds?

- You must document that the client has been negatively affected by the COVID-19 pandemic.
- You must document and take efforts to prevent duplication of benefits (multiple lines of assistance paying for the same line item, such two agencies paying the same rent for the same client for a specific month). Staff will provide you with a list of local agencies and federal resources to be aware of.
- You must certify your duplication of benefit prevention efforts within each quarterly report.
- For more information, visit:

<https://www.hud.gov/sites/dfiles/CPD/documents/FR-6218-N-01-CDBG-CV-clean-8-7-20-header-for-posting.pdf>

Remember that our office is always available to discuss any obstacles your agency is experiencing and we are here to help your project be a success for the community!



COMMUNITY DEVELOPMENT
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In Depth:

Duplication of Benefits and How to Prevent It

DUPLICATION OF BENEFITS

This term can be defined as when a client receives assistance from multiple sources intended for the same purpose, OR when the amount of assistance exceeds the total identified need. Note that personal assets (checking, savings, retirement, etc.) should not be taken into account when considering duplication of benefits.

What does duplication of benefits look like?

- A client may show you paperwork that says their rent is overdue, even though they went to a different agency the week before and got the overdue amount paid.
- A client may provide a \$400 utility bill when the utility company already applied a credit to the bill and now they only owe \$250.
- A client may try to avoid providing identifying information so they can request assistance from multiple nonprofits simultaneously.
- A client may tell multiple agencies they are unemployed so they can receive services designed to assist unemployed persons from all of them at the same time.

What should I do to prevent it?

- Always ask clients for paperwork/backup. Double check dates to be sure the billing is recent.
- When paying off a bill such as a utility payment, be sure to communicate with the company or landlord that your agency should be the only agency contacting them in regards to this specific bill and ask if any other sources have paid the bill. Be sure to also confirm the amount.
- Protect your agency legally. Require clients to sign a self-certification form that they are not attempting to defraud your agency or the program, and that they understand they cannot seek out multiple agencies for the same assistance. This will help protect your agency in the event you must take legal action against a fraudulent client.
- Recognize which agencies in the area are providing similar services to yours and make a habit of double checking with them regarding specific clients, especially if you feel something seems suspicious.
- For complicated cases where clients are receiving multiple sources of assistance, add up the total amount of financial need and subtract the total funding received so far to determine the amount of assistance you can provide.
- You can always contact CDBG program staff if you are unsure how much assistance you can provide to a client.