

**Oregon Community Development Block Grant
Guidelines for Grant Administration**

The following information will help grant recipients plan for smooth administration of the project. While it is critical that one person have the overall responsibility for the project, it is possible for more than one person to be involved in daily management of the grant-funded activities. Specific individuals must be identified as responsible for all the activities listed in these guidelines that are part of the grant-funded project.

These guidelines do not include every step that is involved in the administration of a Community Development Block Grant. They are not to be used as a substitute for the Grant Management Handbook. Not all these activities listed below are considered grant/project administration costs and may be activity delivery costs.

Step One: Designate the person(s) who will be responsible for the grant project.

This may be a local official or staff person of the recipient city or county.

Name	Responsibilities
	1. Serve as recipient’s official point of contact with the Oregon Business Development Department
	2. Ensure that grant contract is executed, including any “Special Conditions” that must be met
	3. Ensure that a <i>Finding of Exemption from Part 58 Environmental Review Requirements</i> is signed prior to obligation of grant funds for any purpose. (Note: This must be done PRIOR TO signing contract with Grant Administrator)
	4. Oversee procurement of Grant Administrator, if necessary
	5. Monitor performance of any outside organization or contractor engaged to perform grant administration

Step Two: Designate one person who will have overall responsibility for grant administration.

This can be a local official or staff person of the grant recipient, someone from another unit of government (interagency agreement) or an independent contractor (for profit business, nonprofit organization, or an individual) hired to provide administration services.

	<ul style="list-style-type: none"> • Serve as central contact for local, state, and federal people involved in the project • Be knowledgeable about federal and state requirements affecting the project; attend workshops and other grant-related training provided by the Oregon Business Development Department • Coordinate all grant activities • Administer all grant-related contracts • Ensure grant recipient meets all conditions of the grant contract and that contractors fulfill contractual obligations • Monitor project progress against grant contract scope of work and budget and report progress to elected officials and the state
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Step Three: Designate person(s) who will be responsible for specific grant administration activities.

Name	Responsibilities
	<ol style="list-style-type: none"> 1. Procure architect/engineering services and construction contractors: <ul style="list-style-type: none"> • Possess knowledge of state law for procurement of materials and services • Comply with state and local procurement laws and ordinances • Prepare Requests for Proposals and/or Requests for Qualifications • Coordinate drafting and reviewing of contracts to ensure compliance with federal requirements • Prepare scope of services for each contract and obtain approval by appropriate regulatory authorities • Ensure state review of all project-related contracts • Prepare contract amendments or requests to state for grant contract amendments, when needed

Name	Responsibilities
	<p>2. Complete “first draw” requirements prior to requesting a drawdown of grant funds for non-construction activities:</p> <ul style="list-style-type: none"> • Ensure preparation and signing of <i>Finding of Exemption from Part 58 Environmental Review Requirements</i> for grant administration, engineering, architectural, and other “exempt” activities. • Ensure adoption and publication of a Fair Housing Resolution • Obtain firm commitment of all other project funds • Ensure compliance with the state of Oregon’s <i>Residential Antidisplacement and Relocation Assistance Plan</i>, if applicable • Ensure completion of Self-Evaluation for Compliance with Section 504 Handicap Accessibility Checklist and related requirements • For recipients with 15 or more employees, assure a current <i>Policy of Nondiscrimination on the Basis of Handicapped Status</i> and related grievance procedures are in place • Complete an OBDD reviewed Section 3 Plan • In 2012, complete an OBDD reviewed Limited English Proficiency Language Access Plan (LAP)
	<p>3. Complete “first draw” requirements prior to requesting a drawdown of grant funds for construction activities:</p> <ul style="list-style-type: none"> • Obtain review of plans, specifications and all bid documents, including the advertisement (call) for bids, at least 10 days before anticipated advertisement date • Ensure that the appropriate environmental review process occurred and was completed BEFORE construction contract is awarded. This includes: <ul style="list-style-type: none"> ▪ Preparation of the environmental review record ▪ Publication of appropriate notice; ▪ <i>Request for Release of Funds</i> submitted to OBDD. (Note: OBDD must send recipient a Release of Funds notice, signifying completion of environmental review requirements BEFORE the recipient signs any construction contract.)
	<ul style="list-style-type: none"> • Submit a copy of pre-construction conference meeting minutes signed by the recipient and contractor(s) • Submit notice of construction contract award and start of construction • Submit copies of certified payroll reports from the general or subcontractor(s) whose work is covered by the drawdown request

Name	Responsibilities
	<p>5. Compliance with federal labor standards</p> <ul style="list-style-type: none"> • Include correct federal Davis-Bacon and Oregon BOLI prevailing wage rates in the construction bid documents • Call the Department ten days prior to bid opening to obtain current Davis-Bacon and BOLI wage decisions • Ensure that all contractor/subcontractor agreement and fringe benefit summary forms are received from all contractors on the job site • Review certified payrolls, perform worker interviews, verify that correct base wage rates and fringe benefits are paid • Ensure that corrective action is taken for any noncompliance with federal labor standards provisions
	<p>6. Complete “final draw” requirements and project closeout</p> <ul style="list-style-type: none"> • Submit a completed <i>Minority, Women and Emerging Small Business Activity Report</i> • Submit a completed Section 3 Summary Report, if applicable • Ensure holding of Second Public Hearing and submission of all necessary documentation • Economic Development recipients must submit the final jobs reports and outcome and performance measure reports as outlined in Chapter 9