

GETTING READY FOR COMPLIANCE: PART A

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Project Management

- Is the Scope and Impact of the Project Consistent with Contract?
- Does the Program Design Need Revision?
- Does the Management Plan Need Revision?
- Are Management Team Meetings Being Held? Minutes on File?



Files and Contracts

- Continued Security of All Files
- Are Prescribed Filing Systems Being Used?
Overall-Model Filing System? By Address-File
Checklist?
- Are All Contracts on File? Rehab Spec? Partners?
Consultants?



Files and Contracts

- Are Contract Amendments on File?
- Has DHCD Approved All Revised Contracts?
- Do All Non-Construction and Construction Contracts have Required Federal and State Language?



Equal Opportunity

- Posted Non-Discrimination Policy
- Proof of Solicitation of Minority and Female Owned Businesses
- Proof of Solicitation of Section 3 Businesses
- Tracking of Contracts Executed with Minority, Female, and Section 3 Businesses
- Fair Housing Activity Completion Each Year of the Grant (different activity each year)



Benefits

- Contracted versus Actual Benefit
- Use of Current Area Median Income Limits
- Will 25/50 Rule be Achieved?
- Tracking of Prospective and Actual Beneficiaries by Income Level and Demographics (see Quarterly Report – Appendix 15)

Acquisition

- Appraisal: A) Is Appraiser's License on file?
B) Was it within 60 days of Offer?
C) Is the Acquisition Amount at Least 1% of "As-Is Appraisal"?
- Was Preliminary Acquisition Notice sent to REO?
- When Applicable, was Determination not to Acquire sent to REO?
- Was the "Offer to Accompany Appraiser" sent?
- Was the Unit Acquired in an Eligible Area?



Rehab Procurement

- Is the Pool of Pre-Qualified Contractors Being Used?
- Are Bidding/Contracting Procedures Set Forth in the Program Design Being Adhered to?
- Are Sealed Bids Open in Public?
- Are Bids being Tabulated and Reviewed by the Management Team?
- Is the Lowest, Responsive and Responsible Bidder Awarded the Contract?



Rehab Procurement

- List the Names of Contractors Awarded Bids, Including the Number of Contracts each Received and the Total Value of the Contracts.
- Do All Contracts have the Federal Construction Contract Language (Appendix 39) Attached?
- Did the Contractor Submit the Monthly Register of Contractors, Subcontractors and Suppliers (Appendix 32)?



Rehab Construction

- Are Contracts being Awarded by the Management Team?
- Has the Statutory Checklist Been Completed? Is it Thorough?
- Are the Grant Administrator and Rehab Specialist Completing Pre- and Post- DHCD-HQS Inspections?
- Is the HQS Inspection Checklist and Certification and the HUD Inspection Form Being Used to Document this?



Rehab Construction

- Are Rehab Costs over the Costs Limits? If So, Are Other Funds Being Used?
- Is there Adequate Need and Justification for the Approval of Change Orders?
- Is the Management Team Involved in the Process?
- Are Lead and Asbestos Rules Being Followed?

Lead Paint

- Is the Risk Assessor's License on File?
- Did the Work Write-Ups Correct All Defective Paint Conditions Noted on the Initial HQS Inspections?
- Are All Contractors Certified Renovators?
- When Necessary, are Abatement Contractors being used?
- Are Adequate Cleaning and Clearance Activities being Conducted?
- Is Clearance verified by Signature of a Licensed Risk Assessor on the Lead Hazard Reduction Notice as Supported by Laboratory Testing?



Renovation, Repair and Painting Rule

- Must Either have a Certified Renovator On Site the Entire Workday if Crew has not been Trained.
- If crew has been Trained by Certified Renovator, then Certified Renovator Must Be on site when job is set up and Taken Apart at the End of the Day AND Certified Renovator Must Be Available by Phone & Within 30 Minutes Away.



THANK YOU!