



Successfully Implementing Housing & Neighborhood Revitalization

**Malisa Thompson
CDBG Field Representative**

Housing & Neighborhood Revitalization

Monitoring Requirements

Before you begin.....

- **Clear Special Conditions**

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



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

➡ FILE ORGANIZATION

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
- Include 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

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



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!

MALISA THOMPSON
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