

Section 3

Grant Implementation Checklist

Section 3 – Grant Implementation Checklist

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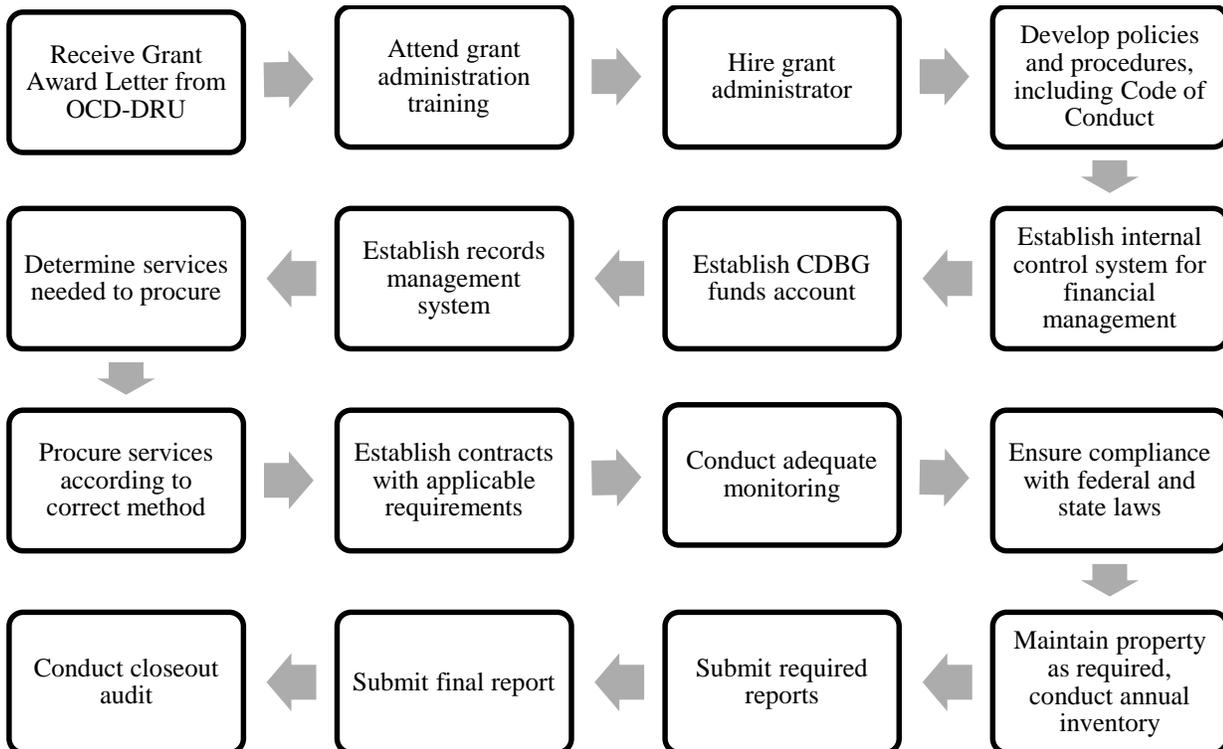
1.0 Introduction

The Grant Implementation Checklist is provided as an overall guide for the implementation of the approved Disaster Recovery CDBG Activity(ies). The checklist is general in nature, which means that some items may or may not be applicable based on the type of grant awarded. In addition to this checklist, some sections of the manual contain specific checklists for grantee use. The grantee should use this checklist to ensure certain actions have been taken at various stages within the grant implementation process by marking “Yes” or “N/A” within the appropriate column. The checklist provides references to the appropriate sections of this Administrative Manual for guidance on completing the listed action.

For clarification on any aspect of the grant implementation process, contact the OCD-DRU for guidance.

2.0 Grant Implementation Process Flow

The process flow below depicts a high-level overview of the grant implementation process. The detailed implementation steps are outlined within the checklist (this list is not all inclusive) on the following pages.



3.0 Grant Implementation Checklist

3.1 Grant and Project Approval

Grant and Project Approval				
Action	Timing	Reference	Yes	N/A
Receive Disaster Recovery CDBG allocation	Once	OCD-DRU		
Receive notification of eligible programs	Once	OCD-DRU		
Procure Project Administrator	Once	Section 6		
Execute Contract with Project Administrator	Ongoing	Section 6		
Obtain Citizen Participation on programs	Ongoing	Section 2		
Optional: Submit preliminary application; identify program areas	Once	Project Application		
Receive Approval of pre-application	Once	OCD-DRU		
Procure Project Engineer/Architect, if required	Once	Section 6		
Execute Contract with Project Engineer/Architect, if required	Once	Section 6		
Prepare & Submit Project Application to the OCD-DRU	Ongoing	Project Application		
Receive Project Approval from the OCD-DRU	Ongoing	OCD-DRU		
Submit Request for Amendments no later than 30 days prior to the project expiration date	As needed	Section 2		
Execute Change Orders as needed	As needed	Section 2		
Submit Change Orders to OCD-DRU if Change Order will affect the project eligibility, scope, or ERR.	As needed	Section 2		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.2 Administrative Set-Up

Administrative Set-Up				
Action	Timing	Reference	Yes	N/A
Attend project administration training	Once	N/A		
Develop Code of Conduct	Once	Section 6		
Establish written policies and procedures				
Develop Citizen Participation Procedures	Once	N/A		
Complaints procedures	Once	Section 2		
Monitoring Plan	Once	Section 12		
Procurement policy and procedures	Once	Section 6		
Voluntary Acquisition policy and procedures	Once	Section 10		
Property Management procedures	Once	Section 11		
Establish Internal Control System for Financial Management and develop financial management system	Once	Section 5		
Written policy manual specifying approval authority for financial transactions and guidelines for controlling expenditure	Once	Section 5		
Written procedures for recording of financial transactions	Once	Section 5		
Establish an accounting manual and a chart of accounts	Once	Section 5		
Establish hiring policies that ensure financial staff qualifications are equal to job responsibilities	Once	Section 5		
Establish Records Management Filing System	Once	Section 4		
Submit Request for Vendor Information	Once	Section 5		
Submit IRS Form W-9 (if applicable)	Once	Section 5		
Submit HUD Form 2880	Once	Section 5		

Administrative Set-Up				
Action	Timing	Reference	Yes	N/A
Submit Statement of Assurances	Once	Section 5		
Execute and submit the Financial Management Questionnaire to OCD-DRU	Once	Section 5		
Establish the Disaster Recovery CDBG Funds Account				
Receive CEA	Once	Section 5		
Submit Authorized Signature Form	Once	Section 5		
Submit Electronic Funds Transfer (EFT) Enrollment Form to OSRAP	Once	Section 5		
Establish non-interest bearing account	Once	Section 5		
Obtain prior written approval from the OCD-DRU if using a general bank account (Non- DR CDBG funds are maintained/tracked)	Once	Section 5		
Publish Notice of Release of Funds or Combined Notice, whichever is appropriate	Once	Section 5		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.3 Construction Management

Construction Management Contract Additional Steps				
Action	Timing	Reference	Yes	N/A
Execute contract documents and applicable bonding and insurance requirements	As needed for all applicable Contracts	Section 2 Section 6		
Review the contract file and associated compliance files to ensure that documentation is complete		Section 2		
Request approval from OCD-DRU if garage space is to be constructed that exceeds maximum size		Section 2		
Inform the prime contractor(s) of his/her responsibilities (via an optional pre-construction conference or other means of notification)		Section 2 Section 7		
For any subcontractors not identified in the bid, obtain the data necessary to verify eligibility, signed required certifications, and written Section 3 (of the HUD Act of 1968) Compliance Plan		Section 2		
Submit Verification form to the OCD-DRU		Section 2		
Issue a Notice to Proceed to each prime contractor.		Section 2		
Check equal opportunity and labor standards compliance files prior to making partial payments		Section 2		
Monitor contractor progress, make progress payments		Section 2		
Perform a final inspection upon receipt of the contractor's Final Request for Payment		Section 2		
Receive all weekly payrolls and Statements of Compliance; resolve discrepancies		Section 2		
Issue acceptance of work and final payment, less the retainage		Section 2		
Prepare and Submit the Final Wage Compliance Report		Section 2 Section 13		
Release the retainage upon the receipt of a clear lien certificate from the contractor		Section 2		
Utilize the comprehensive construction contract checklist to ensure all steps are taken		Section 2		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.4 Record Keeping and Reporting

Record Keeping and Reporting				
Action	Timing	Reference	Yes	N/A
All records should be kept according to requirements within Section 4	Ongoing	Section 4		
Submit required reports to OCD-DRU as described in CEA	Quarterly	Section 2		

3.5 Financial Audits and Monitoring

Financial Audits and Monitoring				
Action	Timing	Reference	Yes	N/A
Submit a copy of the written engagement agreement to the Legislative Auditor of the State of Louisiana for approval of the engagement terms and conditions (only if an independent CPA is engaged to prepare an audit or compilation)	As needed	Section 5		
If \$50,000 or less and revenue received, submit annual sworn financial statements	Annually	Section 5		
If more than \$50,000 but less than \$200,000 and revenue received, submit annual compilation	Annually	Section 5		
If \$200,000 or more but less than \$500,000 and revenue received, submit an annual review, accompanied by an attestation report	Every two years	Section 5		
If less than \$500,000 in federal funds are expended within a fiscal year, submit financial reports	Annually	Section 5		
If more than \$500,000 in federal funds are expended within a fiscal year, conduct a financial audit.	Annually	Section 5		
If more than \$750,000 in federal funds are expended within a fiscal year, conduct an A-133 audit. Note: Office of Management and Budget (OMB) increased the threshold from \$500,000 for fiscal years beginning December 26, 2014.	Annually	Section 5		
Submit data collection form and reporting package of the annual A-133 audit to the Federal Audit Clearinghouse (FAC)	Annually	Section 5		
Within 30 days after receipt of auditor's report, submit final copies to the FAC and OCD-DRU	Annually	Section 5		
Respond in writing to the OCD-DRU regarding any findings of noncompliance	As needed	Section 5		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.6 Procurement

Procurement				
Action	Timing	Reference	Yes	N/A
Write and adopt a Procurement Policy to contain all federal requirements contained in 24 CFR 85.36	Once	Section 6		
Write and adopt procedures for procurement transactions prior to securing contract services	Once	Section 6		
Establish a contract administration system	Once	Section 6		
Advertise as an Equal Opportunity Employer	Once	Section 6		
Document efforts to solicit Minority and Women's Businesses	Once	Section 6		
Verify contractor clearance for awarding a construction, consulting, and engineering contracts	Ongoing	Section 6 Section 7		
Make sure that all contractors advertise as Equal Opportunity Employers	Ongoing	Section 6 Section 8		

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Procurement				
Maintain records sufficient enough to document the significant history of a procurement	Ongoing	Section 6 Section 4		
Make sure that all contractors and subcontractors develop written employment policies and procedures	Ongoing	Section 8		
Determine appropriate procurement method to procure materials or services	As needed	Section 6		
Maintain documents as described within Section 4	Ongoing	Section 4		
Procurement by Small Purchase				
Receive at least three quotes	As needed	Section 6		
Perform cost/price analysis		Section 6		
Maintain written documentation for the basis of selecting the winning firm		Section 6		
Execute appropriate contract (Purchase Order or Fixed Price)		Section 6		
Submit a Notice of Contract Award to OCD-DRU	Within 30 days of awarding contract	Section 6		
Maintain documents as described within Section 4	Ongoing	Section 4		
Procurement by Sealed Bids				
Submit final plans, specifications, and cost estimate (for construction only) • Technical bid specifications must be stamped by an architect or engineer registered in Louisiana.	As needed	Section 6		
Obtain approval from OCD-DRU to advertise for bids		Section 6		
Publish an advertisement for bids (“invitation for bids”)		Section 6		
Submit a copy of the publicized bid advertisement, including the publication date, to OCD-DRU		Section 6		
If bid documents are amended during the advertisement period, send addendum to all prospective bidders and OCD-DRU		Section 6		
Hold public bid opening at the time and place set in the advertisement for bids		Section 6		
Perform a written review and tabulation bids according to selection criteria		Section 6		
Contact OCD-DRU if the lowest bid received will exceed the amount of funds allocated for the project.		Section 6		
Maintain written documentation for the basis of selecting the winning firm and rejecting any or all bid		Section 6		
Submit a certified and itemized bid tabulation to OCD-DRU		Section 6		
Perform cost/price analysis		Section 6		
Award a fixed price contract to the lowest responsive and responsible bidder within 45 days of bid opening		45 days after bid opening	Section 6	
Submit a Notice of Contract Award to OCD-DRU	Within 30 days of awarding contract	Section 6		
Maintain documents as described within Section 4	Ongoing	Section 4		
Procurement by Competitive Proposals				
Draft the RFP/RFQ for materials or services to be procured	As needed	Section 6		

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Procurement				
Action	Timing	Reference	Yes	N/A
Advertise the RFP/RFQ		Section 6		
Solicit responses to the RFP/RFQ from an adequate number of qualified sources		Section 6		
Conduct a technical evaluation of the proposals received		Section 6		
Maintain written documentation for the basis of selecting the winning firm and rejecting any or all proposals		Section 6		
Perform cost/price analysis		Section 6		
Award the appropriate contract to the firm with the winning proposal (cost reimbursement or fixed price contract only)		Section 6		
Submit a Notice of Contract Award to OCD-DRU	Within 30 days of awarding contract			
Maintain documents as described within Section 4	Ongoing	Section 4		
Procurement by Noncompetitive Negotiation (Sole Source)				
Receive written approval from the OCD-DRU	As needed	Section 6		
Draft the RFP/RFQ for materials or services to be procured				
Advertise the RFP/RFQ				
Solicit responses to the RFP/RFQ from an adequate number of qualified sources	As needed	Section 6		
Conduct a technical evaluation of the proposals received		Section 6		
Maintain written documentation for the basis of selecting the winning firm and rejecting any or all proposals		Section 6		
Perform a cost analysis		Section 6		
Maintain written documentation for the basis of selecting the winning firm and rejecting any or all proposals		Section 6		
Award the appropriate contract to the firm with the winning proposal (cost reimbursement or fixed price contract only)		Section 6		
Submit a Notice of Contract Award to OCD-DRU	Within 30 days of awarding contract	Section 6		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.7 Requesting Payments

Requesting Payments				
Action	Timing	Reference	Yes	N/A
Perform an analysis of lease versus purchase alternative to determine most economical option	As needed	Section 5		
Request approval from OCD-DRU if a single item leased or purchased exceeds \$1,000	As needed	Section 5		
Submit an approved Indirect Cost Proposal prior to charging indirect costs to the grant	Once	Section 5		
Review Request for payment to ensure all funds are allowable and for approved eligible activities	As needed	Section 5		
Request approval from OCD-DRU to consider office equipment as a capital expenditure	Once	Section 5		

Requesting Payments				
Action	Timing	Reference	Yes	N/A
Collect Support Documentation <ul style="list-style-type: none"> • Invoices must be on vendors letterhead • Timesheets must detail hours worked and detailed duties performed 	As needed	Section 5		
Separate Project Costs into correct category <ul style="list-style-type: none"> • Project Delivery Costs • Project Costs 	As needed	Section 5		
Person designated on the Authorized Signature Form must sign the Request for Payment	As needed	Section 5		
Submit Request for Payment Form with supporting documentation to OCD-DRU for reimbursement	As needed	Section 5		
Return program income to OCD-DRU, unless OCD-DRU provides an exception	As needed	Section 5		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.8 Labor

Labor (if applicable)				
Action	Timing	Reference	Yes	N/A
Designate a Labor Compliance Officer (LCO)	Once	Section 7		
Determine effective wage decisions	Ongoing	Section 7		
Verify wage decision	Ongoing	Section 7		
Ensure Prime Contractors clear subcontractors	Ongoing	Section 7		
Inform the prime contractor(s) of his/her responsibilities (via an optional pre-construction conference or other means of notification)	Ongoing	Section 2 Section 7		
Provide additional classifications, if needed	Ongoing	Section 7		
Conduct employee interviews and periodic field inspections to ensure labor compliance	Ongoing	Section 7		
Obtain notification from prime contractor of contract awards to any subcontractor prior to the subcontractor beginning work on the project.	Ongoing	Section 7		
Ensure all payroll statements are properly submitted and reviewed	Ongoing	Section 7		
Notify prime contractor if back wages are are required	Ongoing	Section 7		
Verify fringe benefits if problems are suspected	Ongoing	Section 7		
Document when no work is performed to reflect no payrolls received	Ongoing	Section 7		
Submit the Labor Standards Enforcement Report to OCD-DRU	Once	Section 7		
Contact OCD-DRU if restitution is not paid within 30 days of the second notice of underpayment or if there is a disagreement regarding the finding of wages owed	As needed	Section 7		
Request approval from OCD-DRU if Force Account Labor is to be used	As needed	Section 7		
If Force Account Labor is used, request approval for equipment cost allocation (use-allowance or depreciation value)	As needed	Section 7		
Notify OCD-DRU if intentional falsification by a contractor is suspected	As needed	Section 7		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.9 Civil Rights

Civil Rights				
Action	Timing	Reference	Yes	N/A
Employment				
Publish an annual statement of nondiscrimination and/or include such statement in any publicity on a Disaster Recovery CDBG program.	Annually	Section 8		
Develop or implement an Affirmative Action Plan	Once	Section 8		
Develop Plan to ensure compliance with Section 3 of the HUD Act of 1968 plan	Once	Section 8		
Display Equal Opportunity posters prominently	Ongoing	Section 8		
Notify OCD-DRU if complaints are registered	As needed	Section 8		
Contracting				
Advertise as an equal opportunity employer in bid solicitations.	Ongoing	Section 8		
Solicit bids from minority, women and locally owned businesses.	Ongoing	Section 8		
Maintain a list of locally owned businesses that were awarded contracts.	Ongoing	Section 8		
Require a Section 3 (of the HUD Act of 1968) clause in all contracts	Ongoing	Section 8		
Inform contractors of equal opportunity (via an optional pre-construction conference or other means of notification)	Ongoing	Section 8		
Require contractor to submit monthly utilization reports.	Ongoing	Section 8		
Monitor contractor compliance at work site	Ongoing	Section 8		
Housing				
Disseminate Information concerning housing services and activities to agencies and organizations which routinely provide services to protected groups	Ongoing	Section 8		
Evaluate criteria for selecting recipients of housing assistance for any discriminatory effects	Once	Section 8		
Participate in Fair Housing Activities	Ongoing	Section 8		
Conduct at least one Fair Housing activity during the project period	Once	Section 8		
Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 754)				
Publish a statement of compliance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 754 and/or include such statement in any publicity on a Disaster Recovery CDBG program.	Ongoing	Section 8		
Make available a TDD or equally effective method for communicating with hearing impaired persons	Once	Section 8		
Maintain Summary of Actions Taken to Achieve Compliance with Section 504	Ongoing	Section 8		
Execute and Submit Section 504 Assurance	Annually	Section 8		
Complete a self-evaluation of current policies and practices to determine if they meet the requirements of being accessible to individuals with disabilities within 6 months of grant award	Within 6 months of receiving grant award	Section 8		
Develop a transition plan for those areas which cannot be made accessible administratively	As needed	Section 8		
Complete construction activities identified in the transition plan	Within 3	Section 8		

Civil Rights				
Action	Timing	Reference	Yes	N/A
	years of completing self-evaluation			
Section 3 of the HUD Act of 1968				
Include Section 3 clause in all Section 3 covered contracts	Ongoing	Section 8		
Employ efforts to assist in reaching Section 3 residents and businesses for employment opportunities	Ongoing	Section 8		
Employ efforts to assist in reaching Section 3 businesses for contracting opportunities	Ongoing	Section 8		
Maintain data to report compliance with Section 3 (of the HUD Act of 1968) as required	Ongoing	Section 8		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.10 Environmental Review

Environmental Review				
Action	Timing	Reference	Yes	N/A
Aggregate (group together) all individual activities which are related either geographically or functionally, or are logical part of a composite of contemplated action.	Ongoing	Section 9		
Create and maintain an Environmental Review Record (ERR) for all aggregated activities	Ongoing			
Exempt Activities				
Prepare and submit the executed “Certification of Exemption for HUD-funded Projects” to the OCD-DRU (Exhibit 9-1)	Ongoing	Section 9		
Obtain “Notice of Acceptance of Exemption” from the OCD-DRU	Ongoing	Section 9		
Obligate or incur the costs, as listed on the “ <i>Certification of Exemption</i> ” and request payment of these funds	Ongoing	Section 9		
Categorically Excluded Activities Subject to 58.5				
Prepare and submit the executed Certification of Categorical Exclusion – (Subject to 58.5) to the OCD-DRU	As needed	Section 9		
Prepare and submit the executed Statutory Checklist for Categorical Excluded Project Only	As needed	Section 9		
Prepare a “Notice of Intent to Request a Release of Funds” (NOI/RROF)	As needed	Section 9		
Send a copy of the “ <i>Request for Release of Funds</i> ” and newspaper copy of the <i>NOI/RROF</i> to the OCD-DRU	As needed	Section 9		
Receive the “Notice of Release of Funds” from the OCD-DRU	As needed	Section 9		
Begin to obligate or incur costs and request payment of funds	As needed	Section 9		
Categorically Excluded Activities Not Subject to 58.5				
Submit the executed “Certification of Categorical Exclusion (Not Subject to 58.5)”	As needed	Section 9		
Receive the “Notice of Acceptance of Categorical Exclusion” from the OCD-DRU	As needed	Section 9		
Begin to obligate or incur costs and request payment of funds	As needed	Section 9		
Environmental Assessment				
Complete the Statutory Checklist (SC)	As needed	Section 9		

Environmental Review				
Action	Timing	Reference	Yes	N/A
Complete the Environmental Assessment (EA)	As needed	Section 9		
Post/Publish combined notice which merges the FONSI and the RROF	As needed	Section 9		
Complete and submit the Request for Release of Funds (7015.15)	As needed	Section 9		
Submit a copy of the published public notice	As needed	Section 9		
Begin to obligate or incur costs and request payment of funds	As needed	Section 9		
Maintain documents as described within Section 4	Ongoing,	Section 4		

3.11 Voluntary Acquisition of Real Property

Voluntary Acquisition of Real Property				
Action	Timing	Reference	Yes	N/A
Prepare a formal, written Voluntary Acquisition Policy	Once	Section 10		
Publish a public notice	For each applicable property	Section 10		
Determine Ownership		Section 10		
Execute a professional services contract with an independent appraiser if appraisals are needed		Section 10		
Formally invite the property owner to accompany the appraiser during inspection of the property		Section 10		
Obtain an appraisal or Written Opinion		Section 10		
Prepare and execute an Act of Sale		Section 10		
Provide a Statement of Settlement Costs to owner		Section 10		
Record any required documents		Section 10		
Maintain documents as described within Section 4		Section 4		

3.12 Involuntary Acquisition of Real Property

Involuntary Acquisition of Real Property				
Action	Timing	Reference	Yes	N/A
Determine Ownership	For each applicable property	Section 10		
Send Preliminary Acquisition Notice		Section 10		
Send HUD “When a Public Agency Acquires your Property” brochure to owner		Section 10		
Send local Voluntary Acquisition Policy to owner		Section 10		
Execute a professional services contract with an independent appraiser if appraisals are needed		Section 10		
Formally invite the property owner to accompany the appraiser during inspection of the property		Section 10		
Determine if an appraisal is needed		Section 10		
If yes, perform appraisal and review appraisal		Section 10		
If no, obtain a written valuation of the property		Section 10		
Prepare and send the Statement of Just Compensation		Section 10		
Prepare and send the Offer to Purchase		Section 10		
Conclude Negotiations		Section 10		
Obtain approval from the OCD-DRU to purchase property above the market value		Section 10		
Prepare and execute an Act of Sale		Section 10		
Provide a Statement of Settlement Costs to owner		Section 10		
For donated property, obtain a waiver of URA benefits from owner		Section 10		

Involuntary Acquisition of Real Property				
Action	Timing	Reference	Yes	N/A
For expropriation proceedings, contact the OCD-DRU and submit required forms (including if the “Quick-Take” process is used)		Section 10		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.13 Residential Permanent Relocation

Residential Permanent Relocation				
Action	Timing	Reference	Yes	N/A
Provide Notice of Eligibility for Relocation Assistance	For each applicable property	Section 10		
Send a HUD “When a Public Agency Acquires your Property” brochure to owner		Section 10		
Send a copy of the Grievance Procedure taken from the grantee’s local Relocation Policy to owner		Section 10		
Conduct interview and survey with each URA recipient		Section 10		
Locate and inspect replacement housing		Section 10		
Provide counseling and appropriate referrals to social service agencies		Section 10		
Offer or pay for transportation (e.g., taxi, rental car) to inspect housing for all displaced persons		Section 10		
Send 90-day Notice to Vacate		Section 10		
Provide permanent relocation benefits		Section 10		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.14 Residential Temporary Relocation

Residential Temporary Relocation				
Action	Timing	Reference	Yes	N/A
Send Notice of Nondisplacement to tenant	For each applicable property	Section 10		
Determine if relocation is needed		Section 10		
Send Temporary Relocation Notice		Section 10		
Inspect Temporary Relocation Unit		Section 10		
Provide temporary relocation benefits		Section 10		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.15 Business Relocation

Business Relocation				
Action	Timing	Reference	Yes	N/A
Provide General Information Notice to business to be displaced	For each applicable property	Section 10		
Send HUD Information Booklet, Relocation Assistance to Displaced Businesses, NPOs, and Farms (HUD 1043-CPD)		Section 10		
Send Notice of Relocation Eligibility		Section 10		
Provide business relocation benefits		Section 10		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.16 Property Management

Property Management				
Action	Timing	Reference	Yes	N/A
Obtain title to property	For all	Section 11		

Property Management				
Action	Timing	Reference	Yes	N/A
Maintain adequate records documenting the proper use of property	property acquired/ purchased	Section 11		
Conduct a physical inventory of the property at least once per year		Section 11		
Properly dispose of equipment		Section 11		
Document the proceeds of the sale of Disaster Recovery CDBG property as program income		Section 11		
Request approval from OCD-DRU to use equipment acquired with DR-CDBG funds as a trade-in on replacement property	As needed	Section 11		
Maintain Property Control Tracking log	Ongoing	Section 11		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.17 Close-out

Close-out				
Action	Timing	Reference	Yes	N/A
Conditional Close-out (for each project)				
Prepare Project Completion Report; submit 2 copies to OCD-DRU	For each project	Section 13		
Prepare three Certificate of Completion forms and submit to OCD-DRU (all with original signatures)		Section 13		
Submit Requests for Project Amendments to reallocate any unutilized funds.		Section 13		
Dispose of Property	For each Project	Section 13		
Return Program Income to OCD-DRU		Section 13		
Obtain a clear lien certificate if required for Project Completion Report		Section 13		
Receive Conditional Close-out Letter from the OCD-DRU		Section 13		
Final Close-out (for each project)				
Submit all financial reports to the OCD-DRU	For each Project	Section 13		
Conduct an audit in accordance to A-133, if applicable		Section 13		
Receive Final Project Close-out Letter from the OCD-DRU		Section 13		
Dispose of all property accordingly	Ongoing	Section 11 Section 13		
Grantee/CEA Close-out				
Prepare Grantee/CEA Final Performance Report; submit to the OCD-DRU	Once, at the end of the CEA/ Grant	Section 13		
Return excess funds to the OCD-DRU as required.	Once	Section 13		
Receive final Grantee/CEA close-out letter from the OCD-DRU	Once	Section 13		
Maintain documents as described within Section 4	Ongoing	Section 4		

3.18 Lead-Based Paint, Asbestos, and Mold

Environmental Review				
Action	Timing	Reference	Yes	N/A
Perform Lead-Based Paint assessment, as applicable	As applicable	Section 14		
Disclose Lead-Based Paint Hazards to tenants, as applicable	As applicable	Section 14		
Inspect structures and ensure demolition and/ or renovation practices comply with CAA and OSHA if asbestos is found and will be disturbed	As applicable	Section 14		

Environmental Review				
Action	Timing	Reference	Yes	N/A
Follow guidelines established by the U.S. EPA regarding the identification and remediation of mold	As applicable	Section 14		
Ensure compliance with location construction code enforcement agencies for buildings containing mold	As applicable	Section 14		
Maintain records as described within Section 4	As applicable	Section 4		

3.19 Hurricane Isaac

Specific Requirements for Hurricane Isaac Allocation				
Action	Timing	Reference	Yes	N/A
Achieve Green Building Standards, as applicable	As applicable	Section 2		
Include performance measures and penalties in procured contracts, as applicable	As applicable	Section 6		
Include period of performance or date of completion in procured contracts, as applicable	As applicable	Section 6		

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