

CHAPTER 2: ADMINISTRATIVE REQUIREMENTS

DEHCR – BUREAU OF COMMUNITY DEVELOPMENT

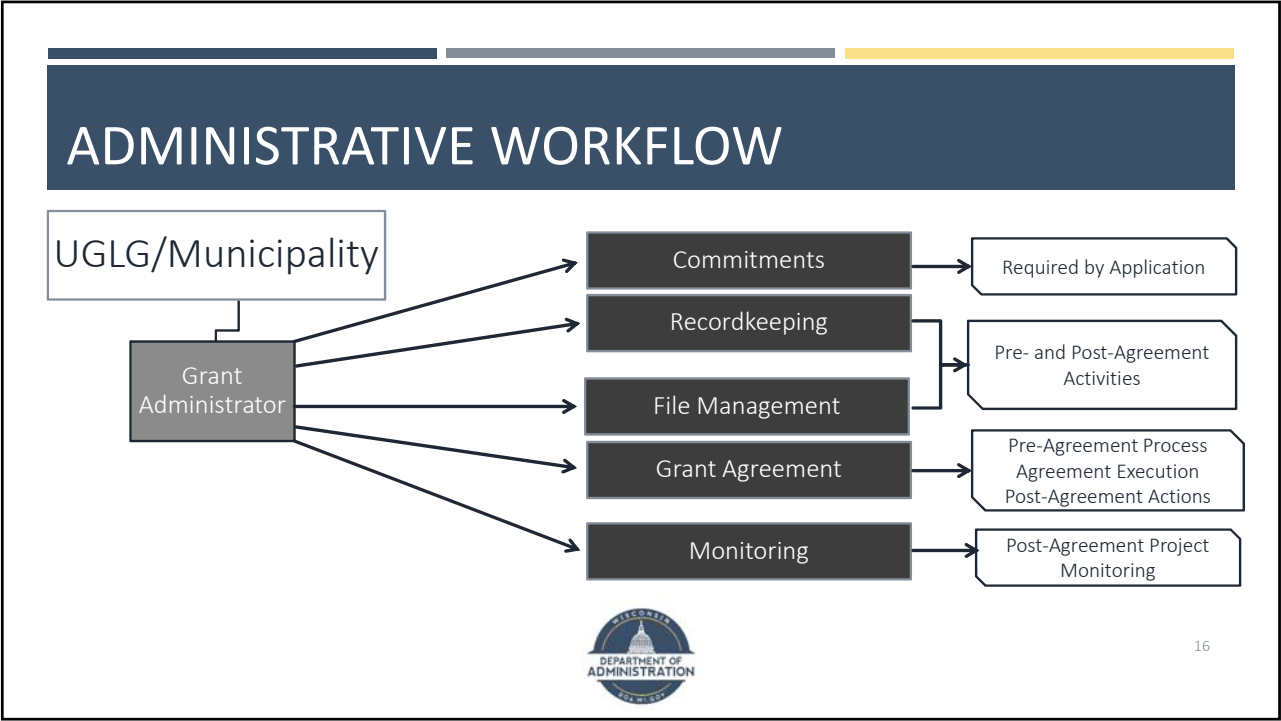


CHAPTER OVERVIEW

- Duties & Responsibilities
- Paperwork
- Resources



15



- # COMMITMENTS

 - Conflicts of Interest (covered in Procurement)
 - Lobbying Certification (covered in Procurement)
 - Statement of Assurances
 - Citizen Participation
 - Fair Housing Actions
 - Procurement
 - Matching Funds
 - CDBG Program Requirements
- 17

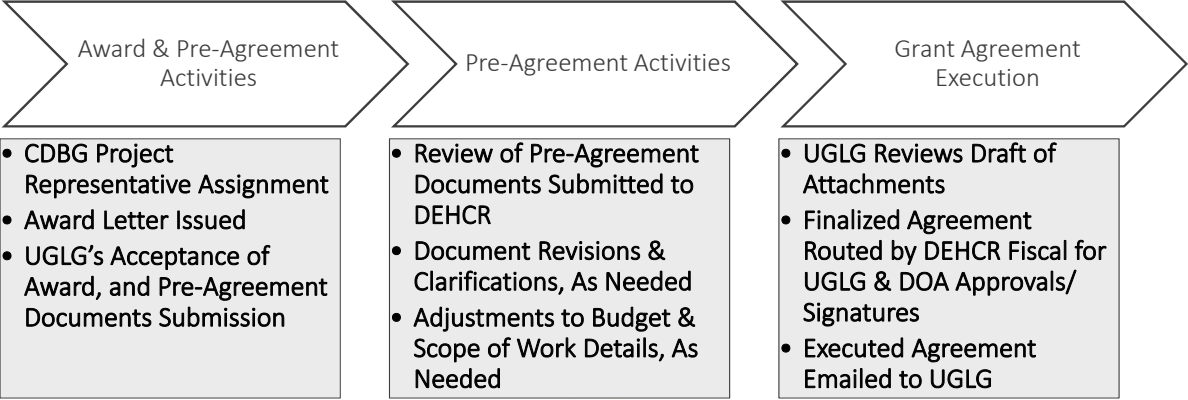
RECORDKEEPING: FILES

- Grant Application (all documents) and Award
- Grant Agreement and Amendments
- Procurement & Contracting (procedures & documentation)
- Environmental Review
- Acquisition/Relocation
- Equal Opportunity (EO)
- Labor Standards
- Financial Management
- Reports
- Monitoring
- Correspondence
- Project Completion
- Single Audit



18

GRANT AGREEMENT



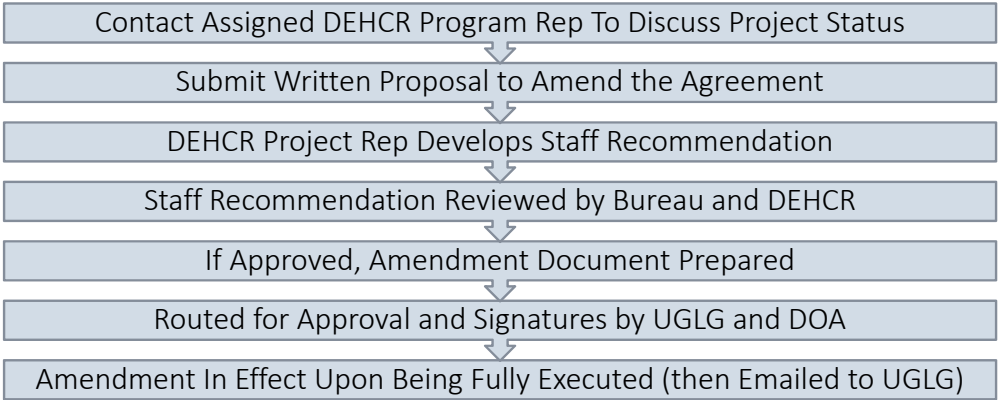
19

GRANT AGREEMENT AMENDMENTS

DEHCR – BUREAU OF COMMUNITY DEVELOPMENT



GRANT AMENDMENT PROCESS



AMENDMENT PROVISIONS

- Circumstance(s) must have occurred outside the control of the UGLG
- Issue(s) resulting in need for Amendment should be documented in the Semi-Annual Narrative Reports, if applicable
- Amendment Proposal must be submitted at least 30 days prior to end of the Grant Agreement performance period

DO NOT rely on Amendments to remain in compliance with the Grant Agreement!



22

REASONS FOR AMENDMENT(S)

- New Information Is Learned:
 - Engineering/Design Issues
 - Project Scope of Work Change(s)
 - Unexpected Acquisition(s)/Relocation(s)
- Project Finances/Budget:
 - Difficulty Receiving Sufficient Bids
 - Bids Are Higher/Lower-than-Expected
 - Unforeseen Costs
- Project Timeline:
 - Unforeseen Construction Delays
 - Unforeseen Weather Delays



23

CHAPTER 2 ATTACHMENTS

- Project File Checklist
- Self-Monitoring Checklist



24

QUESTIONS?

Email: DOACDBG@Wisconsin.gov



25