Insert Grantee Name

Pre-monitoring Meeting

Insert Date of Meeting

Insert Time of Meeting

1. Introductions
2. Invoicing

* Invoices will be submitted by GIOS, emailed to the mailbox for infrastructure (DRU.Infrastructure@la.gov)or e-mailed directly to the project manager.
* Submit line-item budget spreadsheet for each invoice showing only the amounts you are requesting in each line-item.
* Invoicing Requirements

Salaries & Benefits

* Payroll register
* Timesheets signed by the employee and manager
* Benefits- Report from payroll system showing employer portion or itemized invoices from insurance provider.

Supplies

* Invoices or receipts

Postage

* Invoices or receipts

Travel/Transportation

* PPM 49 reimbursement for mileage- Travel Expense form is needed
* Field Trips: If transportation is contracted out- Copy of contract is needed and invoices.

Professional Services

* Procurement
* Contract agreement
* Invoices

Construction

* Construction Contract
* AIA

1. Administrative Costs and Direct Costs

* Grantee should be tracking administrative/project delivery and direct costs on invoices.
* Administrative/project delivery costs should not exceed budgeted amount.
* Identify which expenditures are administrative/project delivery within invoices.

1. National Objective (Elimination of Slum and Blight, LMI Limited Clientele, Job Retention, Creation or Urgent Need)

* Slum and Blight- Documentation supporting the building is either slum or blighted.
* LMI Job Creation or Retention- At least 51% of the jobs created or retained must be low-to-moderate income jobs or individuals hired must be from a low-to moderate household. Name of entity must complete the LMI Business form and provide payroll documentation to support the jobs created or retained.
* LMI Clientele – At least 51% of the persons served must be from a low-to-moderate income household. Each person must complete the LMI household form.
* Urgent Need– Board resolution

1. Subgrantee Agreements/Contractor Agreements

* Agreements should include items listed on the file management sheet provided.
* Provide the agreements to OCD-DRU
* Contractor Clearance- Check each contractor to see if they have been debarred or suspended from receiving federal funds on [www.sam.gov](http://www.sam.gov).

1. Monitoring

* OCD-DRU will monitor Grantee.
* Grantee should create a monitoring plan (template available in Administrative Manual) to monitor subgrantee/contractors.

1. Policies and Procedures

* Policies and procedures should include CDBG-DR requirements listed on the file management sheet provided.

1. Recordkeeping

* Files should be kept five years after the close-out of OCD-DRU’s grant agreement with HUD

1. Procurement

* Grantee should procure services, supplies, and materials at or above $3,500. The small purchase method should be used for items from $3,500 to $150,000 by obtaining price or rate quotations from at least three qualified sources.
* Maintain written documentation on names of businesses contacted and how they were contacted; the prices that were quoted; and the basis for selecting one firm over the others.
* RFP process should be utilized for services, supplies and materials above $150,000. Cost or price analysis must be performed.

1. Financial Management Validation

* Account for CDBG-DR funds separately
* A-133 audit required

1. Budget Amendments

* Amendments to the budget can be made by completing a budget amendment request form (to be emailed).

1. Quarterly Reporting

* Quarterly reports are due the 10th day of the month following the end of the quarter. Due Dates are April 10th, July 10th, October 10th, and January 10th. If that day is a holiday or weekend, please provide the quarterly report on the day before.

1. Logos

* All printed materials/communications will need to have the required logos (to be emailed).

1. Environmental Review

* An environmental review should be completed on a project.
* An environmental clearance from OCD-DRU and HUD (if applicable) should be provided to grantee prior to any choice limiting action being made on the project.

1. Section 504 Evaluation & Assurances

* Section 504 Self-Evaluation Questionnaire should be completed.
* Section 504 Assurances executed if grantee employs 15 or more persons.

1. Fair Housing

* A fair housing activity needs to be performed one time per year while CEA is active.

1. Davis-Bacon

* Applicable to construction contracts in excess of $2,000.
* Grantee should designate labor compliance officer and ensure project follows compliance with Davis-Bacon.

1. Administrative Manual

<http://www.doa.louisiana.gov/cdbg/dr/dradmin-manual.htm>