

# HOME & CDBG Grant Administration Training

## 2015 Grantees



COMMUNITY DEVELOPMENT DIVISION

Welcome  
and  
Congratulations!

## Morning Agenda

8:30 - 8:45	Welcome and Introductions
8:45 – 8:55	CDD Grant Administration
8:55 – 10:00	Start-up and General Administration
10:00 -10:10	Break
10:10 -11:10	Uniform Relocation Act
11:10 – 11:20	Break
11:20 – 12:30	Procurement & Preconstruction
12:30 – 1:45	Lunch

## Afternoon Agenda

1:45 - 2:45	Construction, Monitoring and Closeout
2:45– 3:00	Break
3:00 – 5:00	Follow-up Questions & Discussion

## HOME Investment Partnerships Program

# HOME

**Largest Federal Block grant designed to exclusively create affordable housing for low-income households.**

**Building, buying, and/or rehabilitating affordable housing for rent or homeownership.**

# HOME

Reinforcing values and principles of community development:

- Design and implement strategies tailored to their own needs and priorities.
- Expand and strengthen partnerships among all levels of government and the private sector in the development of affordable housing.
- Build the capacity of community partners.
- Mobilize and leverage community resources in support of affordable housing.

# State Community Development Block Grant Program

## CDBG

Grants awarded to units of general local government to :

- Develop and preserve decent affordable housing;
- Provide services to the most vulnerable in our communities;
- Create and retain jobs.

# CDBG

## Eligible Activities:

- Acquisition of real property
- Relocation and demolition
- Rehabilitation of residential and non-residential structures
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes



# CDBG

## Eligible Activities, Cont.:

- Public services, within certain limits;
- Activities relating to energy conservation and renewable energy resources;
- Provision of assistance to nonprofit and profit-motivated businesses to carry out economic development and job creation/retention activities
- Construction of new housing under certain conditions

# Montana Consolidated Plan and Annual Action Plan

5 year Con Plan - 2015 through 2020

Annual Action Plan - 2015

Stakeholder driven  
Finding priorities and criteria for selecting  
projects developed annually

Community Development Division

406-841-2770

or

[DOCConPlan@mt.gov](mailto:DOCConPlan@mt.gov)

# Grant Administration Training Goals

1. Ease compliance issues.
2. Clarify documentation requirements.
3. Create a comfort level with HOME & CDBG.
4. Identify gaps where additional technical assistance may be needed.



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**[WWW.COMDEV.MT.GOV](http://WWW.COMDEV.MT.GOV)**

# Start-Up Requirements and General Grant Administration Practices



In the military, as in any  
organization, giving the order  
might be the easiest part.  
Execution is the real game.

-Russel Honore

# Start-Up

## Getting to a **Contract**

1. Management Plan
2. Implementation Schedule
3. Budget
4. Financial Forms
5. Interlocal or Subrecipient Agreement  
(if applicable)
6. Firm Commitment of Non-HOME/CDBG  
Funds
7. Environmental Release



## Getting to **Draw Down**

1. Contract
2. Program Income Plan (if applicable)
3. Civil Rights Documents
4. Insurance Certificates
5. Procurement Documentation

# Civil Rights

1. Hatch Act
2. Fair Housing
3. EEO Policy
4. Sec. 504 and ADA
  - Grievance Policy
  - Self-evaluation and Inventory
  - Transition Plan

# A bad system will beat a good person every time.

- W. Edwards Deming, *Total Quality Management*

# General Grant Administration

## Set up files:

1. Start-Up Documentation
2. Environmental Review
3. Procurement
4. Financial Management
5. Civil Rights
6. Labor Standards
7. Acquisition and Relocation (if applicable)
8. Construction Management
9. Public Involvement
10. Monitoring and Closeout

## Environmental Review Process

1. Assess potential location and possible impacts
2. Consult appropriate resources
3. Document impact/responses
4. Make determination
5. Notify public
6. Make final determination or make modifications
7. Request Release of Funds

Environmental Issue/Impact (Statute, Authority &/or Regulation)	Applicable Activities	Threshold for Action (Analysis/Evaluation/ Consultation)	Source Documentation (Map/On-line Listing/ Agency Contacts)	Action Required	Further Information
<b>8. Farmland Protection</b>  Farmland Protection Policy Act of 1981 (7 U.S.C. 4201 et seq.), particularly sections 1504(b) & 1541  7 CFR Part 658, "Farmland Protection Policy" (USDA)	<ul style="list-style-type: none"> <li>Acquisition of undeveloped land</li> <li>Conversion of undeveloped land</li> <li>New construction</li> <li>Site clearance</li> </ul>	Project is located in area that includes prime farmland, unique farmland, or land of statewide or local importance. Can include forest land, pastureland or cropland, but not water or urbanized land. Urban land is exempt if the land is "already in" or "committed" to urban development per 7 CFR 685.2(a).	Limited coverage of USDA online maps at: <a href="http://www.nrcs.usda.gov/technical/NRI/maps/">http://www.nrcs.usda.gov/technical/NRI/maps/</a>  NRCS soil maps (95% of nation's counties): <a href="http://websoilsurvey.nrcs.usda.gov/app/">http://websoilsurvey.nrcs.usda.gov/app/</a>  Alternatively, contact local Natural Resources Conservation Service (NRCS) office to determine the potential presence of protected farmland.	Site assessment by NRCS is required to determine impact of the farmland conversion. Form #AD-1006 rates 12 criteria. Sponsor must submit form to NRCS, which has 45 days to make a determination.  Form AD-1006 and instructions: <a href="http://www.nrcs.usda.gov/programs/fppa/pdf_files/AD_1026_instruct.pdf">http://www.nrcs.usda.gov/programs/fppa/pdf_files/AD_1026_instruct.pdf</a>	County offices for Natural Resources Conservation Services (NRCS) listed at: <a href="http://offices.sc.egov.usda.gov/locator/app">http://offices.sc.egov.usda.gov/locator/app</a>  NRCS and FPPA: <a href="http://www.nrcs.usda.gov/programs/fppa/">http://www.nrcs.usda.gov/programs/fppa/</a>  HUD Q&A: <a href="http://www.hud.gov/offices/cpd/environment/review/ga/farmlandprotection.cfm">http://www.hud.gov/offices/cpd/environment/review/ga/farmlandprotection.cfm</a>
<b>9. Floodplain Management</b>  E.O. 11988, "Floodplain Management", particularly section 2(a).  24 CFR Part 55 "Floodplain Management" (HUD)	<ul style="list-style-type: none"> <li>Acquisition for construction or for existing bldg &gt;4 units</li> <li>Disposition &gt;4 units</li> <li>Financing &gt;4 units</li> <li>Leasing &gt;4 units</li> <li>New construction</li> <li>Substantial Rehabilitation (rehab cost &gt;50% pre-rehab value or &gt;20% density increase)</li> </ul>	Project is located within a Special Flood Hazard Area (100-year floodplain), or, if a critical action (e.g., nursing home; hospital; fire station) is located in a 500-year floodplain.	FEMA Flood Insurance Rate Maps (FIRM) or Flood Hazard Boundary Map (FHBM).  FIRMETTE maps, which cover small areas (approx. 1 sq. mile), can be obtained at no charge on-line: <a href="http://www.store.msc.fema.gov">http://www.store.msc.fema.gov</a>  For unmapped areas, FEMA Community Status Book can provide information on flood hazards: <a href="http://www.fema.gov/fema/csb.shtm">www.fema.gov/fema/csb.shtm</a>	Avoid direct or indirect support of floodplain development wherever there is a practicable alternative.  Approval of project requires compliance with the decision-making provisions of §55.20, i.e., the "eight-step" process.  Project may be approved only if there is no practicable alternative outside the floodplain. Project must apply appropriate mitigation.	FEMA: <a href="http://www.fema.gov/business/nfip/fmapinfo.shtm">http://www.fema.gov/business/nfip/fmapinfo.shtm</a>  HUD Q&A: <a href="http://www.hud.gov/offices/cpd/environment/review/ga/floodplainmgmt.cfm">http://www.hud.gov/offices/cpd/environment/review/ga/floodplainmgmt.cfm</a>  8-Step" Public Notices: <a href="http://www.fema.gov/plan/ehp/ehplaws/eo11988.shtm">http://www.fema.gov/plan/ehp/ehplaws/eo11988.shtm</a>  State Floodplain Managers: <a href="http://www.floods.org/StatePOCs/map.asp">http://www.floods.org/StatePOCs/map.asp</a>

**Important:** (1) Information contained herein is for general guidance only. Applicable authorities and regulations take precedence over guidance material and should be consulted as necessary to achieve full compliance. (2) HUD cannot attest to the accuracy of information provided by web sites external to HUD, and access to these sites does not constitute an endorsement by HUD, or any of its employees, of the sponsors of the site or the products presented on the site. (3) Contact the HUD Environmental Officer in your area [<http://www.hud.gov/offices/cpd/environment/contact/localcontacts/#RegionVIII>] for information or

**Key Letter:** **N** - No Impact/Not Applicable; **B** - Potentially Beneficial; **A** - Potentially Adverse;  
**P** - Approval/ Permits Required; **M** - Mitigation Required

<b>KEY</b>	<b>Impact Categories--</b> <b>PHYSICAL ENVIRONMENT</b>	<b>Source of Documentation</b> Note date of each contact or page reference. Attach additional material as applicable. Where appropriate, please fully explain in attached materials.
_____	Soil Suitability, Topographic and/or Geologic Constraints	
	HUD Environmental Criteria--24 CFR Part 51:	
_____	51(b) Noise--Suitable Separation Between Housing & Other Noise Sensitive Activities & Major Noise Sources (Aircraft, Highways & Railroads) <sup>8*</sup>	
_____	51(c) Hazardous Facilities--Acceptable Separation Distance from Explosive and Flammable Hazards (Chemical/ Petrochemical Storage Tanks & Facilities-- ex., Natural Gas Storage Facilities & Propane Storage Tanks) <sup>7*</sup>	
_____	51(d) Airport Runway Clear Zones-- Avoidance of Incompatible Land Use in Airport Runway Clear Zones <sup>7*</sup>	
_____	EPA Hazardous Waste Sites, or Other Hazards or Nuisances Not Covered Above	
_____	Lead-based Paint <sup>13</sup>	
_____	Asbestos <sup>14</sup>	



# Other Special Situations and Considerations

- Lead-based Paint Hazards
- Historic Preservation
- Floodplains and Wetlands
- Part 51 Impacts (HUD only)
  - Noise Abatement/Control
  - Hazardous Operations
  - Runway Clear Zones

# 1. First check the Grant Administration Manual:

<http://comdev.mt.gov/CDBG/cdbgggrantadminmanual.mcp>

Or

<http://housingcdd.mt.gov/hm/hmadminmanual/default.mcp>

2. Still in doubt? Contact CDD.  
Concerned? Contact CDD.  
Unusual situation? Contact CDD.

## **CDBG Deadlines**

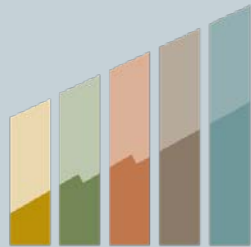
- 9 month firm commitment of funds
- 1 draw every 9 months
- Accomplishment data when 80% drawn
- Accomplishments data within 3 years

## **HOME Deadlines**

- 1<sup>st</sup> draw within 10 months of contract
- Draw request every 90 days
- Completion within 36 months
- Occupancy within 90 days of completion

Don't  
procrastinate.  
Organize,  
Prioritize, and  
Tackle it.

# **UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970**



**MONTANA**  
DEPARTMENT OF COMMERCE

**COMMUNITY DEVELOPMENT DIVISION**

**MONTANA HOME INVESTMENT  
PARTNERSHIPS PROGRAM**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM**



# WHAT IS URA?

Established minimum standards for Federally funded programs and projects

Provides protections for citizens and businesses

Applies to acquisition, rehabilitation, or demolition of real property

# **Applicable Situations:**

Residential Rehabilitation

Residential Demolition/Reconstruction

Real Property Acquisition

Business Relocation



# **Online Resources:**

Google: HUD Handbook 1378

# **IMPACT**

Project Implementation and Budget

Grant Administration Time & Expense

Personal Concerns



# **FIRST STEPS**

## **STOP**

Acquisition of real property or  
easements

Housing rehabilitation projects

Demolition and reconstruction

# RESIDENTIAL RELOCATION

## Definitions

1. Temporary Relocation  
< 12 months
2. Displacement  
> 12 months

# RESIDENTIAL RELOCATION

## Key Documentation:

1. Antidisplacement and relocation assistance plan with
  - One-for-one replacement (if applicable), and
  - Relocation Assistance Strategy
  - Budget Considerations
2. Persons Not Displaced / Temporary Relocation Checklist (Handout)

# Site Occupant Record - Residential

LOCALITY/AGENCY \_\_\_\_\_

Date of Initial Interview: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project #: \_\_\_\_\_

Relocation Case #: \_\_\_\_\_

Acquisition Parcel #: \_\_\_\_\_

NAME OF OCCUPANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ CENSUS TRACT \_\_\_\_\_

CHECK: ☐ FAMILY ☐ INDIVIDUAL  
☐ OWNER ☐ TENANT

IS THIS ADDRESS LOCATED IN A HUD DESIGNATED RENEWAL COMMUNITY  
OR EMPOWERMENT ZONE? ☐ YES ☐ NO

DATE OCCUPANT FIRST OCCUPIED THIS DWELLING \_\_\_\_\_

DATE OF GENERAL INFORMATION NOTICE \_\_\_\_\_  
EFFECTIVE DATE OF NOTICE OF ELIGIBILITY FOR RELOCATION  
ASSISTANCE \_\_\_\_\_  
DATE PRIVACY ACT STATEMENT EXECUTED \_\_\_\_\_  
(INCLUDE COPY OF NOTICES AND SIGNED PRIVACY ACT STATEMENT  
IN CASE FILE)

RACIAL/ETHNIC CLASSIFICATION

(CHECK ALL THAT APPLY)

- ☐ AMERICAN INDIAN OR ALASKAN NATIVE
- ☐ ASIAN
- ☐ BLACK OR AFRICAN AMERICAN
- ☐ HISPANIC OR LATINO
- ☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
- ☐ WHITE
- ☐ AMERICAN INDIAN OR ALASKAN NATIVE AND WHITE
- ☐ ASIAN AND WHITE
- ☐ BLACK OR AFRICAN AMERICAN AND WHITE
- ☐ AMERICAN INDIAN OR ALASKAN NATIVE AND BLACK OR AFRICAN AMERICAN
- ☐ OTHER MULTI-RACIAL

HOUSING COSTS AND CHARACTERISTICS OF DISPLACEMENT DWELLING

TENANT:  
MONTHLY CONTRACT RENT \$ \_\_\_\_\_  
AVERAGE MONTHLY  
UTILITY COSTS \$ \_\_\_\_\_  
MONTHLY HOUSING COSTS \$ \_\_\_\_\_

OWNER:  
MONTHLY MORTGAGE  
PAYMENT (P&I) \$ \_\_\_\_\_  
AVERAGE MONTHLY  
UTILITY COSTS \$ \_\_\_\_\_  
REAL PROPERTY TAXES \$ \_\_\_\_\_  
MONTHLY HOUSING COSTS \$ \_\_\_\_\_

NO. OF ROOMS \_\_\_\_\_ NO. OF BEDROOMS \_\_\_\_\_  
UNIT IS: ☐ HOUSEKEEPING ☐ NONHOUSEKEEPING

## RESIDENTIAL RELOCATION

SURNAME, GIVEN NAME(S)/SSN(S)	RELA- TION- SHIP	SEX	AGE	OCCUPATION	SOURCE OF INCOME				GROSS MONTHLY INCOME	NAME OF EMPLOYER AND TELEPHONE NUMBER
					EMP.	W E L F .	P E N S .	OTHER (IDENTIFY)		
									\$	
				TOTAL GROSS MONTHLY INCOME: \$						
SPECIAL CHARACTERISTICS OF HOUSEHOLD (E.G., DISABLED, ELDERLY, ETC.)		REHOUSING PREFERENCES: PURCHASE RENT SUBSIDIZED HOUSING NONE LOCATION/NEIGHBORHOOD CONSIDERATIONS: _____ _____ PETS, GARAGE, ETC.: _____ _____								REHOUSING REQUIREMENTS: NO. OF ROOMS _____ NO. OF BEDROOMS _____ MAX. MONTHLY HOUSING COSTS \$ _____ MAX. PURCHASE PRICE \$ _____

# RESIDENTIAL RELOCATION

[illegible]

DATE OF MOVE \_\_\_\_\_ ADDRESS \_\_\_\_\_ CENSUS TRACT \_\_\_\_\_  
 IS THIS ADDRESS LOCATED IN A HUD DESIGNATED RENEWAL COMMUNITY OR EMPOWERMENT ZONE? ☐ YES ☐ NO

<b>MONTHLY HOUSING COST (MHC)</b>			
<b>RENTAL</b>		<input type="checkbox"/> <b>PURCHASE</b>	
<b>MONTHLY RENT</b>	\$ _____	<b>MORTGAGE PAYMENT (P&amp;I)</b>	\$ _____
<b>PERCENT AVERAGE</b>		<b>REAL ESTATE TAXES</b>	\$ _____
<b>MONTHLY</b>		<b>EST. UTILITY COSTS</b>	\$ _____
<b>UTILITY COSTS</b>	\$ _____	<b>TOTAL MHC</b>	\$ _____
<b>TOTAL MHC</b>	\$ _____	<b>SALES PRICE</b>	\$ _____

☐ D. S. & S      ☐ NOT D. S. & S

**DATE OF INSPECTION** \_\_\_\_\_

**DATE OF REINSPECTION** \_\_\_\_\_

**NO. OF ROOMS** \_\_\_\_\_

**NO. OF BEDROOMS** \_\_\_\_\_

**(Include copy of Inspection Report in case file.)**

**RELOCATION PAYMENT(S)**

	<b>MOV.EXP.</b>	<b>RHP</b>
<b>TYPE</b>	<input type="checkbox"/> <b>ACTUAL</b>	<input type="checkbox"/> <b>RENTAL</b>
	<input type="checkbox"/> <b>FIXED</b>	<input type="checkbox"/> <b>DOWNPMT</b>
		<input type="checkbox"/> <b>180-DAY HO</b>
<b>AMOUNT</b>	<b>\$</b> _____	<b>\$</b> _____
<b>DATE CLAIM FILED</b>	_____	
<b>DATE CLAIM PAID</b>	_____	

**(Include copy of Claim Forms in Case File)**

UNIT IN AREA OF LOW-INCOME OR  
MINORITY CONCENTRATION?☐ YES ☐ NO

## UNIT SUBSIDIZED?

☐ YES ☐ NO

**(Identify)**

## TEMPORARY HOUSING

<b>DATE</b>	<b>REASON</b>
-------------	---------------

ADDRESS	RENTAL \$
1000 10th St	1000
1000 11th St	1000
1000 12th St	1000
1000 13th St	1000
1000 14th St	1000
1000 15th St	1000
1000 16th St	1000
1000 17th St	1000
1000 18th St	1000
1000 19th St	1000
1000 20th St	1000
1000 21st St	1000
1000 22nd St	1000
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1000 89th St	1000
1000 90th St	1000
1000 91st St	1000
1000 92nd St	1000
1000 93rd St	1000
1000 94th St	1000
1000 95th St	1000
1000 96th St	1000
1000 97th St	1000
1000 98th St	1000
1000 99th St	1000
1000 100th St	1000

DATE OF MOVE TO PERMANENT DWELLING \_\_\_\_\_**OUT-OF-POCKET EXPENSES PAID:**MOVING EXPENSES \$

**INCREASED HOUSING COSTS** \$ \_\_\_\_\_

**APPEAL FILED:** ☐ YES ☐ NO

**IF YES, INDICATE TYPE:**

## ☐ PAYMENT(S)

## HOUSING

## OTHER

**(Include copy of Appeal in Case File)**

## RESIDENTIAL RELOCATION

# **RESIDENTIAL RELOCATION**

Errors in judgment or determinations on eligibility or payments can lead to costly litigation, project delays, and serious financial consequences to the Grantee and its partners.

Handout – Required Displacement  
Expenses

Handbook 1378: Chapter 3

# **BUSINESS RELOCATION**

## **PAYMENT FOR MOVING AND RELATED EXPENSES.**

Two moving options for eligible displaced business, farm or nonprofits:

- 1) Payment of actual, reasonable and necessary moving and related expenses (up to \$10,000)
- 2) A fixed payment, in lieu of payment of actual costs and expenses (up to \$20,000)

Handbook 1378: Chapter 4



# ACQUISITION: REAL PROPERTY AND EASEMENTS

Two types of acquisition processes

1. Voluntary
  - a. Subject to 49 CFR 24.101(b)(1)-(5)
  - b. Owner & owner-occupants not eligible for relocation assistance
  - c. Displaced tenants may be eligible
2. Involuntary (via eminent domain)

Only governments have the power of eminent domain.

# ACQUISITION: REAL PROPERTY AND EASEMENTS

## What is '*eminent domain*'?

In the United States, eminent domain is a right granted under the 5th Amendment. If real estate property is being seized, the owner must receive fair market value based on comparable prices and payment must be made promptly.

Only governments have the power of eminent domain.

Consult with CDD {

**Acquisition  
and URA**

} Think it through

Begin the  
process to  
acquire property  
or easements

Yes

Is  
HUD  
funding under  
consideration?

No

No worries,  
unless you  
change your  
mind.

Notify the  
public

Do you have a  
prospective seller?

Yes

Provide the Seller  
with a General  
Information  
Notice.

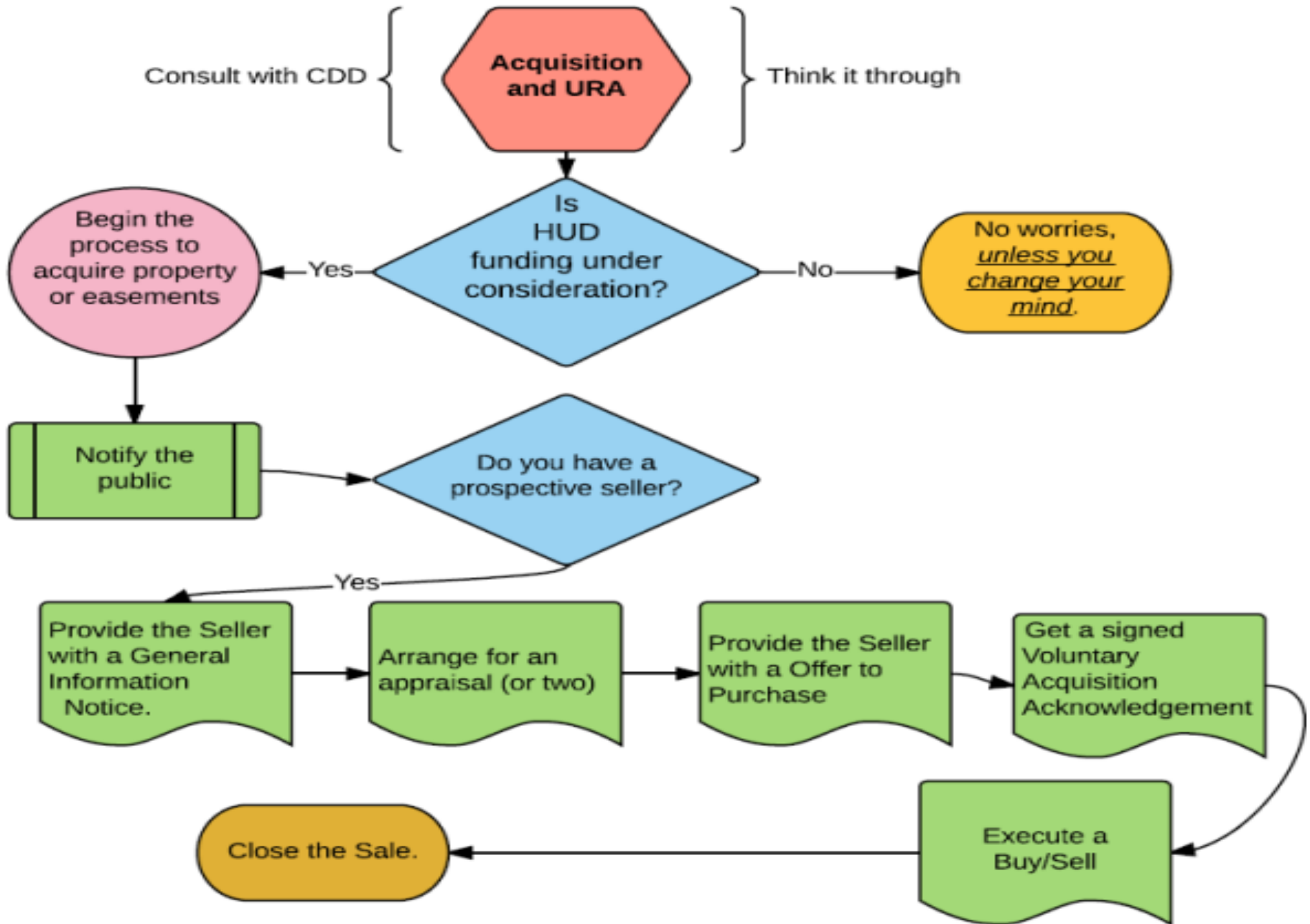
Arrange for an  
appraisal (or two)

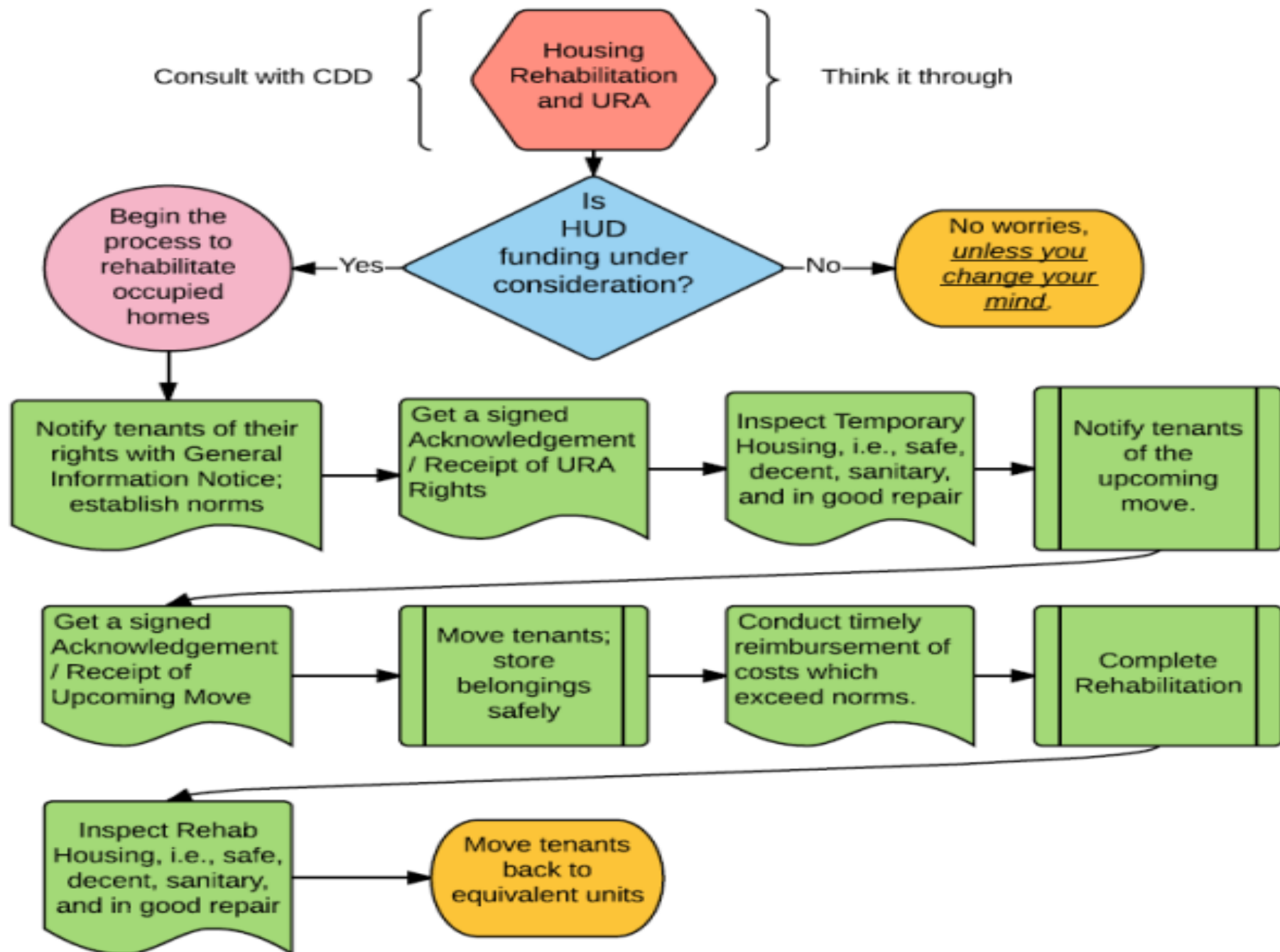
Provide the Seller  
with a Offer to  
Purchase

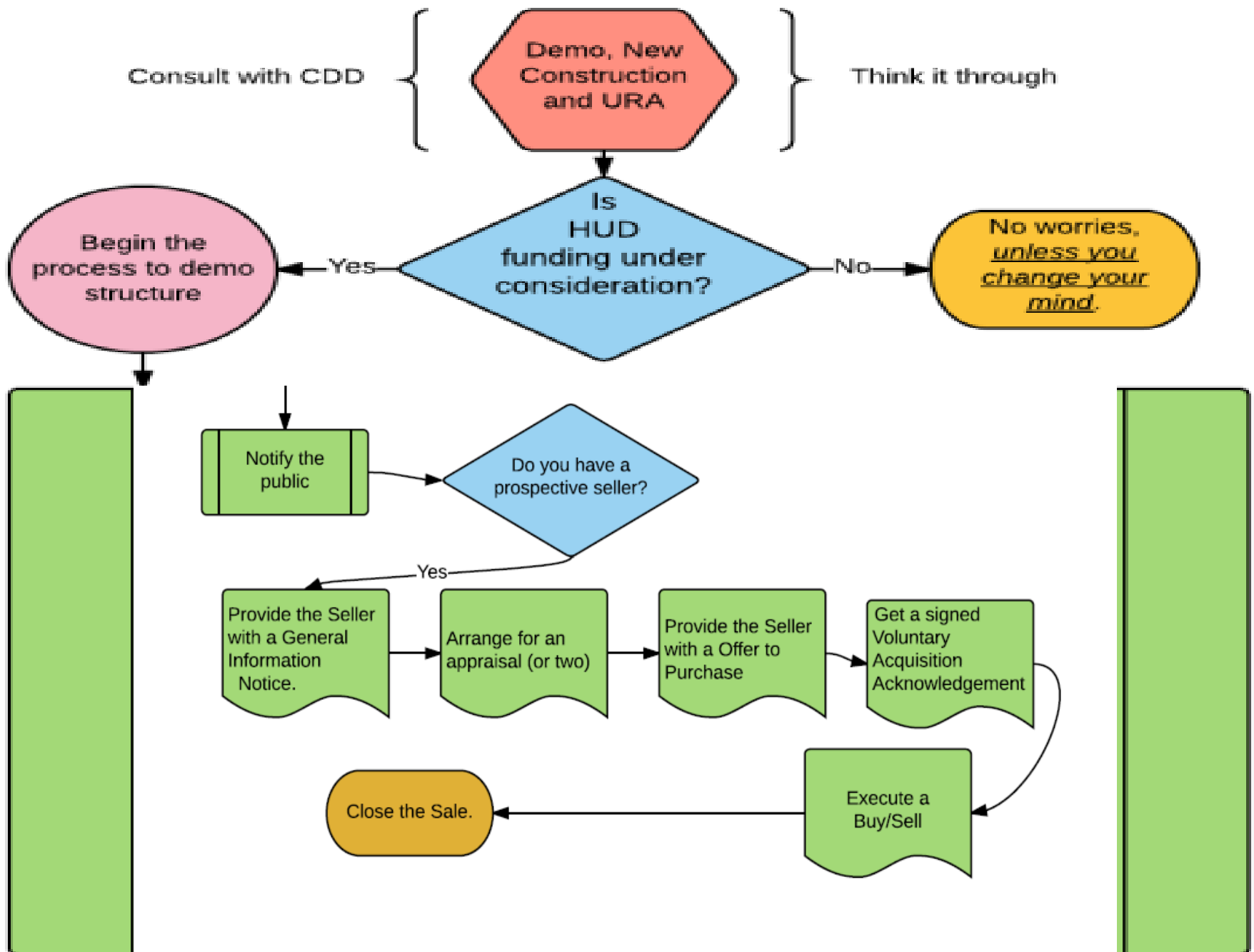
Get a signed  
Voluntary  
Acquisition  
Acknowledgement

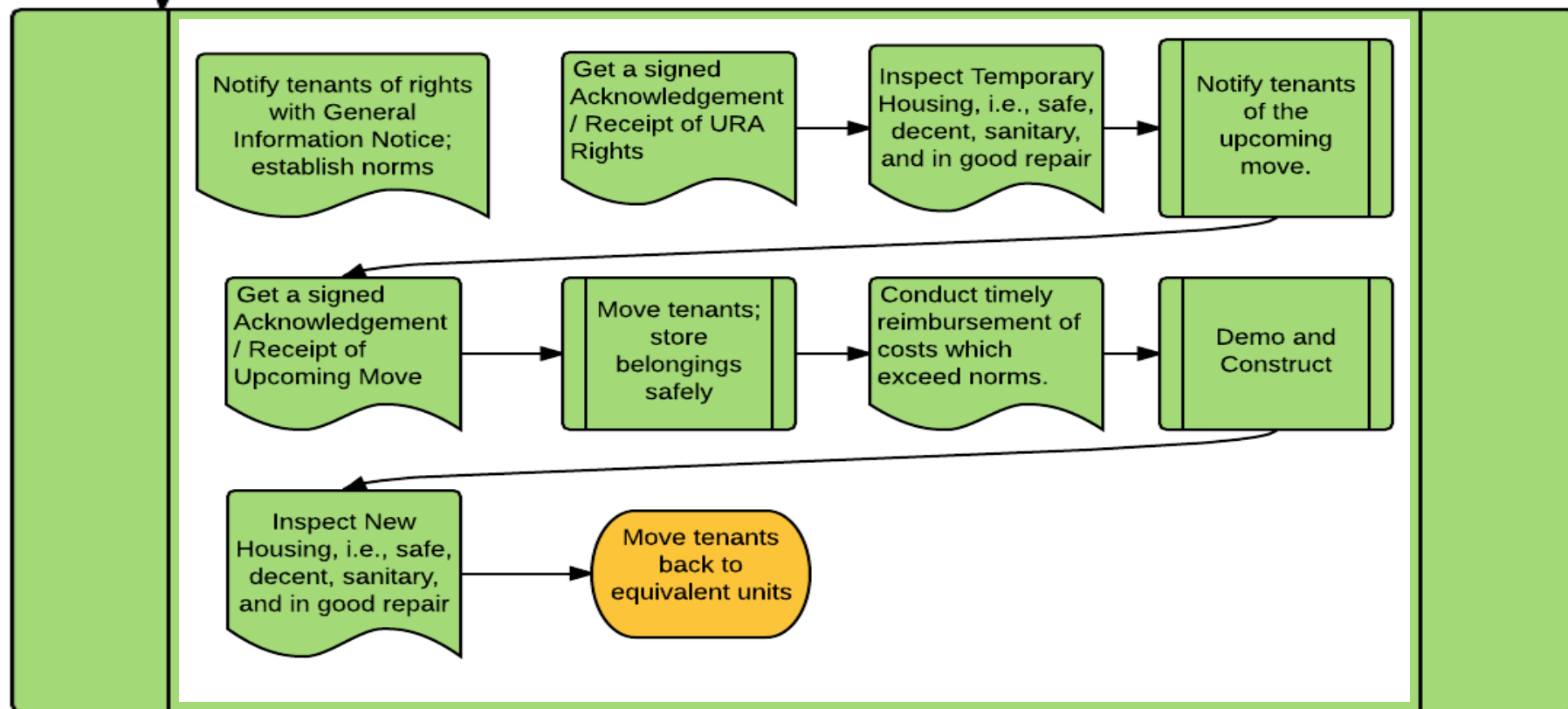
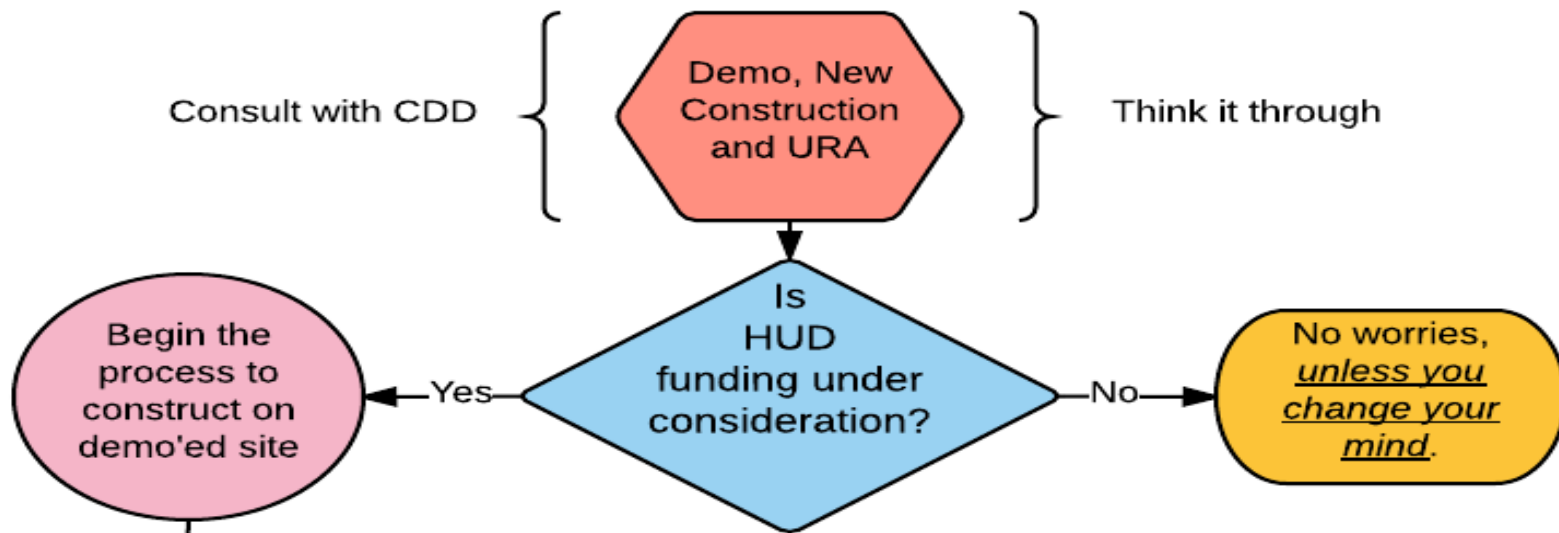
Close the Sale.

Execute a  
Buy/Sell









# RESOURCES

Department of Commerce HOME Program

<http://housingcdd.mt.gov>

Department of Commerce CDBG Program

[http://comdev.mt.gov/CDBG/cdbgggrantadmin  
manual.mcp](http://comdev.mt.gov/CDBG/cdbgggrantadminmanual.mcp)

HUD Handbook 1378

[http://portal.hud.gov/hudportal/HUD?src=/pro  
gram\\_offices/administration/hudclips/handbo  
oks/cpd/13780](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780)

Still in doubt? Contact CDD.  
Concerned? Contact CDD.  
Unusual situation? Contact CDD.

[DOCCDBG@mt.gov](mailto:DOCCDBG@mt.gov)

[DOCHOME@mt.gov](mailto:DOCHOME@mt.gov)

406-841-2770



# **Procurement;**

**Acquiring Goods or Services Through Fair  
and Open Competition**



# Four Procurement Processes:

1. Competitive Proposal
2. Competitive Sealed Bid
3. HUD Small Purchase Procedure
4. Sole Source Procurement

# Quiz

Which procurement process would you follow to acquire real property or an easement?

- |                           |                            |
|---------------------------|----------------------------|
| 1. Competitive Proposal   | 3. HUD Small Purchase      |
| 2. Competitive Sealed Bid | 4. Sole Source Procurement |

# Competitive Proposal

- Request for Qualifications of Request for Proposals (RFQ or RFP)
- Criteria & Selection Process
- Required for services over \$100,000
- Recommended for technical/complex work under \$100,000
- Fees determined after selection
- Section 3 and DBE

# Competitive Sealed Bid

- Standard Process for Most Construction Activities
- Complete & Adequate Specifications / Descriptions
- Firm, Fixed Price
- Principally on Basis of Price and Responsiveness
- Required for Construction Contracts in Excess of \$80,000 (Per MCA)
- County or City/Town Advertisement Minimums
- Section 3 and DBE

# HUD Small Purchase

- Standardized, List of Questions/Qualifications
- 3 – 5 Phone (or email) Rate & Work Plan Quotes
- Document Questions & Responses
- Section 3 and DBE

# Sole Source Procurement

Contact CDD Prior to Pursuing Sole Source  
Procurement

# Competitive Bid Process

- Prepare Plans and Specifications (Engineer/Architect)
- Prepare Bid Documents for Review
  - Free and Open Competition
  - Civil Rights Requirements
  - Labor Standards Requirements
- Advertising (Section 3 and DBE)
- Contractor Selection
  - Debarment Check & SAM
- Contract Award & Preconstruction Meeting



# Section 3 Responsibilities

- Providing opportunities & training for lower-income residents
- Contracts awarded to business concerns located in or owned by residents
- Outreach

# Disadvantaged Business Enterprises

Montana Department of Transportation

- DBE Contact List
- DBE Quote Request

[http://mdt.mt.gov/business/  
contracting/civil/dbe.shtml](http://mdt.mt.gov/business/contracting/civil/dbe.shtml)

# Preconstruction

Bid Documents, Project Design &  
Specifications, &  
Preconstruction Conference



MONTANA  

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DEPARTMENT OF COMMERCE

# **Bid Documents**

- Bid Documents are submitted to CDBG/HOME staff for review 30 days prior to initial Bid advertisement
- Bid Documents include:
  - General Conditions
  - Supplemental Conditions
  - Bid schedule and procedures
  - State contractor laws and regulations
  - Bonds
  - Labor Standards, Civil Rights and Wage determinations

# **Supplemental Conditions**

Contractor Registration Requirements

1% Gross Receipts Tax

Preconstruction Conference

Reports and Information

Access to Records

Contract Pricing

Labor Standards Provisions

Equal Opportunity Provisions

Uniform Federal Accessibility Standards

Federal Clean Air and Water Acts

Contractor Eligibility

Worker's Compensation Insurance

# Project Design and Specifications

- Prepared and Certified by Architect/Engineer to provide accurate and clear description of the technical requirements of the project consistent with the Application
- Housing and Community Facilities must meet applicable property standards requirements (accessibility /code /health & safety/Uniform Physical Condition Standards)
- Approval from necessary agencies where applicable (DEQ/DNRC)
- Applicable Permits

# Preconstruction Conference

- Prior to “shovels in the ground”
- Attendees:
  - Grantee; local government official
  - Grant Administrator
  - Contractor and all identified subcontractors
  - Developer
  - Engineer and/or Architect
  - Personnel from other funding sources
- Discussion:
  - Roles and Responsibilities
  - Project Management and Implementation Schedule
  - Federal Labor Standards, Civil Rights and Payroll Requirements
  - Debarment Check

# Construction, Monitoring, and Closeout;





# Labor Standards

- Davis-Bacon
- Ensure Compliance with State and Federal Labor Standards
- Bid Documents
- Educate Contractor & Facilitate Communication
- Review Certified Payrolls
- Submit Payrolls and Accompanying Documentation
- Investigate Labor Standards Violations
- Maintain Labor Standards Files

# Review & Enforcement

- Communicate with project Specialist
- Certified Payroll Form WH-347
- Employee Interviews
- Site Conditions
- Document Payroll Review
- Restitution

# Resources

- Grant Administration Manual
- *Davis-Bacon Labor Standards; A Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects*
- HUD Handbook 1344.1 Rev.2

# Construction Management

- Contractor Oversight/Quality Control
- Communication
- Regular updates

# Change Orders

- Affecting the CDBG/HOME Budget
- Not affecting the CDBG/HOME Budget
- Submitting for Review
- Approval Process
- Records Management

# Monitoring

- Intent
- Process
- Compliance Checklist
- Concerns, Issues, and Findings
- Corrective Action

# Property Standards

- Inspections
- Uniform Physical Condition Standards
- Housing Quality Standards
- Applicable documentation
- Resources:
  - CDD UPCS Webinar
  - *Dictionary of Deficiencies Definitions*
  - *Field Guide to UPCS*

# Closeout

- Certificate of Occupancy or Certificate of Substantial Completion
- Final Draw
- Closeout Documentation
  - Closeout Report(s)
  - Closeout Letter
- Records Retention



# Post Completion Responsibilities

- Maintenance
- Annual Inspections
- Period of Affordability