



Community Development Block Grant (CDBG)

Disaster Mitigation for Public Housing Authorities

Implementation Workshop
April 14, 2008 / Miami

Grant administration workshop sponsored by Department of Community Affairs



Our Staff

- Tara Walters, Grant Manager
- Jennifer Marshall, Grant Manager
- Stefan Kulakowski, Grant Manager
- Tony Morgan, Grant Manager
- Jim Austin, DRI Team Leader
- Judy Peacock, Operations Manager
- Gail Stafford, Interim Administrator



Today's Agenda

- This morning
 - Welcome and Announcements
 - The Award Agreement: Contract Management
 - Reports
- This afternoon
 - Procurement and Labor Standards
 - Financial Management and Requests for Funds
 - Resident Complaints
 - Monitoring
 - Closeout
 - Questions & Answers



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The Award Agreement

- PHA certifies that it possesses the authority to receive the funds provided under this Agreement
- Signature by both parties seals the Award Agreement
- By signing Agreement, the PHA certifies that it will comply with the applicable federal and state requirements
- Contains all terms and conditions agreed upon by the parties.
- Agreement is for 2 years
- May be terminated earlier for Default



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Modification of Contract

- Modifications may be referred to as Amendments
- Either party may request an amendment
- Changes are valid when put in writing, signed by each party, and attached to the original Agreement
- End date extensions are not automatically granted; Division Director must approve amendments

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Scope of Work

- Budget and Scope of Work, Attachment A
- Activity Work Plan(s), Attachment B
- Subgrant Application including revisions that are agreed to by both parties

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Laws, Rules, Regulations & Policies

- PHA and DCA are governed by State and Federal laws, rules and regulations, including but not limited to, those identified in Attachment C.



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Audits

- Maintain financial procedures and supporting documents
- Follow generally accepted accounting principles
- Upon request, provide DCA with records, reports or financial statements for auditing and monitoring

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- If PHA expends \$500,000 or more in Federal funds during fiscal year
 - must have a single or program-specific audit
- Use guidelines established by A-133
- If PHA expends less than \$500,000 in Federal funds
 - audit is not required
 - if audit conducted, it must be paid from non-Federal resources

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- Submit a copy of audit to:
 - DCA, Office of the Inspector General
 - CDBG Program
 - Federal Audit Clearinghouse
 - Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133
- Include reports, management letter, or other information
 - Indicate date that audit was delivered to PHA (by auditor) in correspondence accompanying reporting package

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- If audit shows grant funds were not spent in accordance with Agreement, PHA must reimburse DCA within 30 days after notification
- Audits must be completed by an IPA
 - a certified public accountant or
 - a public accountant licensed under Chapter 473, F. S.
- IPA must state that audit complied with applicable regulations
- Audit must be submitted no later than 9 months from the end of PHA's fiscal year (or by June 30)

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Liability

- PHA is solely responsible to parties with whom it deals
- PHA must hold DCA harmless against claims by third parties arising out of the performance of work under this agreement
- PHA agrees that it is not an employee or agent of DCA, but is an independent contractor

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Default

- DCA may terminate payments or exercise Default remedies for the following:
 - False or misleading representations
 - Failure to observe or perform any obligation, terms or covenants contained in the Agreement or address such in a timely manner
 - If any material adverse change occurs in the financial condition of the PHA during the term of this Agreement, and the PHA fails to cure it within 30 days from date written notice is sent by DCA
 - If any required reports are not submitted or are submitted with incorrect, incomplete or insufficient information

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Remedies

- Terminate Agreement
- Commence legal or other actions to enforce Agreement
- Withhold or suspend payments
- Exercise corrective or remedial actions
- No waiver by DCA of any right or remedy granted for a specific instance of default will apply to other default

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Termination

- Misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform in a timely manner
- Refusal by PHA to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, F.S.
- If continuation of Agreement will not produce beneficial results commensurate with expenditure of funds
- Mutual convenience as evidenced by written amendment
 - When Agreement is terminated, no new obligations can be incurred
 - Outstanding obligations should be cancelled if possible
 - Costs incurred after receipt of notice of termination will be disallowed
- DCA must provide PHA with 30 calendar days prior written notice
- PHA is not be relieved of liability by virtue of any breach of Agreement
- DCA may withhold payments until exact amount of damages is determined

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Attachments

- Attachments are incorporated into Agreement
 - Exhibit 1 - Funding Sources
 - Attachment A – Budget and Scope of Work
 - Attachment B – Activity Work Plan(s)
 - Attachment C – Program Statutes, Regulations and Program Conditions
 - Attachment D – Reporting Requirements
 - Attachment F – Warranties and Representations
 - Attachment H – Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion
 - Attachment J – Special Conditions
 - Attachment K – Signature Authority Form
- In the event of inconsistencies or conflict between Agreement and attachments, attachments are controlling, but only to extent of such conflict or inconsistency

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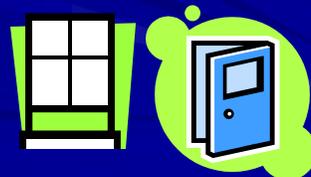
Budget and Scope of Work

- Attachment A
- Reflects
 - Activities
 - Budget
 - Proposed accomplishments
 - Proposed beneficiaries
- May be amended for justifiable reasons

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Activity Work Plans

- Attachment B
- Timeframes for completion of activities
- May be amended for justifiable reasons



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Program Conditions

- Attachment C
- Prior to the obligation or disbursement of funds, except for administrative expenses not to exceed \$15,000, and no later than 90 days from the effective date of this Agreement, the PHA shall:
 - Comply with Environmental Review Procedures and receive a Release of Funds from DCA

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- PHA must undertake an annual activity to affirmatively further fair housing pursuant to 24 C.F.R. 570.487(b)(4)
- PHA must conduct all public hearings relating to Agreement in a location that is accessible to physically handicapped persons or make accommodation to provide for participation of handicapped persons

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Special Conditions

- Attachment J
- Requirements that apply specifically to your grant

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Reports

- Environmental Review (24 CFR 58)
- Quarterly Status Report (QSR)
- Contractual Obligations and Minority Business Enterprise (MBE)
- Section 3 Summary Report
- Audit
- Closeout



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Reporting Requirements

- Failure to timely file reports constitutes an event of default
 - Contractual Obligation and MBE Report must be submitted to by April 15 and October 15 annually
 - Reflect all contractual activity for the period
 - If no activity has taken place during the reporting period, the form must indicate “no activity”
 - The Request for Funds Form must be submitted electronically through FloridaPAPERS by an authorized person at a minimum of once per quarter

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- QSR and projections of contract payments is due 15 days after the end of the quarter: April 15, July 15, October 15 and January 15
- Section 3 Summary Report (HUD form 60002), as required by 24 CFR Part 135, is due annually by July 31
- Administrative Closeout must be submitted 45 days after the Agreement termination date or upon grant completion
- If PHA meets threshold for submission of a single or program specific audit, audit must be conducted in accordance with OMB Circular A-133 and submitted no later than 9 months from the end of PHA's fiscal year

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Procurement and Labor Standards

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CONSTRUCTION PROCUREMENT

- Under the CDBG program, procurement is governed by:
 - Section 3 of the HUD Act of 1968 [24 CFR Part 135]
 - Other applicable federal regulations [24 CFR Part 85.36]
 - Applicable state regulations [Rule 9B-43.0031 & 9B-43.0051 (2), (3), (4) & (8), F.A.C., and Chapter 287.133 F.S.]

- Adhere to local purchasing policies and procedures except where they conflict with federal and state requirements

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■ Procurement transactions must be conducted in a manner to provide open and free competition

- PHA must be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition
- Contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or RFPs must be excluded from competing for such procurements
- Awards must be made to the bidder whose bid is responsive to the solicitation and is most advantageous to the PHA, price, quality and other factors considered
- Solicitations must specify all requirements that the bidder must fulfill in order for the bid or offer to be evaluated
- Any and all bids or offers may be rejected when in the PHA's interest to do so

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Procurement Conflict of Interest

- No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved
- Covers all aspects from solicitation to award and administration (writing selection criteria; evaluating proposals, negotiating, etc.)
- Resolution: affected person must not participate
 - "level" of conflict is irrelevant; any conflict requires non-participation

Procurement conflict cannot be waived

- person with conflict cannot participate at any time during this contract
- no CDBG funding for any contract with conflict of interest present

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- Use of force account labor for construction activities exceeding \$200,000 (or \$50,000 for electrical) must comply with Section 255.20 F.S.

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Prior to Advertising

- PHA cannot publicize any request for bids for construction or distribute bid packages until DCA has provided written acceptance of the specifications, construction plans, and bid documents
- No more than 25% of the grant administration may be requested until the plans and specifications have been received by DCA

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Advertising

- Invitation to Bid (ITB) must be published in a Metropolitan Statistical Area (MSA) Newspaper; or at least three (3) bids must be received and considered
- The ITB must be published at least 12 days before the deadline to submit bids
- Cannot not restrict competition
- Cannot require unnecessary experience
- Cannot require excessive bonding
- Cannot require a local contractor, etc.

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- Use of pre-qualified bidder's list:
 - Must be current and up-to-date
 - Must include sufficient number of firms
 - May not preclude bidder qualification during the bidding period

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Evaluation of bids, including tabulation, must be written and uniform

- Construction contracts must be awarded to the low, responsive and responsible bidder
- CDBG and other sources of funding applied under a single contract must be shown separately in the bid proposal

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- If bids exceed available funds after applying specified deductive alternates, the PHA may not negotiate with the low bidder unless:

- There is only one (1) bidder; or
- All bidders are allowed to submit revised bids

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- If construction costs can be reduced (without compromising program requirements) by deleting entire bid line items or reducing quantities based on unit prices identified in the bid, the affect must be applied to all bids and the award made to the lowest responsive and responsible bidder
- Construction contracts must contain provisions addressing Section 3 requirements

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- If contract is to be awarded to sole bidder and
 - is over \$25,000, DCA approval is required prior to award
 - is less than \$25,000, PHA must maintain documentation of compliance

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- Procurement Protests
 - Must be resolved in accordance with procedures
 - DCA must be notified in writing of protests
 - Documentation of resolution must be maintained

- Failure to adhere to procedural and regulatory requirements related to protests may result in disallowed costs and may delay or impede progress of your project

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- If the contract is over \$100,000:
 - It must include a 5% Bid Security
 - It must include a 100% Performance Bond
 - It must include a 100% Payment Bond

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■ Construction contracts and subcontracts must contain clauses addressing:

- Termination for cause or convenience
- Access to records by the grantor and designees
- Retention of records for a period of 6 years
- Remedies for breach of contract

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Before awarding a contract,
always check the excluded parties list
on the internet:

<http://epls.arnet.gov/>

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LABOR STANDARDS

- Basic Requirements
- Project Implementation
- Monitoring Issues

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- Davis-Bacon Act
 - minimum hourly rate of pay
- Contract Work Hours Safety Standards Act
 - overtime pay
- Copeland Act
 - payroll deductions

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- Exceptions to Davis-Bacon Requirements

- Force Account Labor (PHA employees)

- Volunteers

- Incidental construction (13% or less of cost)

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- Request decision 45 days before bidding

- Recipients request decision from DCA

- DCA will report to HUD

- Wage Decision Request form is available on the DCA website

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- Determine if one or two decisions apply

- One decision if under one category only

- Two decisions if 20%+ of construction falls under two categories; or if the 2nd category exceeds \$1M

- Categories include: Highway, Heavy, Sewer & Water, **Building, and Residential**

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- Before contract award – obtain contractor clearance from DCA

- DCA tracks decision Modifications until contract bid

- Use Contractor Clearance and Bidding Information form found on DCA Website

- Access EPLS at: www.epls.gov

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- Two wage decisions are being used

- Use decision applicable to category of work
- Workers covered by both can be paid highest rate
- Decision classifications not interchangeable

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- Collect weekly payroll reports from prime and all subcontractors

- Use subcontractor listing from contractor's bid proposal to identify subcontractors
- Engineer inspector can identify unreported subcontractor
- Day labor firms submit payroll, not contractor

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■ Interviews

- Obtain interviews for each classification
- Interview workers paid exactly at minimum

■ Apprentices

- Confirm enrollment is state/federal program
- Program will specify % of journeyman rate

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■ Requesting additional classifications

- Consult with DCA before requesting
- No additional classification before award
- Additional classification must be consistent with wage decision
- No “Helpers”; classify as laborer or trade, depending on tools used

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- Independent contractors are covered
 - One worker who is owner
 - Obtain documentation of independent status

- “Owner” of covered entity is not exempt
 - Anyone performing manual labor or operating equipment is covered

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Contract Hours & Safety Standards Act

- Applies to construction contracts over \$100K

- Additional pay for work over 40 hours week
 - 150% of actual basic rate paid

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Copeland Act

- Payroll deductions must be authorized in writing by worker
 - Unless required by Federal, State, Local law or court order

- Maintain documentation of authorizations
 - DCA will review during monitoring visit

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- Download labor standard forms at:

www.floridacommunitydevelopment.org/cdbq/index.cfm

- Refer to: downloads/procurement & labor standards

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Financial Management



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Funding Consideration

- Must expend funds in accordance with Application, Budget (Attachment A) and Project Work Plans (Attachment B)
- Request for funds (RFFs) must be requested through FloridaPAPERS
- Signature Authority Form (Attachment K)
 - Person(s) authorized to approve RFFs

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Reimbursement

- PHA will request funds in accordance with invoices and/or force account timesheets.
- DCA will monitor the expenditure of funds from invoice to cancelled check.

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Non-Reimbursement

- PHA must establish non-interest bearing bank account for our funds.
- No more than \$5,000 allowed to stay in the account as a buffer.
- If there is an excess of \$5,000 in the account, the PHA has 14 calendar days to spend the money before it has to be reimbursed.

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Repayments

- All refunds or repayments are to be made payable to the “Department of Community Affairs”
- A service fee applies to checks returned to DCA for collection

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Requests For Funds



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Requests For Funds

- Requests for funds (RFFs) must be submitted through FloridaPAPERS
 - <http://papers.eoonline.org/FloridaPAPERS/cdbg/>
- Person(s) authorized to approve RFFs on the Signature Authority Form must approve each RFF
 - Keep a paper copy on file for monitoring purposes
- Person authorized to submit RFFs via FloridaPAPERS, on the Signature Authority Form, will be provided a log-in and password and must submit all RFFs
- Signature Authority Form must be updated when there is a change in personnel approving RFFs or submitting RFFs

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Attachment K Department of Community Affairs Florida Small Cities Community Development Block Grant (CDBG) Program SIGNATURE AUTHORITY FORM		
<i>Submit an original Signature Authority Form with each contract.</i>		
Recipient	Contract #	
Mailing Address (Street or Post Office Box)		
SAMPLE		
City, State and Zip Code		
Contact Person	Telephone #	
	E-mail Address	
Financial Contact Person	Telephone #	
	E-mail Address	
Requests for Funds (RFFs) from the Florida Small Cities CDBG Program require (check one): <input type="checkbox"/> one signature <input type="checkbox"/> two signatures of individuals authorized below. No more than two individuals can be authorized to use FloridaPAPERS. CDBG contracts require that at least one (1) RFFs must be submitted each quarter and should reflect all expenditures incurring during that reporting period.		
Typed Name	Date	Signature
SALLY SMALLVILLE	11-8-07	<i>Sally Smallville</i>
<input checked="" type="checkbox"/> Check here if the above person will be the designated FloridaPAPERS user.	E-mail Address	
	sally@smallville.usa	
Typed Name	Date	Signature
<input type="checkbox"/> Check here if the above person will be the designated FloridaPAPERS user.	E-mail Address	
Typed Name	Date	Signature
<input type="checkbox"/> Check here if the above person will be the designated FloridaPAPERS user.	E-mail Address	
I certify, as the recipient's Chief Elected Official, that the above signatures are of the individuals authorized to sign Requests for Funds and to submit RFF's electronically to the Small Cities Community Development Block Grant Program using FloridaPAPERS.		
Typed Name	Date	Signature
<input type="checkbox"/> Check here if your local government utilizes Electronic Funds Transfer (EFT) from the State of Florida.		
<input type="checkbox"/> Check here if your local government will be working on a reimbursement basis.		
CDBG payments to local governments using EFT are automatically deposited in the local government's general account. If the account is interest bearing, the CDBG Funds must be transferred to a non-interest bearing account. Please call the CDBG Program at 850/932-1078 or 407-3544 if you have questions. You can check the status of your deposit at the Comptroller's website: http://flair.do.state.fl.us/ .		
Local governments not receiving EFT, and not working on a reimbursement basis, must establish a non-interest bearing account. Provide account information for the financial institution (insured by FDIC) below. All signatures on the account must be bonded.		
Name of Financial Institution	Account Number	
Street Address or Post Office Box	Telephone Number	
City, State and Zip Code		

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Community Development Block Grant Program

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Introduction

- About Florida's Small Cities Community Development Block Grant Program
- About the Section 108 Loan Guarantee Program
- About the Disaster Recovery Initiative
- About our Technical Assistance Unit
- Florida's Consolidated Plan
- Our Calendar of Events
- 2007 Florida Small Cities Annual Application Cycle

Resources

- [Login to FloridaPAPERS](#)
- Instructions for Using FloridaPAPERS to Request Funds
- Rule Chapter 9B-43, *Florida Administrative Code* (external website)
- Downloads
 - Acquisition and Relocation
 - Amendments
 - Application Cycle (Small Cities C.D.B.G.)
 - Audits

Login to FloridaPAPERS at the
DCA website
<http://www.floridacommunitydevelopment.org/cdbg/index.cfm>

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FloridaPAPERS

To submit an RFF, login using your Department of Community Affairs Enterprise account information. After you have logged in and completed all the steps, you may close this window or return to the Program Home page.

Username:

Password:

[preview](#)

Begin the process
by typing in your
username and
password.

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my

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Community Affairs

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FloridaPAPERS

Select a Contract

The following contracts are available to request against. Please select one to continue.

06DB-3K-02-30-01-E 03 (Gadsden Co.)
 06DB-3K-02-30-01-H 15 (Gadsden Co.)
 06DB-3R-02-30-01-E 01 (Gadsden Co.)

Please note: your request for payment will be associated with the contract number that you select. Please review this number to make sure that it is correct before proceeding to the next page.

Please let us know if you experience any problems with the FloridaPAPERS website.

Progress Indicator

Select a Contract
↓
Provide More Info
↓
Add Activities
↓
Confirm & Submit

Select your contract by clicking on the radio button.

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Provide More Info

Request for Funds #
If you are not requesting funds, leave this field blank.

Contract Expiration

Initial Contract Period From
To

Request Period From
To

Prepared By Name
Phone
Fax
Email

Please let us know if you experience any problems with the FloridaPAPERS website.

Progress Indicator

✓ Select a Contract
↓
Provide More Info
↓
Add Activities
↓
Confirm & Submit

Enter required information about your contract in the fields.

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Provide More Info

Request for Funds #

If you are not requesting funds, leave this field blank.

Contract Expiration

Initial Contract Period From To

Request Period From To

Prepared By Name Phone Fax

Progress Indicator

✓ Select a Contract

↓ Provide More Info

↓ Add Activities

< > October 2007 >							
Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
40		1	2	3	4	5	6
41	7	8	9	10	11	12	13
42	14	15	16	17	18	19	20
43	21	22	23	24	25	26	27
44	28	29	30	31			

Today is Wed, 17 Oct 2007

Use the calendar feature to enter dates.

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Provide More Info

Request for Funds #

If you are not requesting funds, leave this field blank.

Contract Expiration

Initial Contract Period From To

Request Period From To

Prepared By Name Phone Fax

Progress Indicator

✓ Select a Contract

↓ Provide More Info

↓ Add Activities

↓ Confirm & Submit

< > February 2008 >							
Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5						1	2
6	3	4	5	6	7	8	9
7	10	11	12	13	14	15	16
8	17	18	19	20	21	22	23
9	24	25	26	27	28	29	

Today is Fri, 15 Feb 2008

Contract expiration and initial contract period are the contract execution and end dates.

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Provide More Info

Request for Funds #

If you are not requesting funds, leave this field blank.

Contract Expiration

Initial Contract Period From To

Request Period From To

Prepared By Name Phone

Progress Indicator

✓ Select a Contract
↓
Provide More Info
↓
Add Activities
↓
Confirm & Submit

February 2008

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5						1	2
6	3	4	5	6	7	8	9
7	10	11	12	13	14	15	16
8	17	18	19	20	21	22	23
9	24	25	26	27	28	29	

Today is Fri, 15 Feb 2008

Enter the request period in which expenses were incurred.

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Provide More Info

Request for Funds #

If you are not requesting funds, leave this field blank.

Contract Expiration

Initial Contract Period From To

Request Period From To

Prepared By Name Phone Fax Email

Progress Indicator

✓ Select a Contract
↓
Provide More Info
↓
Add Activities
↓
Confirm & Submit

Please let us know if you experience any problems with the FloridaPAPERS website.

Once all fields are completed, select continue.

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Add Activities

Fill in the following fields to add an activity. Select "Save & Add Another" to save the current activity and add another. Select "Finished" when you have added all the activities and are ready to proceed to the confirmation step.

Activity

Current Budget from Contract or Last Amendment

Amount Requested

Remaining Project Balance

Non-CDBG Funds Disbursed to Date

Cumulative Activity Accomplished to Date

Progress Indicator

✓ Select a Contract
↓

✓ Provide More Info
↓

Add Activities
↓

Confirm & Submit

Click 'choose' to display the activities.
Enter the current budget line items as reflected on Attachment A to the contract.

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Number	Activity Name
01	Acquisition, acquisition (in support of), acquisition in 100 year flood plain, acquisition of real property, acquisition: land, building, easement or right-of-way
02	disposition only
03	public facilities: demolition
03	public facilities: open spaces
03	public facilities: relocation of utilities to underground (electrical or natural gas)
03	public facilities: site development
03	public facilities: solid waste disposal
03	public facilities & improvements (general)
03A	senior centers
03B	handicapped centers
03D	youth centers
03E	recreation/neighborhood center, senior center
03F	parks, recreational facilities, play grounds
03G	parking facilities, spaces
03H	solid waste disposal improvements

From the dropdown menu, select all activities reflected on the Attachment A to the contract.

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Activity

Current Budget from Contract or Last Amendment

Amount Requested

Remaining Project Balance

Non-CDBG Funds Disbursed to Date

Cumulative Activity Accomplished to Date

Activity Number	Activity Name	Current Budget	Amount Requested	Project Balance	Non-CDBG Funds	Activity Accomplished
21A	program administration	\$56,000.00	\$5,000.00	\$51,000.00	\$0.00	Underway
21B	engineering and design costs	\$81,200.00	\$0.00	\$81,200.00	\$0.00	Procured
03J	sewer lines - new	\$148,000.00	\$0.00	\$0.00	\$0.00	none
03K	street improvements, resurfacing, curb & gutter	\$118,800.00	\$0.00	\$118,000.00	\$0.00	P & S
		\$404,000.00	\$5,000.00	\$250,200.00	\$0.00	

As activities are added, the system provides an overview of the entries entered.

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Activity

Current Budget from Contract or Last Amendment

Amount Requested

Remaining Project Balance

Non-CDBG Funds Disbursed to Date

Cumulative Activity Accomplished to Date

Activity Number	Activity Name	Current Budget	Amount Requested	Project Balance	Non-CDBG Funds	Activity Accomplished
21A	program administration	\$60,000.00	\$5,000.00	\$51,000.00	\$0.00	Underway
21B	engineering and design costs	\$81,200.00	\$0.00	\$81,200.00	\$0.00	Procured
03J	sewer lines - new	\$148,000.00	\$0.00	\$0.00	\$0.00	none
03K	street improvements, resurfacing, curb & gutter	\$118,800.00	\$0.00	\$118,000.00	\$0.00	P & S
03F	parks, recreational facilities, play grounds	\$106,000.00	\$0.00	\$106,000.00	\$0.00	none
		\$514,000.00	\$5,000.00	\$356,200.00	\$0.00	

When all activities are entered, review to ensure that none are missing.

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Confirm & Submit

Confirm that the following information is correct and then submit whenever you are ready.

Contract test (ZZZ Void)
 Request for Funds # 1
 Contract Expiration October 17, 2007
 Initial Contract Period From 10/17/2007 To October 16, 2009
 Request Period From 10/01/07 To December 31, 2007
 Prepared By Name Tammy Anderson
 Phone 850-922-1889
 Fax 850-922-5609
 Email tammy.anderson@dca.state.fl.us

Progress Indicator

✓ Select a Contract

↓

✓ Provide More Info

↓

✓ Add Activities

↓

Confirm & Submit

Activity Number	Activity Name	Current Budget	Amount Requested	Project Balance	Non-CDBG Funds	Activity Accomplished
21A	program administration	\$60,000.00	\$5,000.00	\$51,000.00	\$0.00	Underway
21B	engineering and design costs	\$81,200.00	\$0.00	\$81,200.00	\$0.00	Procured
03J	sewer lines - new	\$148,000.00	\$0.00	\$0.00	\$0.00	none
03K	street improvements, resurfacing, curb & gutter	\$118,800.00	\$0.00	\$118,000.00	\$0.00	P & S
03F	parks, recreational facilities, play grounds	\$106,000.00	\$0.00	\$106,000.00	\$0.00	none
		\$514,000.00	\$5,000.00	\$356,200.00	\$0.00	

Add Activity

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This preview screen gives you the opportunity to review, make changes and print prior to submitting.

and another. Select "Finished" when you have added all the activities and are ready to proceed to the confirmation step.

Activity

Current Budget from Contract or Last Amendment

Amount Requested

Remaining Project Balance

Non-CDBG Funds Disbursed to Date

Cumulative Activity Accomplished to Date

✓ Provide More Info

↓

Add Activities

↓

Confirm & Submit

Activity Number	Activity Name	Current Budget	Amount Requested	Project Balance	Non-CDBG Funds	Activity Accomplished
21A	program administration	\$56,000.00	\$5,000.00	\$51,000.00	\$0.00	Underway
21B	engineering and design costs	\$81,200.00	\$0.00	\$81,200.00	\$0.00	Procured
03J	sewer lines - new	\$148,000.00	\$0.00	\$0.00	\$0.00	none
03K	street improvements, resurfacing, curb & gutter	\$118,800.00	\$0.00	\$118,000.00	\$0.00	P & S
		\$404,000.00	\$5,000.00	\$250,200.00	\$0.00	

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To edit entries, click on the white paper icon.
 To delete entries, click on the red X icon.

Small Cities Community Development Block Grant (CDBG) Program
Department of Community Affairs

(1) Initial Contract Period 10/17/2007 through to October 16, 2009
 (2) Local Government ZZZ Void (3) Contract # test (4) Request for Funds # 1
 (5) Contract Expiration Date October 17, 2007 (6) Request Period: From 10/01/07 To December 31, 2007
 (7) Form Prepared By: Name Tammy Anderson Telephone 850-922-1889
 Email tammy.anderson@dca.state.fl.us Fax 850-922-5609

(8) Activity Number	(9) Activity Name	(10) IDIS Number (DCA use only)	(11) Current Budget from Contract or Last Amendment	(12) Amount Requested	(13) Remaining Project Balance	(14) Non-CDBG Funds Disbursed to Date	(15) Cumulative Activity Accomplishments to Date
21A	program administration		\$60,000.00	\$5,000.00	\$51,000.00	\$0.00	Underway
21B	engineering and design costs		\$81,200.00	\$0.00	\$81,200.00	\$0.00	Procured
03J	sewer lines - new		\$148,000.00	\$0.00	\$0.00	\$0.00	none
03K	street improvements, resurfacing, curb		\$118,800.00	\$0.00	\$118,000.00	\$0.00	P & S
03F	parks, recreational facilities, play gro		\$106,000.00	\$0.00	\$106,000.00	\$10,000.00	none
COLUMN TOTALS			\$514,000.00	\$5,000.00	\$356,200.00	\$10,000.00	

Preview the completed RFF. Please note that the name of the PHA should be entered as the Local Government.

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Request Period From 10/01/07 To December 31, 2007

Prepared By Name Tammy Anderson
 Phone 850-922-1889
 Fax 850-922-5609
 Email tammy.anderson@dca.state.fl.us

Activity Number	Activity Name	Current Budget	Amount Requested	Project Balance	Non-CDBG Funds	Add Activity	Activity Accomplished
<input type="checkbox"/> <input checked="" type="checkbox"/>	21A program administration	\$60,000.00	\$5,000.00	\$51,000.00	\$0.00		Underway
<input type="checkbox"/> <input checked="" type="checkbox"/>	21B engineering and design costs	\$81,200.00	\$0.00	\$81,200.00	\$0.00		Procured
<input type="checkbox"/> <input checked="" type="checkbox"/>	03J sewer lines - new	\$148,000.00	\$0.00	\$0.00	\$0.00		none
<input type="checkbox"/> <input checked="" type="checkbox"/>	03K street improvements, resurfacing, curb & gutter	\$118,800.00	\$0.00	\$118,000.00	\$0.00		P & S
<input type="checkbox"/> <input checked="" type="checkbox"/>	03F parks, recreational facilities, play grounds	\$106,000.00	\$0.00	\$106,000.00	\$0.00		none
		\$514,000.00	\$5,000.00	\$356,200.00	\$0.00		


[Click here to preview the PDF version of this RFF.](#)

Click the 'confirm' button to submit the completed RFF.

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Division of Housing and Community Development

Division Home (FloridaCommunityDevelopment.org)

Community Development Block Grant Program

[Program Home](#) | [Disaster Recovery](#) | [Downloads](#) | [Related Links](#) | [Consolidated Plan](#) | [Staff Contacts](#) | [Logout](#)

FloridaPAPERS

Thank you **Tammy Anderson** for using our online system. You have submitted a **Request for Funds**.

An e-mail confirmation has been sent to your e-mail address. Please allow several minutes for the e-mail to arrive. You may now close this window or return to the C.D.B.G. Home page.

[Logout](#)

Please let us know if you experience any problems with the FloridaPAPERS website.

Florida Department of Community Affairs
2555 Shumard Oak Boulevard Tallahassee, FL 32399-2100
(850) 488-8466 | Toll Free 1-877-352-3222 | TDD 1-800-226-4329
Please contact the webmaster if you experience any problems with this website.

 Download Adobe Reader to view pdf files and Adobe Flash Player to view Flash files.



This is the confirmation page.

79

RFFs may be rejected for the following reasons:

- Signature Authority Form not current
- Missing line item activities
 - total budget must be reflected
- Mathematical errors
- Required fields not completed
- Other requirements or contract conditions not met

80

Resident Complaints

- Follow ACOP
- Notify DCA



81

Monitoring

- DCA program management responsibilities
 - Compliance with laws, rules and regulations
 - Maximize performance and accomplishments
 - Minimize fraud, waste and mismanagement
- Monitoring is done using several methods

82

- Monitoring is an ongoing process
- At least one on-site visit
 - Written notification of visit
 - Begins with entrance interview
- Records must be accessible

83

- Program Administration and Performance
- Civil Rights
- Records Management
- Financial Management
- Procurement
- Labor Standards
- National Objective

84

PROGRAM ADMINISTRATION & PERFORMANCE

- Verify capacity to manage and administer
- Status of special conditions
- Timely performance
- Review citizen complaints
- Review contract awards
- Review work plans
- Develop corrective action as necessary

85

CIVIL RIGHTS

- Review EEO complaints
- Confirm civil rights profile
- Review policies
- Confirm employment ad refers to EEO
- Assess handicapped accessibility
- Review of 504 self-evaluation

86

RECORDS MANAGEMENT

- Records must be accessible
- Maintained in a secure environment

87

FINANCIAL MANAGEMENT

- Accounting system review
- Assess timeliness of expenditures
 - Review compliance with 10 day rule
- Sample audit of financial claims
- Confirmation of audit trail

88

PROCUREMENT

- Confirm compliance with local, state, and federal policies, rules and regulations
 - Review efforts to reach out to MBEs
 - Ensure compliance with Section 3 requirements
 - Review contracts for required clauses and appropriate bonding

89

LABOR STANDARDS

- Construction contract awarded timely
- Review payroll records
 - Verify payroll deduction documentation
 - Review documentation of worker interviews
- Confirm posting of labor standards notice and wage decision

90

NATIONAL OBJECTIVE

- Confirm Documentation of Low-Mod National Objective
- HUD Form 50058 (retain for 6 year)

91

Monitoring Exit Interview

- Findings and Concerns
- Respond to findings within 35 days
- Document all corrective actions
- 15 day extension

92

Monitoring Response

- DCA will review and respond by:
 - Clearing all findings
 - Rejecting response
 - Partially clearing findings and requesting additional information

93

Close-out

- Submit within 45 Days after termination or at project completion
- Obtain necessary certifications
- Request all CDBG funds to be expended
- Return unused funds
- Reconcile financial records
- Submit required reports
- Clear monitoring findings
- Verify that there are *No Outstanding Issues*

94

- Complete the closeout
 - Performance Measure Reporting
 - Report on Accomplishments and Expenditures
 - Funds used
 - Beneficiaries and accomplishments
 - If applicable, include:
 - Maps
 - Property Register
 - Professional Certifications
- Must be signed

95

Questions and Answers

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