



COBB COUNTY CDBG PROGRAM OFFICE

192 Anderson Street, Suite 150
Marietta, Georgia 30060
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www.cobbcounty.org/cdbg



Kimberly Roberts
Managing Director

February 2, 2018

Dear CDBG Program Subrecipient:

Enclosed are three [3] copies of your PY2018 CDBG Subrecipient Agreement. **Please be sure to read the Agreement carefully before signing it as several sections of this Agreement have been revised.**

- Item 4: Procurement
- Item 7: Record Keeping
- Item 11: Environmental
- Item 15: Suspension
- Item 21: Audit
- Item 22: Compliance
- Item 28: Reimbursement
- Item 29: Small Business
- Item 31: Conflict of Interest
- Item 32: Hatch Act
- Item 33: Lobbying
- Item 34: Insurance
- Exhibit 2: Scope of Services
- Exhibit 3: Monthly Services Report
- Exhibit 9: Budget
- Exhibit 12: Record-Keeping Checklist

To expedite the processing of the PY2018 CDBG Subrecipient Agreement, ***please ensure the following is accomplished on all three [3] original copies of the enclosed Agreement.***

- Page 30:** Arrange for the appropriate executive officer to sign and date the Agreement.
- Impress your city or corporate seal. ***If your organization does not have a seal, please write in "N/A".***
 - Secure a witness to sign attesting the above signature, then print this individual's name and title as well as the date.
 - ***Important: Please remember to write in the date your Governing Body/Council approved the acceptance of this Agreement and attach minutes of the meeting.***
- Page 34:** Arrange for your Chief Elected Official or Board Chair to sign and date the Agreement
- Secure a witness to sign attesting the above signature, then print this individual's name and title as well as the date.
- Page 45:** Exhibit 9: CDBG Budget
- Please complete budget section of your Agreement and return.
- Page 47:** Arrange for the appropriate executive officer to sign and date the Agreement.
- Page 49:** Complete the ***Contractor Affidavit and Agreement Form.***
- Page 52:** Complete the ***Conflict of Interest Certification***

Please return all three [3] original agreements to the Cobb County CDBG Program Office by **Friday, February 23, 2018.** After the agreement is signed by Chairman Mike Boyce, the Subrecipient will receive a copy of the executed agreement as well as a Notice to Proceed.

Please note funding on the PY 2018 agreement is awarded at 70% of the County's PY2017 CDBG allocation. Should your funding increase, we will send you an amendment to the PY2018 agreement to reflect the increase. All pre-award PY2018 Subrecipient Agreements are fully funded in accordance with pre-approved CDBG allocations by the County.

If you have any questions, please contact our Office at 770-528-1455..

Sincerely,

Kimberly Roberts, Ph.D.
Managing Director

CC: Ms. Rabihah Walker, Deputy Director, Cobb County CDBG Program Office