CHAPTER 2: ADMINISTRATIVE REQUIREMENTS

DEHCR – BUREAU OF COMMUNITY DEVELOPMENT

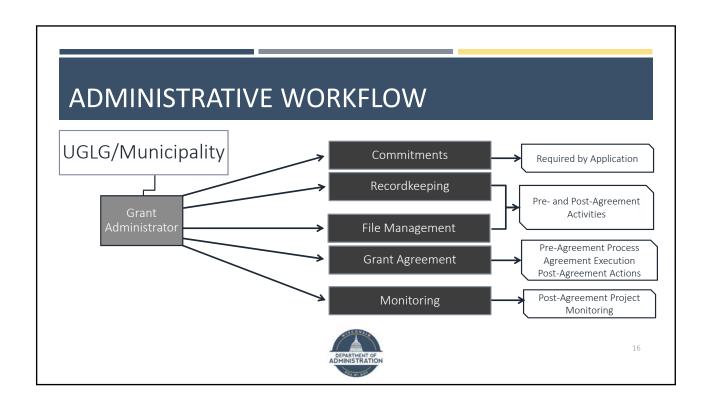


CHAPTER OVERVIEW

- 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 (<u>all</u> 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

Award & Pre-Agreement Activities

Pre-Agreement Activities

Grant Agreement Execution

- CDBG Project Representative Assignment
- Award Letter Issued
- UGLG's Acceptance of Award, and Pre-Agreement Documents Submission
- Review of Pre-Agreement Documents Submitted to DEHCR
- Document Revisions & Clarifications, As Needed
- Adjustments to Budget & Scope of Work Details, As Needed
- UGLG Reviews Draft of Attachments
- Finalized Agreement
 Routed by DEHCR Fiscal for
 UGLG & DOA Approvals/
 Signatures
- Executed Agreement Emailed to UGLG

19



v2018-09-14

3

GRANT AGREEMENT AMENDMENTS

DEHCR - BUREAU OF COMMUNITY DEVELOPMENT



GRANT AMENDMENT PROCESS

Contact Assigned DEHCR Program Rep To Discuss Project Status

Submit Written Proposal to Amend the Agreement

DEHCR Project Rep Develops Staff Recommendation

Staff Recommendation Reviewed by Bureau and DEHCR

If Approved, Amendment Document Prepared

Routed for Approval and Signatures by UGLG and DOA

Amendment In Effect Upon Being Fully Executed (then Emailed to UGLG)



21

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!

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

v2018-09-14 5

CHAPTER 2 ATTACHMENTS

- Project File Checklist
- Self-Monitoring Checklist



24

QUESTIONS?

Email: DOACDBG@Wisconsin.gov



25