

COMMUNITY DEVELOPMENT BLOCK GRANT

2024 Recipient Workshop

PROJECT MANAGEMENT



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TOPICS OF DISCUSSION

- Admin Costs Breakdown
 - Claims – 1st Claim (Admin/Activity)
 - Admin Activities
 - Discuss Admin Billing

Admin Breakdown

Administrative funds should be drawn at the following rates:

- No more than 20% of admin costs can be drawn down within the first 6 months of the grant period
- No more than 60% of total administrative costs can be drawn until project activities are at least 50% complete.
- Continuing, no more than 80% of total administration costs can be drawn down until project activities are 75% completed.

Updated in Chapter 5 Financial Management.

Claims Reminder:

Per the Grants Management Guide, Chapter 5, Financial Management, the first claim must include both admin and activity costs.

Admin Activites:

Admin Costs: The following breakdown is not all-inclusive. All costs must be allowable per Federal requirements.

- » Overall program coordination (e.g., establishing financial accounting documents and systems, management, internal controls, and oversight responsibilities, etc.)
- » General administrative services (e.g., 3rd party contracts, accounting, legal, etc.)
- » Reporting to the IEDA (e.g., requests for funds, quarterly performance reports, etc.)
- » Advertising and marketing (general information, public outreach) about the activity or project
- » Direct costs and salaries of the recipient's staff directly involved in the administration of the activity or project
- » Indirect costs, such as office space rent, utilities, insurance, supplies, etc.
- » Costs incurred in the procurement of 3rd party administrative services, technical services or in the procurement / purchase of any indirect costs noted in #6 above
- » Internal monitoring and oversight of funded program activities
- » Coordination and resolution of monitoring and/or audit issues
- » Audit costs
- » Environmental Review (For Housing Program, this would be for publications costs ONLY)
- » Activities to affirmatively further fair housing (in a general way)
- » Preparation and adoption of Administrative Plans

Admin Invoices

After considering the information received from the workshop, the Admin Invoice template will not be added to Appendix 5 at this time. Further discussions will be conducted amongst CDBG staff, and clarification will be sent out once an equitable determination is made.