TIMELINE FOR CFN CDBG FOOD INSECURITY GRANT

* November 17th, 2021: Public Forum on Food Insecurity Grant
* December 8, 2021: RFP issued
* January 14, 2022: Proposals due – emailed as single PDF, no attachments
* February, 2022: Awards announced

**REPORTING FOR CFN CDBG FOOD INSECURITY GRANT**

Each Grant Recipient (referred to as a Community Based Organization/ CBO) we partner with will be required to sign a contract (yet to be finalized) which outlines specific reporting requirements including, but not limited to, categorizing their program recipients by race, ethnicity and income. A self-certification form recommended by the State is attached. If you have an alternative intake form you would prefer to use please send that along with your application.

According to the state guidelines for this grant program, all grantees must keep detailed records of their activities associated with the CFN CDBG Food Insecurity Grant. Examples of what the State requires are below:

8.1 RETENTION OF RECORDS: The COMMUNITY BASED ORGANIZATION shall maintain in accordance with 2 CFR Part 200.333, and any Mass. CDBG regulations, procedures or guidelines, those books, records, and other documents, including but not limited to payroll records, and purchase orders that are sufficient to document that activities carried out were in accordance with this Agreement, and the primary objectives of the Act, and any other applicable laws and regulations. Such records shall contain all information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, liabilities, outlays and income. The COMMUNITY BASED ORGANIZATION shall maintain such records for a period of seven (7) years from the date of expiration of this Agreement, or if such records become the subject of audit findings, they shall be retained until such findings have been resolved, whichever is later.

8.1.1 Program Income: If the COMMUNITY BASED ORGANIZATION’s services under this Agreement includes the tracking, reporting, or utilizing of funds considered to be program income, COMMUNITY BASED ORGANIZATION will track, report and utilize any and all such program income generated through CDBG funded activities as required by Mass. CDBG.

8.2 ACCESS TO RECORDS: The COMMUNITY BASED ORGANIZATION shall make all books, accounts, records, reports, files, and other papers, things or property, that relate to its activities under this Agreement, available at all reasonable times for inspection, review, and audit by DHCD, their authorized representatives, authorized representatives of the U.S. Department of Housing and Urban Development (hereinafter “HUD”), the Inspector General of the United States, or of the Commonwealth, the Auditor of the Commonwealth, and the Attorney General of the United States, or of the Commonwealth reserves the right of the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor and his designee, at reasonable times and upon reasonable notice, to examine the books, records, and other compilative data of the COMMUNITY BASED ORGANIZATION which pertain to the performance of the provisions and requirements of this Agreement, as provided by Executive Order 195.

Specific State required format for reporting this information will be distributed by CFN prior to any award to ensure our CBOs can fulfill this requirement. After awards are made and throughout the contract period, the please be prepared to share a few testimonials about how this funding has helped the population served.