

2015

PAAO GRANT MANAGEMENT

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VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT



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# Are You Ready?

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## *What to Expect at an IPR or CDBG Compliance Review*

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August 12, 2015

# Overview



DHCD monitors projects to ensure compliance with federal and state regulations

Indoor Plumbing Rehabilitation Program (IPR) projects have an annual review, usually at the end of the program year

Community Development Block Grant (CDBG) projects have at least 2 compliance reviews

# Prepping for Compliance



Use your Manual

Create your filing system

Start compiling documentation early

Learn the Centralized Application Management System (CAMS) and upload the required information

# The Call



The Community Development Specialist will call the grantee and the grant administrator 2 - 4 weeks out to schedule the review

“Here We Come” Letter will be issued

Who should be present during the review?

# Judgement Day



Clear your schedule

Have a quiet work area set up

Have all files available

# Compliance Areas



Project Management and Files

Citizen Participation and Complaints

Equal Opportunity and Federal Requirements

Financial Management

Procurement

Labor Standards

Acquisition and Relocation

Housing Rehabilitation

Benefit

# Project Management and Files



Files maintained at grantee's office

Contain all project related contracts (\*Appendix 10\*)

Keep files current

Accuracy counts

Current Project Management Plan and Program Design

Meeting minutes for Mgmt. Team, Rehab Board, Façade  
Committee

# Citizen Participation/Complaints



Project Scope Change Approval and documentation of public hearings

Any written complaints during project?

# Equal Opportunity and Federal Requirements



Annual Fair Housing Activity

Minority and Female-Owned Business Participation

Section 3 Participation

- Plan of Action
- Evidence of contractor recruitment
- Documentation of Section 3 eligibility

Environmental Review Compliance

# Financial Management



Internal controls

Non-interest bearing account

\$5,000 account balance limit

Ledger

Bank statement

Source documentation

- Cancelled checks
- Invoices
- Pay applications

# Financial Management



## Tracking Program Income

- Amortization schedule
- Active / Inactive
- Annual expenditure amounts
- Project year and contract number

## Leverage funds

# Procurement



## Professional Services

- Engineering
- Architectural
- Legal

## Non-professional Services

- Grant Administration
- Rehab Specialist

# Procurement



Request for Proposal and solicitation

Proposals

Evaluation criteria and scoresheets

Signed contracts and amendments

# Procurement



## Construction Services

- Plans and specifications
- Advertisement and other solicitation
- Bid tab
- Notice of Award
- Pre-construction conference
- Contract and bonding
- Notice to Proceed
- Change orders
- Substantial Completion certificate

# Procurement



## Rehab Construction Services

- Advertisement and other solicitation
- Contractor qualification statements
- Rehab Board approval of contractor pool
  - Bid cycle package
  - Work Write-ups
  - Bid tab and Rehab Board approval
  - Contracts
  - Change orders
  - Homeowner final release

# Labor Standards



Pre-construction conference minutes

Wage Decision

Weekly payroll review

Authorized pay deduction forms

Register of Assigned Employees

Register of Sub-contractors and Suppliers

Employee interviews

Employee Log

Labor and EEO posters

# Acquisition



## Fee Simple

- Follow the URA
- Appraiser procurement
- Copy of appraisal and review appraisal
- Written notices to property owner
  - Preliminary acquisition brochure
  - To accompany appraiser
  - Offer to purchase
  - Not to acquire
- Settlement statement
- New recorded deed

# Acquisition



## Easements

- Follow the URA
- Determination of compensation
- Donation
- Waiver of appraisal
- Plan sheet method
- Record drawings recorded in circuit court

# Relocation



Number of persons displaced

Old and new location

Notice of displacement

Interview to determine needs

Moving expense calculation and payment

Documentation of moving expenses claims

HQS Inspection of new location

Relocation assistance for non-residential

# Housing Rehabilitation



Client application

Ability to Pay calculation

HQS Inspections (4)

Lead-based paint documentation

Cost limits adhered to

Copies of contractor licenses and insurance

Have all permits

Promissory Notes and recorded deeds of trust

Repayment schedules (min. \$25/month)

# Benefit



Eligibility for funding is based on:

- Benefit to low- and moderate- income (LMI) persons, OR
- Elimination of slums and blight

# Community Facilities



## Over 51% LMI Persons Served

- Self-certification of household income status
- Spreadsheet with household info
- Corresponding map showing connections
- Customer list

# Economic Development



Over 51% LMI Persons Served

- List of employees and positions (held by)
- Pool of potential hires (made available to)
- Self-certification of household income status

Evidence of overtime pay and health benefits

CPA certification of industry or private investment

# Downtown Revitalization



All physical blight has been removed from project area

## Façade Improvements

- Owner Contract
- Loan Documents
- Private Investment

# Community Service Facilities



Demographic data on all beneficiaries

Limited clientele LMI verification

Medical services facilities must survey patient over a two month period and extrapolated to ascertain over 51% LMI persons are being served

# Housing Rehabilitation



Verify benefitted households are 100% LMI

Verify HQS violations have been corrected

IPR homes lacked and now have complete indoor plumbing

# Consequences of Non-Compliance



Unresolved Issue

Concern

Finding

# Summary for Success



Become invested in your project

Maintain attention to detail

Document, document, document



THANK YOU!

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