

Housing & Neighborhood Revitalization Monitoring Requirements

Before you begin.....

- Clear Special Conditions
 - Mobile Home costs exceeding \$20,000
 - Housing Policies and Procedures





- 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



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



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)

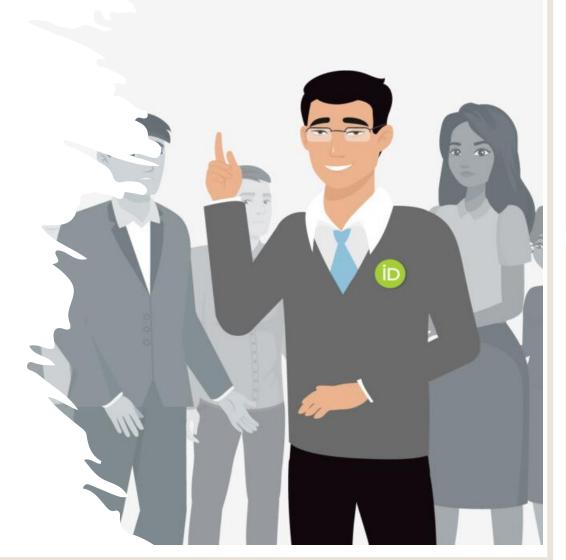


Financial Files

- 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 <u>Jermaine.Durham@uga.edu</u> or (912)687-5522.



QUESTIONS.....

Thanks!

MALISA THOMPSON
CDBG FIELD REPRESENTATIVE

Malisa.Thompson@dca.ga.gov

Direct: 404.326.1048

dca.georgia.gov