

Department of Administration
Division of Housing

Chapter 2: Administrative Requirements



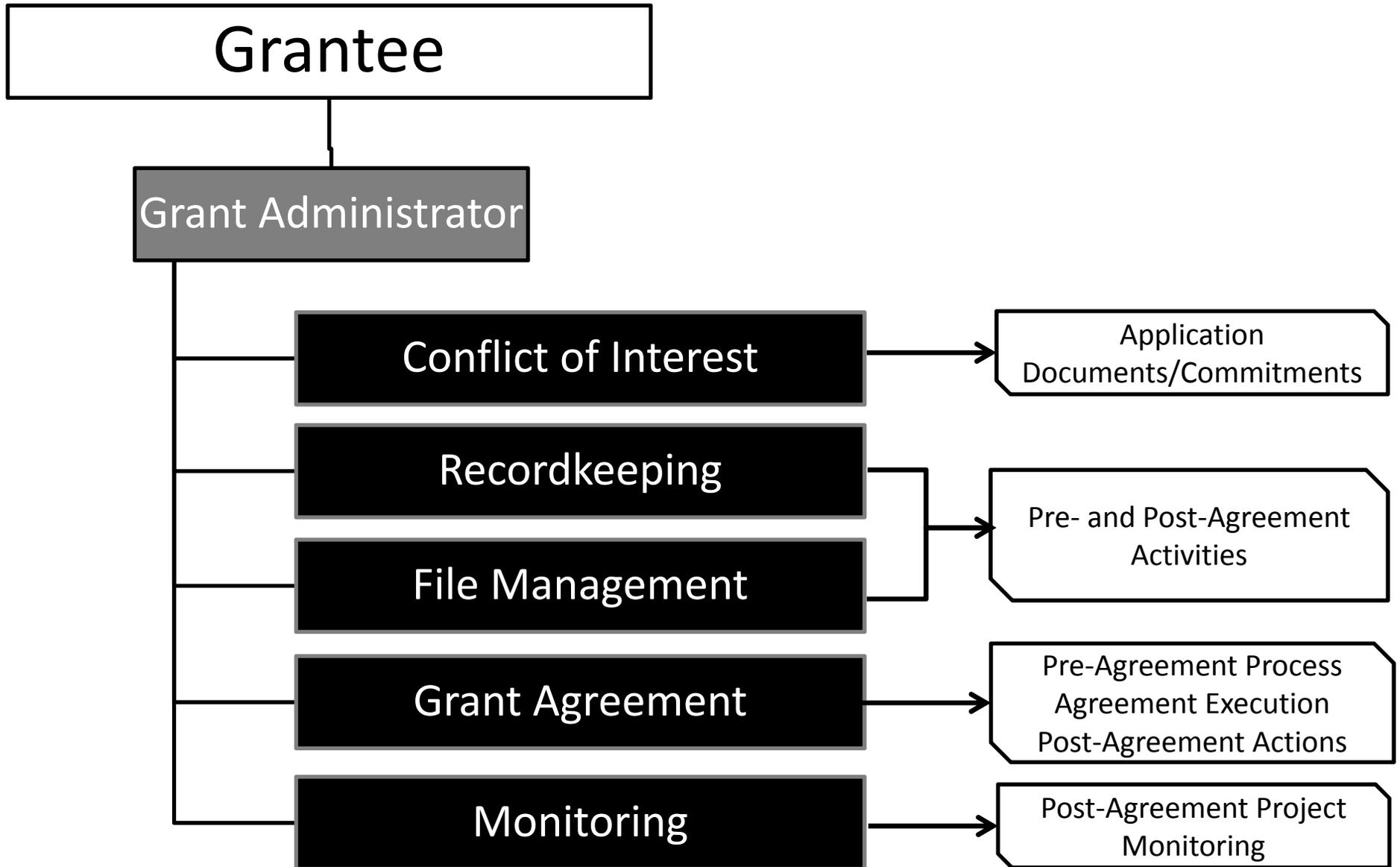
Chapter Overview

1. Duties & Responsibilities
2. Paperwork
3. Resources

Disclaimers

- The terms “Grantee” and “UGLG” are used inter-changeably throughout the Implementation Handbook. (*See Page 10.*)
- The Implementation Handbook is a “living document” which is continuously updated.
- Updated versions of the Implementation Handbook will be posted on our website.

Administrative Workflow



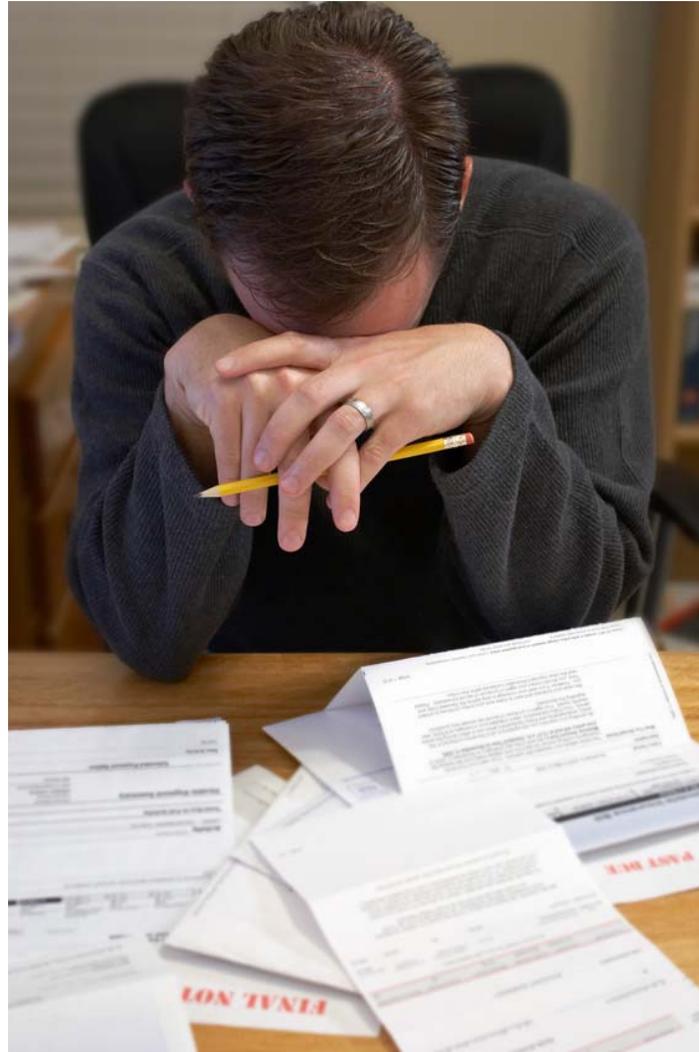
Conflict of Interest

- What is a Conflict of Interest?
- What is the Waiver Process for a Conflict of Interest?
 1. Public Disclosure of the Conflict
 2. Municipal Attorney's opinion (stating there is no violation of state or local laws)

Recordkeeping

- Very important (and very short) paragraph!
 1. UGLG = Primary Contact
 2. Disposal of Records **REQUIRES WRITTEN PERMISSION**

The Paperwork...



File Requirements

- Housed at UGLG's official offices/location
- Maintain hard copies of original signatures
- Electronic filing systems **must** be:
 - Secure
 - Password Protected
 - Restricted to Designated Personnel
 - Accessible to DOH Representatives
 - Accessible to Auditors

File Components (part 1)

- Grant Application
- Grant Agreement
- Procurement (procedures & documentation)
- Environmental Review
- Acquisition/Relocation (if applicable)
- Equal Opportunity (EO)
- Labor Standards

File Components (part 2)

- Financial Management
- Reports
- Closeout
- Single Audit

Grant Application

- Pay attention to the list of Grant Application components!
- Grantees are required to provide all of these items (where applicable)!

Grant Agreement

AWARD

- Award Letter
- Grantee Acceptance
- Program Rep. Assignment

PRE- AGREEMENT ACTIONS

- Program Rep. Contact
- Program Rep. Letter
- Budget Update
- Timeline Update
- Procurement Policy Submission
- List of Documents Needed prior to Payment

GRANT AGREEMENT EXECUTION

- Draft review by Grantee
- Final Originals Signed by Grantee
- Final Originals Signed by DOA
- Executed Agreement Mailed to Grantee

Procurement

- Pay attention to the list of Procurement File Components!
- This will be covered in more detail in the next section of the presentations.

Remaining File Components

- Environmental Review(s)
- Acquisition / Relocation documentation
- Equal Opportunity documentation
- Labor Standards documentation
- Financials
- Reports
- Closeout documentation
- Single Audit documentation

Monitoring

- Each Grantee will need to perform Self-Monitoring!
- Two types of Monitoring are performed by DOH Grant Representatives:
 1. Desk Monitoring
 2. On-Site Monitoring Visit(s)
- At least one instance of monitoring will be performed for each Grant Award.

Chapter Attachments:

- Self-Monitoring Checklist
- Title 24 Part 570 Subpart 1
- Project Sign Specifications
- Example Project Sign

Helpful websites:

DOA – Division of Housing, Bureau of Community Development:

<http://doa.wi.gov/section.asp?linkid=242&locid=173>

HUD guidance on CDBG National Objectives and Eligible Activities:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/library/stateguide

State Procurement Policies:

<http://vendornet.state.wi.us/vendornet/procman/index.asp>

Census Bureau Data:

<http://quickfacts.census.gov/qfd/states/55000.html>

<http://quickfacts.census.gov/cgi-bin/qfd/demolink?55>

Department of Revenue:

<http://www.dor.state.wi.us/pubs/slf/tvc12.pdf>

HUD Information on Cost and Price Analysis:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/cpo/grantees/cstprice#who

QUESTIONS?

*Follow-up questions can be
emailed to:*

DOADOHCDBGCD@Wisconsin.gov