REDD COMMUNITY DEVELOPMENT BLOCK GRANT START-UP VISIT REVIEW FORM

Grantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grant No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Grant Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Government Point of Contact for Grant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(It is the grantee’s responsibility to notify REDD of any changes of key staff.)

|  |  |
| --- | --- |
| **Date Grant Awarded by Secretary**: |  |
| **Date Grant Agreement and Funding Approval Signed by REDD:** |  |
| **Date Grant Agreement and Funding Approval Signed by Grantee**: |  |
| **Date Grant Agreement and Funding Approval Due to REDD:** |  |
| **Date Funding Approval Conditions Must Be Satisfied By**: |  |
| **Date Request For Release of Funds Must Be Submitted By**: |  |
| **Date Funds Must Be Obligated By**: |  |
| **Date Funds Must Be Drawn Down By**: |  |
| **Date Activities Must Be Completed By**: |  |
| **Date Close-out Documents Are Due To REDD By**: |  |

### GA & FA

*Administrative Funds may be obligated and expended after the* ***Grant Agreement*** *&* ***Funding Approval*** *are signed and returned to REDD. A Release of Funds letter from REDD is required before funds may be obligated or expended in activities other than administration.* ***\_\_\_\_\_\_\_\_\_ Initial***

**Funding Conditions**

|  |  |  |  |
| --- | --- | --- | --- |
| Environmental | Training | Work Plan | Administration Contract/Inter-local Agreement |
| Legally Binding Contract | Lien | Assurance | Performance Based Contract |
| Amendment | LMI Map | Floodplain | Use of Experienced CDBG Administrator |
| Citizen Participation | Closeout | Sequence | Accomplishments & Beneficiaries |
|  |  |  |  |

### General

Conflict of Interest

Reimbursement of DOC Improper Expenditures

Access to Records

Project Savings

Expenditures of Non-CDBG funds – Concurrently with local funds

Method of Payment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Obligations of recipient With Regards to Vacant Units

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Extensions *(refer to Bulletin 10-1) \_\_\_\_\_\_\_\_\_\_Initial*

2 ways to receive an extension:

-Change of a grant administrator

-Adverse weather (Hurricanes, Storms, etc.)

Extensions will be approved on a case-by-case basis.

No extensions for excess funds.

### Amendments & Revisions *(refer to Bulletin 11-5)*

**Budget Revision:** Moving funds between line items that are less than 10% of grant amount. Letter signed by CEO or designee. Grantee must wait for a letter of approval from REDD before submitting requisition.

**Budget Amendment:** Moving funds between line items 10% or more of grant amount, creating a new activity, or deleting an activity. Request cover letter, budget form, newspaper ad, affidavit of publication, certified minutes of public hearing and applicable Accomplishments and Beneficiaries forms if changing the number of units treated. Grantee must wait for a letter of approval from REDD before submitting requisition. When changing housing activities, the environmental review must be updated. Identify units 50 years old or older or ones that could be in a historic district and send the information to Historic Preservation for review. After Historic Preservation comments are returned to the grantee, the environmental review with the comments included must be submitted to the REDD Compliance Specialist.

**Adding/Changing Applicants to Participant Lists**: When adding applicants not identified in the application, the application must be amended, and any amendment requires a Public Hearing. Additionally, when adding units not previously identified in to the application, the environmental review must be updated and housing units 50 years old or older or ones that may be in a Historic district must have the property information sent to Historic Preservation for review. The Housing Selection Committee minutes should reflect all beneficiary actions. The Compliance Section (919-814-4679 and email [compliance@nccommerce.com](mailto:compliance@nccommerce.com)) can provide additional environmental and Historic guidance.

**Deleting Applicants or Moving between C-1 & L-1 Projects**: Mindful of ranking; action must be reflected in Selection Committee Minutes; L-1 must be capable of rehabilitating.

**Compliance**

**Contact:** [compliance@nccommerce.com](mailto:compliance@nccommerce.com)

Compliance documents should be double-sided & clipped or stapled – not bound. Please contact the REDD Compliance Staff to ensure you have the latest version at (919) 814-4679 or via email at [compliance@nccommerce.com](mailto:compliance@nccommerce.com).

Due within 120 days from GA/FA signed by REDD – *NLT Dates in paragraph 29 of GA* Date Due:

Fair Housing Plan- Language Access Plan - Section 3 Plan- Equal Employment and Procurement Plan - Section 504. Compliance Reports are due with the *Annual Performance Report*.

Due within 120 days from GA/FA signed by REDD – *NLT Dates in paragraph 29 of GA* Date Due: Analysis of Impediments to Fair Housing Choice Study

-due if the grantee has a population of 10,000 or more people.

-can be carried over from grant to grant.

-good for 5 years.

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**Environmental Review**:

Contact: [compliance@nccommerce.com](mailto:compliance@nccommerce.com)

Discuss the different levels of environmental review:

Exempt – Capacity Building – tasks including planning (1 signed and dated copy to REDD)

Categorically Excluded- Scattered Site, Infrastructure Hook-Up – tasks including rehabilitation or replacement lines (1 signed and dated copy to REDD)

Environmental Assessment – North Carolina Catalyst, Neighborhood Revitalization and Infrastructure.

\*The environmental condition will be acknowledged by REDD the week we receive a complete and correct copy of the environmental review.

\*\*Please request for review the REDD’s *Environmental Technical Assistance Handbook* at for further guidance.

**Request Release of Funds**: Contact: [compliance@nccommerce.com](mailto:compliance@nccommerce.com)

*Categorically Excluded:* Projects (use Notice of Intent to Request Release of Funds) – Posting 10-day local comment period; publishing 7-day local comment period.

*Environmental Assessment:* Projects (use combined notice) – Posting 18-day local comment period; publishing 15-day local comment period.

Posting documentation: letter from CEO stating 3 locations and dates posted

Publishing documentation: affidavit of publication from newspaper

*--RROF is not required for Exempt Projects or Categorically Excluded Projects where compliance is not triggered.*

-- Funds will not be released until original documents are received.

\* It is recommended to email [compliance@nccommerce.com](mailto:compliance@nccommerce.com) to check your dates before publishing or posting.

\*\*Please request for review the REDD’s *Environmental Technical Assistance Handbook* for further guidance.

### Labor Standards: Go to the Department of Labor website <http://wdol.gov/> to obtain a Wage Decision. If you need help, contact Compliance Section at [compliance@nccommerce.com](mailto:compliance@nccommerce.com). Send REDD Notice of Start of Construction Card with Copy of Preconstruction Meeting Minutes. Report to Compliance HUD form 4710 (*Semi-Annual Labor Report*) every March and September. Post Wage Decision, EEO Info, Workplace Safety, etc. at Worksite in a Weather-proof Method Need Sequentially Numbered Payrolls; First Labeled Initial and Last Labeled Final. Interview Cross-section of Trades and Different Employees Over the Time-span of the Work Being Performed. Refrain from repeat interviews of the same employee unless classification is changed. Required for all components of the project (CDBG funded + all other trades)

### Procurement: *(refer to Bulletin 11-6,10-10, 10-6, etc)*

### NC Interactive Purchasing System (IPS): <https://www.ips.state.nc.us/ips/>

Discuss the different types:

Small Purchase – $25,000 or less

Sealed Bids – formal advertising

Competitive Negotiation- administration contracts (*If the grantee is using a COG to administer the project, competitive negotiation is not needed.)*

Noncompetitive Negotiation – single source

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**Allowable Costs**: States are required to follow the **Uniform Administrative Requirements for Federal Grants**: *2CFR, Part 200 (Subparts A through D)* that prescribe the cost accounting policies associated with the administering of Federal awards.

**Debarment:** Remind grantee that the grantee must confirm that all firms paid with CDBG funds must not be barred from business with the Federal and State governments and indicate the document used to verify non-debarment. The websites to check the firm’s debarment status are [www.sam.gov](http://www.sam.gov) and [www.doa.state.nc.us/PandC/actions.htm](http://www.doa.state.nc.us/PandC/actions.htm)

**Equipment/Real Property Management**: Equipment refers to property that has useful life of more than one year and was purchased for $5,000 or more.  Federal requirements say that the State should use, manage and dispose of equipment in accordance with State laws and procedures. Equipment & property is reflected in closeout documents.

**Requisitions** – Contact 919-814-4600 Fax 919-715-0567

Cut off day for mail & faxes is Thursday 12:00 Noon. Payment should be in your designated account by Friday of the next week. Must requisition at least $2,500 unless at end of grant. Requisition form is on the REDD website. *Drawdown schedule in paragraph 29 of GA.*

### Reporting

*Annual Performance Report (APR)* due annually. *Audits* are due by April 30 each year if the grantee has expended $25,000 in that fiscal year (July 1 to June 30 the following year). If these reports are not received at REDD by the due date, grants funds may be frozen without additional notice.

***Monthly status report* containing activity and financial information is required** *per Bulletin 13-1*. Form tab 2 contains instructions. Please contact REDD for a copy of Bulletin 13-1. Report endorsed by grantee and emailed to me by 15th of month.

All **Correspondence** must be signed by the CEO or a designee identified by Board Resolution. **At least one copy of the correspondence must have the original signature of the Chief Elected Official or person authorized to sign CDBG documents.**

**Budget/Project Ordinance** and **Annual Audits**

A budget/project ordinance is required to be adopted by the board. Please make sure that your auditor is made aware to reflect the amount of the Budget/Project Authorization, Revenue and Expenditure; amounts recorded appropriately as Prior Years, Current Year and Total to Date. Additionally, each grant year funds stand alone and are not to be mingled with other grants or other sources of funding. CDBG program funds may only be used to pay for the CDBG portion of the audit costs if more than five hundred thousand dollars ($500,000) in all Federal Programs are used.

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**Rehabilitation** *(refer to Bulletins 11-8, 10-11, 10-9, etc)*

**Acquisition**: The grantee is required to have a Property Disposition Plan approved by REDD prior to closeout if Acquisition is an approved grant activity.

**Clearance**: If a door-to-door move is allowed, the homeowner must acknowledge in writing the last date available to move personal items from the dilapidated structure. The clearance contract must have a specified date that clearance will take place.

**Relocation**: Relocations in the Scattered Site grants must conform to the grantees Anti-displacement and Relocation Policy and the Optional Coverage Relocation Plan. Payments to replacement dwelling vendors should be payable to the beneficiary and the vendor.

**Reconstruction:** This occurs when building a new unit on the same site after clearance of a dilapidated structure. Refer to Bulletin 11-8 for guidance.

**Rehabilitation and Lead-Based Paint:** Contact your Grant Representative with any questions.

Substantial Rehabilitation concurrence from REDD is required prior to commencing rehabilitation on a unit where the cost is **$40,000** or greater or the cost per square foot is **$38** or greater. LBP is included in the cost. Make sure the building permit is in the rehabilitation file and the appropriate tax and license numbers are recorded. Identify the land cost when submitting substantial rehabilitation information. Follow Bulletin 11-8. Housing Selection Committee & Application guidelines; ranking; committee minutes reviewed at monitoring.

**Work Write-ups**: A write-up is required for each dwelling rehabilitated in the C-1 project. A Scope of Work is required for each dwelling assisted in the L-1 project.

**Change Orders**: Must be signed by the contractor, the dwelling owner and the grantee. Change orders should be limited to items that are unseen at the time of the work write-up and appear during the rehabilitation phase. Change orders for items that are readily seen during the initial assessment/work write-up may be considered a disallowed cost. (Example: doors, windows, cabinets, water heater, roof, etc.)

**Note/Deed of Trust**: No CDBG loan, regardless of the type of loan it is, may be subordinated to any other type of loan *other than a first mortgage that existed prior to the rehabilitation*. **All** CDBG rehabilitation loans must be secured with a note and deed of trust. The deed of trust must be given to the Register of Deeds within 5 business days of signing the contract for rehabilitation and recorded within 60 calendar days (See Application guidelines and CDBG Bulletin 10-9).

**IFHU Activities**: A hookup case file checklist and a Homeowners Acceptance of Work are required for each address.

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**Basic References**: North Carolina Community Development Block Grant Regulations 4 NCAC 19L http://reports.oah.state.nc.us/ncac.asp; Contact REDD for CDBG Bulletins and the Application.

**REDD Website**: <http://www.nccommerce.com>

Community Development Block Grant (CDBG) Information: <http://www.nccommerce.com>

Telephone 919-814-4600

**Monitoring Visits:** A local government staff person or elected official is requested to accompany the grant monitor to the project area during monitoring visits.

### Grant Closeout

### Closeout is due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or within 90 days of final requisition (if earlier than Closeout date), if applicable.

Submit the completed packet (originals only) containing the following, free from errors (without white-out, strikeovers, or other corrections):

* Cover letter for documents submitted; describe anticipated program income or de-obligated funds
* Copy of Approved/Adopted minutes from the closeout public hearing or certification signed by CEO
* Affidavit of publication of the closeout public hearing advertisement
* Copy of closeout public hearing advertisement from newspaper
* Certificate of Completion
* Applicable Accomplishments and Beneficiaries Form(s)
* Property Disposition Form
* Use of Non-ED Program Income Form
* Documents must be signed, where required, by the Chief Elected Official (CEO)

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