Technical Assistance Workshop

Citizen Participation and Procurement Requirements
Agenda

• Citizen participation requirements
• Acceptable methods of administration
• Procurement of professional services
General Presentation Information

Webinar is being recorded and will be posted on our website.

Questions can be entered into the chat box.
Citizen Participation Requirements

• Each applicant/grantee shall provide citizens with adequate opportunity to participate in the planning, implementation, and assessment of the CDBG program.

• The applicant/grantee shall provide adequate information to citizens, hold a public hearing at the initial stage of the planning process to obtain views and proposals of citizens, and provide opportunity to comment on the applicant's/grantee's community development performance.
Developing a CP Plan

• Must develop and adopt a CP Plan prior to application preparation.

• Must be made available to the public at the beginning of the planning stage (the first public hearing).
CP Plan must (at a minimum):

Provide for and encourages citizen participation (especially L/M).
Provide citizens with reasonable and timely access.
  • To meetings, information, and records related to the project.
Provide for technical assistance.
Provide for public hearings to obtain citizen views.
Provide for a formal written procedure which will accommodate a timely written response to written complaints and grievances.
Identify how the needs of non-English speaking residents will be met.
Sample plan is on the CDBG website.

Contact: Traci Watts or Heather Paul, OCD-LGA
First Public Hearing

Public notice must be given at least five (5) days in advance.
  • Plan hearings and notices early in the process to ensure adequate opportunities to achieve public participation.

Must provide accommodations for handicapped and non-English-speaking persons.
  • Physical assistance, interpreters, etc.

Must encourage citizens, with emphasis on L/M, to participate and submit their views.
  • Must be made aware of when and where to submit those views and proposals.
Allowances due to COVID-19

While the current Public Health Emergency is in place, all state and local mandates should be followed for meetings and gatherings due to the pandemic.

Virtual meetings are encouraged. Remember that you must establish a method for allowing citizens to ask questions and provide comments.
First Public Notice Must Include:

The amount of funds available for proposed community development.
The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income.
The plans of the applicant for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by persons actually displaced as a result of such activities.
If applicable, the applicant must provide citizens with information regarding the applicant's performance in prior LCDBG programs funded by the state.

• Note: Written minutes and a roster of attendance must be retained.
Second Public Notice

Must be published after the first public hearing and before the application is submitted.

Must be published a minimum of seven (7) calendar days prior to submittal of the application.

Must inform citizens of the proposed objectives, proposed activities, the location of the proposed activities, and the amounts to be used for each activity.

Citizens must be given the opportunity to review the application and comment on the proposed application.
Must state the proposed submittal date of the application and must further provide the location at which, and hours when, the application is available for review.

The application must be available for review when the notice is published in the newspaper.

• This means the application and all documents must be signed and executed prior to being available for public review. (*results in many findings*)

Note: Notarized proof of all publications should be filed.

• Notarized proof of the first and second publications should be submitted in the application.
Other Facets of Citizen Participation

Technical Assistance
• TA must be provided to facilitate citizen participation upon request.

Amendments
• Grantee must involve citizens in program amendments.
• Public hearing must be held prior to submittal of the program amendment.
• Minutes and roster must be included with amendment request.
• Exception: Not required if acquisition is being eliminated.

Performance Hearing
• Obtain citizen views and respond to questions relative to program performance.
• After construction is completed.
• Copy of notice and minutes must be submitted with closeout documents.
Questions?
Acceptable methods of providing project administration

The CDBG regulations [24 CFR 570.200 (f) Means of carrying out eligible activities.] provide for three possibilities to carry out the administrative activity of a CDBG award:

- The recipient/grantee’s employees (f)(i)(A);
- Local public agency designated by the recipient/grantee CEO, the Regional Planning Districts (f)(iii); and
- Procurement contracts governed by the requirements of 2 CFR part 200, subpart D (f)(i)(B)
Procurement

Utilizing Federal Funds
In accordance with 2 CFR Part 200, subpart D
Requirement:

2 CFR 200.317(h)

“The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.”
2 CFR 200.319 Competition

“All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and **eliminate unfair competitive advantage**, ...
2 CFR 200.319 Competition

...contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.”
Step 1

Planning

LCDBG Applicant

Determine total requirements
Identify **Tasks** to be performed in house
Identify **Tasks** to be contracted
https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx
Procurement for Professional Services

https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx

These two links will access the Cost Reasonableness spreadsheets

- LCDBG Procurement Procedures
- Subrecipient Agreement for Administrative Activities
- LCDBG Administrative Consultant Contract
- Engineering Cost Reasonableness
- Administrative Cost Reasonableness
- Household Survey Forms and Household Survey Instruction Forms
- Allowable Professional Services Costs
- Citizen Participation Requirements
Procurement for Professional Services

https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx

<table>
<thead>
<tr>
<th>Forms and Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCDBG Procurement Procedures</td>
</tr>
<tr>
<td>Subrecipient Agreement for Administrative Activities</td>
</tr>
<tr>
<td>LCDBG Administrative Consultant Contract</td>
</tr>
<tr>
<td>Engineering Cost Reasonableness</td>
</tr>
<tr>
<td>Administrative Cost Reasonableness</td>
</tr>
<tr>
<td>Household Survey Forms and Household Survey Instruction Forms</td>
</tr>
<tr>
<td>Allowable Professional Services Costs</td>
</tr>
<tr>
<td>Citizen Participation Requirements</td>
</tr>
</tbody>
</table>
Procurement for Professional Services

https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx

These are the major program areas

<table>
<thead>
<tr>
<th>Procurement Task</th>
<th>Applicant/Grantee</th>
<th>Consultant</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Program Administration Tasks</td>
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</tr>
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<td>Citizen Participation</td>
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</tr>
<tr>
<td>Environmental Review</td>
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<td>Consultant</td>
</tr>
<tr>
<td>Financial Management</td>
<td>Applicant/Grantee</td>
<td>Consultant</td>
</tr>
<tr>
<td>Real Property Acquisition</td>
<td>Applicant/Grantee</td>
<td>Consultant</td>
</tr>
<tr>
<td>Procurement</td>
<td>Applicant/Grantee</td>
<td>Consultant</td>
</tr>
<tr>
<td>Construction and Labor Compliance</td>
<td>Applicant/Grantee</td>
<td>Consultant</td>
</tr>
<tr>
<td>[Public facilities and improvements]</td>
<td>Applicant/Grantee</td>
<td>Consultant</td>
</tr>
<tr>
<td>National Objective Compliance</td>
<td>Applicant/Grantee</td>
<td>Consultant</td>
</tr>
<tr>
<td>Monitoring and Close Out</td>
<td>Applicant/Grantee</td>
<td>Consultant</td>
</tr>
</tbody>
</table>
**Procurement for Professional Services**

https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx

Review the subtasks for each program area and determine which will be carried out by the applicant/grantee...

<table>
<thead>
<tr>
<th>Program Tasks</th>
<th>Applicant/Grantee</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>General Program Administration Tasks</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct progress meetings and communications with recipient and contractors</td>
<td></td>
<td>X</td>
</tr>
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<td><strong>Citizen Participation</strong></td>
<td></td>
<td></td>
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<tr>
<td>Conduct Public Hearings</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Respond to Citizen Participation Complaints</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Environmental Review</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare an Environmental Assessment</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Prepare FONSI and NOIRRF</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Financial Management</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare the Requests for Payment (X of #RFPs)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Record Receipts of funds (X of #RFPs)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Disburse funds (X of #RFPs)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Make Journal Entries (X of #RFPs)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Post Monthly Ledger (X of project months)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Prepare periodic financial statements (X of project months)</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Reconcile monthly bank statements (X of project months)</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Procurement for Professional Services

[Table]

<table>
<thead>
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<td></td>
<td>X</td>
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<tr>
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<td></td>
<td>X</td>
</tr>
<tr>
<td>Environmental Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare an Environmental Assessment</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Prepare FONSI and NOIRRF</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Financial Management</td>
<td></td>
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</tr>
<tr>
<td>Prepare the Requests for Payment [X of #RFPs]</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Record Receipts of funds [X of #RFPs]</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Disburse funds [X of #RFPs]</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Make Journal Entries [X of #RFPs]</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Post Monthly Ledger [X of project months]</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Prepare periodic financial statements [X of project months]</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Reconcile monthly bank statements [X of project months]</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

...And which subtasks will require a consultant

https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx
Cost Allowability considerations

“(2) The necessity of contracting for the service, considering the non-Federal entity's capability in the particular area.”
“6) Whether the service can be performed more economically by direct employment rather than contracting.”
Procurement for Professional Services

https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Principal</th>
<th>Project Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review each Task and estimate the time in manhour units needed to complete each Task by the appropriate Job Title. For Tasks that will be conducted more than once enter the number of estimated iterations of that Task. Specify a fixed rate per Direct Labor that includes only direct wages and salaries. Overhead and other charges should be entered on the Data Tab.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Labor Hourly Rate</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

### Preliminary Design Phase

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Principal</th>
<th>Project Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare Preliminary Design Phase documents</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Provide necessary field surveys and topographic mapping</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Prepare a revised opinion of probable Construction Cost</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>other task</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>other task</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Manhours per Task</strong></td>
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<td>0.0</td>
</tr>
<tr>
<td>Direct Labor Cost</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

### Final Design Phase

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Principal</th>
<th>Project Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare construction drawings, specifications and furnishing reproducible Project Record (as built) Drawings</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Develop a Solicitation for the **Tasks** to be performed by Contractor
Methods of Procurement are discussed in further detail on pages 2-4 of “Procedures”
Professional services work effort are typically uncertain.
Qualitative considerations are part of the selection in addition to price/cost.
Procurement for Professional Services

- Small Purchase /quotes
- Sealed Bids
- Competitive Proposals

For professional services 2 CFR 200.320(d)
Procurement for Professional Services

- Qualifications
- Capabilities
- Experience
- Price/Cost
Procurement for Professional Services

Step 2
Issue Solicitation

LCDBG Applicant

Determine relevant selection criteria

Qualifications
- What certifications/licenses does Proposer have?
- What technical expertise does Proposer have?
- What academic credentials does Proposer have?

Capabilities
- What can Proposer do?
  - by specialization/function
  - by size/quantity
  - by resources needed
  - by duration/availability

Experience
- What has Proposer done?
- How long has Proposer been doing it?
- What kind of projects has Proposer done?
- How many projects has Proposer done?
- How comparable are the projects?
Selection criteria should:

- Represent the key areas of importance and emphasis to be considered in the source selection decision

and

- Support meaningful comparison and discrimination between and among competing proposals
Past Performance

Is difficult and time consuming; requires independent fact gathering on potential contractors

- **Issue Solicitation**
  - LCDBG Applicant

  Determine relevant selection criteria

Can provide a very meaningful **comparison** and **discrimination** between and among competing proposals
Procurement for Professional Services

- Qualifications
- Capabilities
- Experience
- Price/Cost

**Step 2**
**Issue Solicitation**
**LCDBG Applicant**

Determine relevant selection criteria

- **Threshold** criteria:
  All offerors must meet a minimum criteria to be considered; not ranked against other proposers

- **Evaluation** criteria:
  Offerors’ competitive characteristics are compared against each other

Determine which are **Threshold** criteria and which **Evaluation** or weighting criteria
Procurement for Professional Services

<table>
<thead>
<tr>
<th>Step 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Issue Solicitation</strong></td>
</tr>
<tr>
<td><strong>LCDBG Applicant</strong></td>
</tr>
<tr>
<td>Determine relevant selection criteria</td>
</tr>
</tbody>
</table>

- Qualifications
- Capabilities
- Experience

Price/Cost cannot be used as a selection factor

Note for:

Qualifications-based procurement of **architectural/engineering (A/E)** professional services

Louisiana "No Bidding of Design Professional Services" policy
Procurement for Professional Services

- Advertise the solicitation in a general circular newspaper and/or the grantee’s nearest metropolitan statistical area newspaper.
- Post the solicitation on the grantee’s website if available.
- Do direct solicitation by mailing a copy of the request for proposals to several firms that provide administrative services.

And...
Procurement for Professional Services

In addition OCD-LGA can advertise on its website

Office of Community Development-Local Government Assistance

Memo for Updates and Modification of Processes - COVID-19

Click here for Local Governments Seeking Professional Services

Technical Assistance 2020 - 2021 Workshop Presentations- Slides Include

East Baton Rouge Housing Program Policy
NOTE:

OCD-LGA must review and approve all RFP/RFQ solicitations before they are issued.

Solicitations should be emailed to William.Hall@la.gov for review and approval prior to being issued.
Step 3
Offer/Proposal

Offeror
- Review requirements of solicitation
- Analyze work effort needed for each Task
- Estimates proposed cost
- Submits proposal
Step 3
Offer/Proposal
Offeror

Review requirements of solicitation
Analyze work effort needed for each Task
Step 3  Review requirements, estimate work effort

<table>
<thead>
<tr>
<th>Program Tasks</th>
<th>ESTIMATED MANHOURS PER TASK</th>
<th># OF ITERATIONS PER TASK</th>
<th>TOTAL MANHOURS PER SUB-TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Program Administration Tasks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish project files</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Conduct public hearings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct/update the Section 504 self-evaluation</td>
<td>2.5</td>
<td>1</td>
<td>2.5</td>
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<tr>
<td>Handle Citizen Participation Complaints</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct 4 part LEP analysis</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Environmental Review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare Environmental Review Record</td>
<td>14</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>Prepare FONSI and NOIRRF</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Financial Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure that acceptable financial management system exists</td>
<td>2.5</td>
<td>1</td>
<td>2.5</td>
</tr>
<tr>
<td>Prepare program line item budget(s)</td>
<td>2</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>Compile and maintain Source documents</td>
<td>0.5</td>
<td>15</td>
<td>7.5</td>
</tr>
<tr>
<td>Review for Cost Allowability</td>
<td></td>
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<td></td>
</tr>
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</table>
Step 3  Estimate proposed costs

<table>
<thead>
<tr>
<th>Program Tasks</th>
<th>TOTAL MANHOURS PER SUB-TASK</th>
<th>Reimbursement Rate per MANHOUR</th>
<th>COST PER TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Program Administration Tasks</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Establish project files</td>
<td>3</td>
<td>$92.50</td>
<td>277.50</td>
</tr>
<tr>
<td>Conduct public hearings</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Update Section 504 self-evaluation</td>
<td>2.5</td>
<td>$92.50</td>
<td>231.25</td>
</tr>
<tr>
<td>Conduct Citizen Participation Complaints</td>
<td></td>
<td>$92.50</td>
<td></td>
</tr>
<tr>
<td>Conduct 4 part LEP analysis</td>
<td>2</td>
<td>$92.50</td>
<td>185.00</td>
</tr>
<tr>
<td>Environmental Review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare Environmental Review Record.</td>
<td>14</td>
<td>$92.50</td>
<td>1,295.00</td>
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<tr>
<td>Prepare FONSI and NOIRRF</td>
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<td>$92.50</td>
<td>185.00</td>
</tr>
<tr>
<td>Financial Management</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Ensure acceptable financial management system exists</td>
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<td>$92.50</td>
<td>231.25</td>
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<tr>
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<td>30</td>
<td>$92.50</td>
<td>2,775.00</td>
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<tr>
<td>Review for Cost Allowability</td>
<td>7.5</td>
<td>$92.50</td>
<td>693.75</td>
</tr>
</tbody>
</table>

Spreadsheet will calculate cost(s) per task
Procurement for Professional Services

Step 4
Selection
Grantee
- Receives Proposals
- Select/appoint evaluation team
- Reviews proposals
- Evaluates selection IAW criteria
- Selects contractor
Procurement for Professional Services

“Ensure that proposals are evaluated based solely on the factors and subfactors contained in the solicitation”
NOTE:

Receipt of one proposal is not considered to be sufficient competition and would result in a non-competitive procurement. HUD and other federal agencies [FEMA] do not consider one solicitation attempt an adequate basis for making a non-competitive award. If only one proposal is received, the applicant must re-solicit.
Procurement for Professional Services

Step 5

Contract

LCDBG Applicant

Determines appropriate type of contract

Determines appropriate types of prices

Lists **Tasks** to be performed

at agreed upon price(s) and/or estimated costs
### Step 5
**Contract**
**LCDBG Applicant**
Determines appropriate type of contract

Types of Contracts are discussed in further detail on pages 4-5 of “Procedures”
### Procurement for Professional Services

<table>
<thead>
<tr>
<th>Step 5</th>
<th>Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCDBG Applicant</td>
<td></td>
</tr>
<tr>
<td>Determines appropriate type of contract</td>
<td></td>
</tr>
</tbody>
</table>

- **Fixed Price**
- **Cost Reimbursement**
- **Time and Materials**

“Uncertainties involved in contract performance do not permit costs to be estimated with sufficient accuracy”
Procurement for Professional Services

Contract ceiling based upon the cost of tasks certain to be performed, tasks estimated probable to be performed [or estimated quantities] and contingency for possible tasks to be performed.
## Procurement for Professional Services

### Contract payments only for tasks actually performed

<table>
<thead>
<tr>
<th>Cost Reimbursement</th>
<th>Performed Contract Tasks</th>
<th>Actual Work effort $X$ Rate$ \times $Equals Reimbursed Cost$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certain Task</td>
<td>Certain</td>
<td>-</td>
</tr>
<tr>
<td>Certain Task</td>
<td>Certain</td>
<td>-</td>
</tr>
<tr>
<td>Certain Tasks and</td>
<td>Certain</td>
<td>-</td>
</tr>
<tr>
<td>Certain Quantities</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Probable Task</td>
<td>Probable</td>
<td>-</td>
</tr>
<tr>
<td>Probable Task</td>
<td>Probable</td>
<td>-</td>
</tr>
<tr>
<td>Certain Tasks but</td>
<td>Certain</td>
<td>-</td>
</tr>
<tr>
<td>Uncertain Quantities</td>
<td>performed</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>not performed</td>
<td>-</td>
</tr>
<tr>
<td>Probable Tasks but</td>
<td>Certain</td>
<td>-</td>
</tr>
<tr>
<td>Uncertain Quantities</td>
<td>performed</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>not performed</td>
<td>-</td>
</tr>
<tr>
<td>Possible Task(s)</td>
<td>Possible</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>not performed</td>
<td>-</td>
</tr>
</tbody>
</table>

- **Performed Tasks**
  - Amount of Contract Earned
  - Payment to Contractor

- **Un-needed**
  - Contract Balance kept by Recipient

- Balance of contract ceiling for tasks not performed not payed out
Types of Prices are discussed in further detail on pages 5-6 of “Procedures”
Procurement for Professional Services

Step 5
Contract
LCDBG Applicant

Determines appropriate types of prices

- Lump Sum
- Unit Price
- Billable Hours
- Reimbursable Costs
Procurement for Professional Services

Step 6
Performance
Contractor
Performs contracted Tasks
To determine the allowability of costs, invoices must include a description of the service, estimate of time required, rate of compensation and be supported by evidence of bona fide services rendered.
"To determine the allowability of costs, invoices must include a description of the service, estimate of time required, rate of compensation and be supported by evidence of bona fide services rendered."

### Cost Estimate

<table>
<thead>
<tr>
<th>Construction and Labor Compliance</th>
<th>Estimated MHs</th>
<th>#Iterations</th>
<th>Total MHs</th>
<th>Hourly Rate</th>
<th>Cost per Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review weekly payrolls to ensure compliance with federal wage</td>
<td>0.0</td>
<td>0</td>
<td>0</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Conduct employee interviews</td>
<td>3.0</td>
<td>12</td>
<td>36</td>
<td>$45.00</td>
<td>1,620.00</td>
</tr>
<tr>
<td>Initiate wage restitution actions</td>
<td>3.0</td>
<td>2</td>
<td>6</td>
<td>$45.00</td>
<td>270.00</td>
</tr>
<tr>
<td>Prepare Labor Standards Enforcement Report</td>
<td>2.0</td>
<td>1</td>
<td>2</td>
<td>$45.00</td>
<td>90.00</td>
</tr>
</tbody>
</table>

### Contract Task to be performed

CONSULTANT shall conduct on-site employee interviews for at least each employee classification and compare the results with the appropriate payroll and wage decision.
### Contractor Invoice

**Billable Hours with expenses format**

<table>
<thead>
<tr>
<th>Reference:</th>
<th>CDBG Disaster Recovery Project Drainage Project #2; Bridge Replacement; Drainage Project #4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Task:</td>
<td>Conduct Labor Interviews</td>
</tr>
<tr>
<td></td>
<td>1. DP#2 at construction site</td>
</tr>
<tr>
<td></td>
<td>2. Bridge Replacement Site</td>
</tr>
<tr>
<td></td>
<td>3. DP#4 Construction Site</td>
</tr>
<tr>
<td>Direct Labor Charges</td>
<td>Quantities</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Asst Planner onsite interview session 27 Jun</td>
<td>3.5</td>
</tr>
<tr>
<td>Senior Planner onsite interview session 28 Jun</td>
<td>2.5</td>
</tr>
<tr>
<td>Asst Planner onsite interview session 14 Jun</td>
<td>4.0</td>
</tr>
<tr>
<td>Asst Planner onsite interview session 10 Jun</td>
<td>1.5</td>
</tr>
<tr>
<td>Assistant Planner compilation of data</td>
<td>3.5</td>
</tr>
<tr>
<td>Senior Planner correspondence on labor deficiency</td>
<td>2.0</td>
</tr>
<tr>
<td>Subtotal Direct Labor hours</td>
<td>17.0</td>
</tr>
<tr>
<td>Mileage Costs</td>
<td>280</td>
</tr>
<tr>
<td>Materials and Services costs</td>
<td></td>
</tr>
<tr>
<td>Reproduction of interview forms</td>
<td>33</td>
</tr>
<tr>
<td>Allowable Overhead</td>
<td></td>
</tr>
<tr>
<td>Overhead @ percent Direct Labor cost</td>
<td>$836.14</td>
</tr>
<tr>
<td>Total Reimbursable Costs for Task this Billing</td>
<td></td>
</tr>
<tr>
<td>Previous Billings for this Task: Conduct Labor Interviews</td>
<td></td>
</tr>
<tr>
<td>Total Billings to Date for this Task</td>
<td></td>
</tr>
</tbody>
</table>
Contractor Invoice

Unit Price format
price established upon itemized cost detail provided

Reference: CDBG Disaster Recovery Project Drainage Project # 2  28-Jun-10
CDBG Disaster Recovery Bridge Replacement  14-Jun-10
CDBG Disaster Recovery Project Drainage Project # 4  10-Jun-10

Contract Task(s):

Construction and Labor compliant Task: Conduct Labor Interviews

<p>| Unit Price | $ 400.00 |
| Deliverable(s): |
| Three sets of compiled labor interviews and one report of deficiency |
| Quantity of Deliverables | 3 |
| Total Billing | $ 1,200.00 |</p>
<table>
<thead>
<tr>
<th>Step 8</th>
<th>Work Product</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contractor</td>
</tr>
</tbody>
</table>

Provides/Maintains Evidence of **Tasks** performed and compensated for
Procurement for Professional Services

Contract Task: Conduct Labor Interviews

Work Product: Completed Labor interview forms

Evidence of bona fide service rendered
Procurement for Professional Services

Step 9
Audit/Monitor
Grantor Agency  OCD

Verify **Tasks** compensated for were performed and work effort compensated for were reasonable
### Federal Audit Checklist

<table>
<thead>
<tr>
<th>C-1</th>
<th>Evaluation of Consultant Costs</th>
<th>WP Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Version 5.3, dated October 2006</td>
<td></td>
</tr>
</tbody>
</table>

3. If the consulting agreement, billings, work products, or other evidential matter do not provide sufficient evidence to support allowability, then the cost should be questioned.
Cost Principles Requirements

Important to note that the documentation requirements for reimbursement are found in 2 CFR 200 Subpart E—COST PRINCIPLES

§200.430 Compensation—personal services.
§200.414 Indirect (F&A) costs.
§200.475 Travel costs.
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Questions?
Email written questions to William.Hall@la.gov