



Successfully Implementing Housing & Neighborhood Revitalization

Malisa Thompson


COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Housing & Neighborhood Revitalization Monitoring Requirements

Malisa Thompson

CDBG Field Representative

Before you begin.....

Clear Special Conditions

- ❖ Mobile Home costs exceeding \$20,000
- ❖ Housing Policies and Procedures



Contractors

- ❖ Develop a strategy to get contractors to participate in
- ❖ Develop guidelines for contractors



DCA Monitoring for Compliance



- Monitoring visits are usually scheduled in advance, however, may be subject to review without notice
- The Local Government is responsible for organization and maintenance of all records
- A Contractual obligation between a recipient and a third party (i.e. Consultant) does not absolve the recipient of ultimate accountability for all aspects of the grant

DCA Monitoring for Compliance

Homeowner Files

- Application for assistance
- Documentation of income
- Proof of lawful presence
- Signed income calculation form
- Annual Income Limits used
- Contractor Clearance
- Detailed work-write up and cost estimate
- Contract for rehab or re-construction
- Including all Change Orders
- Release of Liens



DCA Monitoring for Compliance

Homeowner Files cont'd

- Signed Homeowner Satisfaction Statement/Signed Inspection Reports
- Homeowner Contribution (copies of check, receipts for cash, etc.)
- LBP documentation (if applicable)
- Executed Deed to Secure Debt
- DCA permission to exceed 20% of original cost estimate (if applicable)



DCA Monitoring for Compliance

File Organization

- ***Financial Files***

- Drawdown requests
- Payments to contractor(s)
- Copies of bank statements
- Quarterly Reports with signatures
- Documentation of leverage(copies of invoices & checks)
- All appropriate signatures and documentation of meeting a National Objective

Additional Requirements..

- ✓ Submit a request to exceed 20%
- ✓ Budget revisions
- ✓ Timely Quarterly Reports
- ✓ Grant extensions



Accomplishment Reporting

- Used for Quarterly Reporting
- Instructions:
<https://www.dca.ga.gov/node/3741/documents/10>
- The reporting periods and deadlines are:
 - January - March (due April 30)
 - April - June (due July 31)
 - July - September (due October 31)
 - October - December (due January 31)
- The first quarterly report for a grant should cover the first full quarter after the award date.
- Attach the CDBG Contracts & Accomplishment Report form to report any contracting and section 3 activity, leverage, and accomplishments.

Community & Economic Development > Funding Programs > Community D Reporting

Accomplishment Reporting

Compliance & Administration - Forms

- [Quarterly Reporting Instructions](#)
- [Accomplishments for People](#)
- [Accomplishments for Jobs](#)
- [Accomplishments for Housing](#)

Things to consider....

- **Revitalization Area Strategy (RAS Designation)**
 - Designation for 3 years.
 - Can receive up to 20 points on CDBG Application that are proposed within the designated RAS area.
 - Apply for CDBG Annually, if current CDBG project meets timeliness criteria
- **Georgia Initiative for Community Housing(GICH)**
 - Designation for 3 years or longer...
 - Technical Assistance with developing a housing plan for your community
 - If designated, local Government can apply annually for CDBG for 3 years while participating in program and longer if local Government meet certification requirements every 2 years.
 - For more information on how to apply for GICH, please contact Dr. Jermaine Durham at Jermaine.Durham@uga.edu or (912)687-5522.



QUESTIONS.....

Thanks!

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