



Back to Basics: Building a New Foundation

Grant Manager's Role

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Grant Manager's Key Responsibilities:

Project Completed
On Time
Within Budget
Meeting Benefits



Session Objectives

- **Project Management**
- **Reporting**
- **Fair Housing**
- **Real and Personal Property Management**
- **Contract Amendments**
- **Compliance Reviews**
- **CAMS**
- **Miscellaneous Tips**

Project Management

- **Grant Management Manual**
- **DHCD Personnel**
- **DHCD Training**
- **Project Management Team**
- **Project Management Plan**



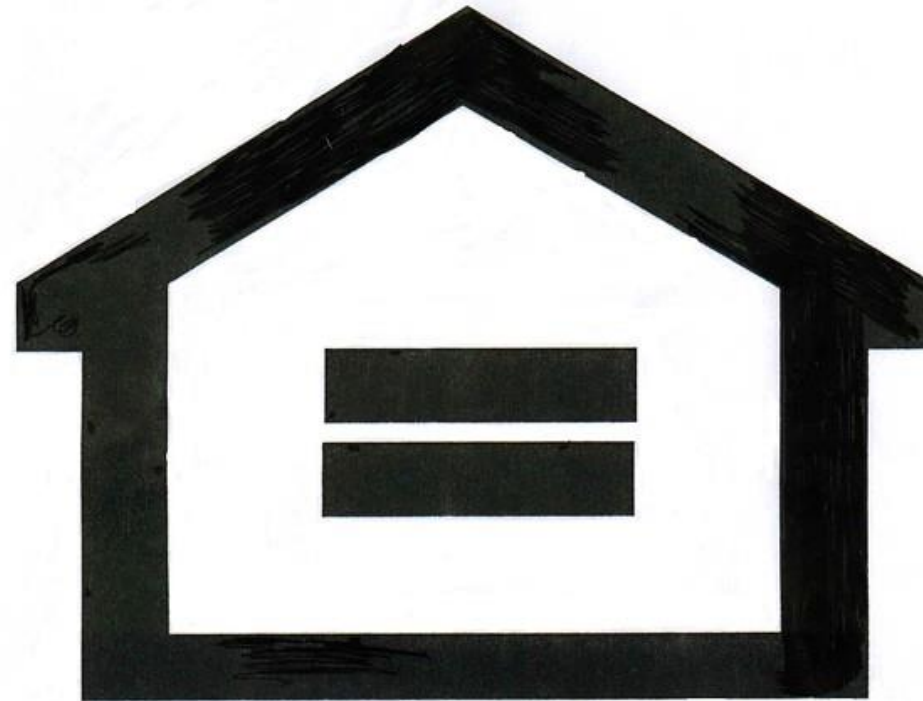
Reporting

- Monthly Progress
- Annual (HUD 2516, Benefits, Inactive Program Income, Section 3)
- Beneficiary Tracking
- Closeout



S M A R T
REPORTING

Fair Housing

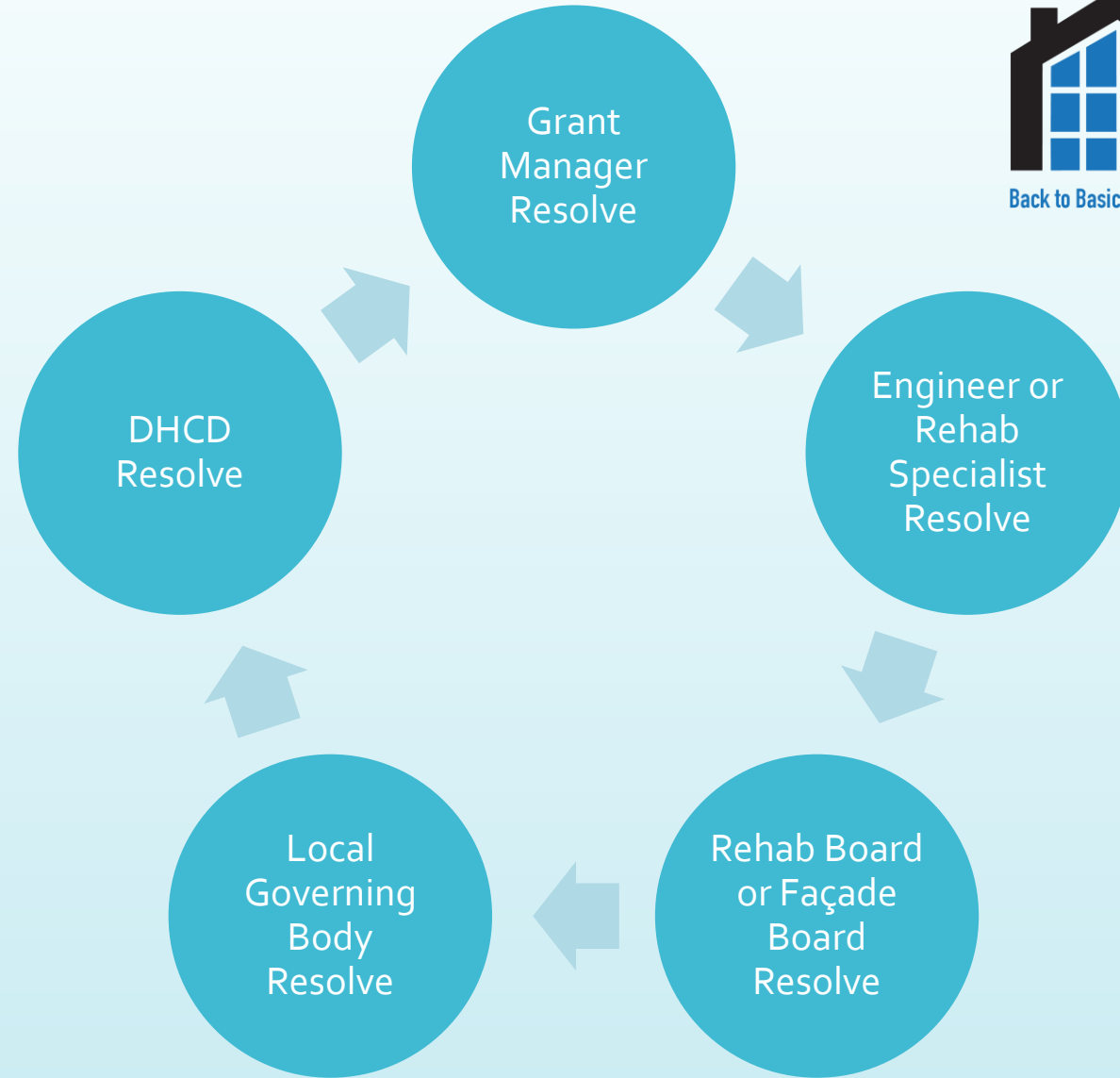


**EQUAL HOUSING
OPPORTUNITY**

Complaint and Appeals



Complaint and Appeals



Real and Personal Property Management



Contract Amendments

- **Time Extension**
- **Change of Scope**
- **Others?**



Compliance Reviews

- Announcement Letter
- Interim Compliance Review
- Final Compliance Review
- Exit Conference
- Formal Letter of Finding
 - Finding
 - Concern
 - Recommendation
- **Grantee Response



CAMS



- **Prior Authorization Request**
- **Budget Revision Letter and Worksheet**
- **Request for Contract Amendment**
- **Additional Remittance Support**
- **Monthly Reports, MTM Agenda/Minutes**
- **Progress Photos, News Articles**
- **Other?**

TIPS

- Conflict of Interest
- Project Sign
- Recordkeeping
- Communication





Read the

Manual



Contact the assigned

CDS



Contact the

Program Manager