



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



July 20, 2020

Dear CDBG-CV Program Subrecipient:

Enclosed are three [3] copies of your PY2020 CDBG-CV Subrecipient Agreement. To expedite the processing of the PY2020 CDBG-CV Subrecipient Agreement, ***please ensure the following is accomplished on three [3] original copies of the enclosed Agreement.***

- Page 28:** 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 32:** Exhibit 1: Community Development Block Grant Grantee Certifications
- 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 46:** Exhibit 9: CDBG-CV Budget
- Complete the budget section of your Agreement.
- Page 48:** Exhibit 11: General Assurances
- Arrange for the appropriate executive officer to sign and date the Agreement.
- Page 50:** Exhibit 11: General Assurances
- Complete the Contractor Affidavit and Agreement Form.
- Page 53:** Exhibit 12: Conflict of Interest Policy & Certification
- Complete the Conflict of Interest Certification.

Please return all three [3] original agreements to the Cobb County CDBG Program Office by **Friday, August 21, 2020.** 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.

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

Sincerely,

Kimberly Roberts, Ph.D.
Managing Director

CC: Rabihah Walker-Towers, Deputy Director, Cobb County CDBG Program Office
Sarah Nelson, Program Specialist, Cobb County CDBG Program Office