

## Sample CDBG Project Management Plan

The management plan adopted by the local government should reflect the actual procedures utilized by the local government and based on the duties assigned to the various people involved in the project.

**Note:** This example is provided to help create a plan that is structured upon the actual procedures utilized by the local government and based on the duties assigned to the various people involved in the project. This example may be modified to fit the actual needs and management responsibilities of the project.

### I. Administrative structure

The city/town/county of \_\_\_\_\_ is an incorporated city with a mayor-council form of government. the following persons will have lead responsibility for administering the city's FY \_\_\_\_ Community Development Block Grant public facilities/community facilities/housing project for (type) improvements:

Mayor \_\_\_\_\_, as the city's chief elected official, will have responsibility for all official contacts with the Montana Department of Commerce. The mayor and city council will have ultimate authority and responsibility for the management of project activities and expenditure of CDBG funds. The approval of all contracts and request for reimbursements will be the responsibility of the city council.

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_, clerk-treasurer, as the city's chief financial officer, will be responsible for management of, and record keeping for, the CDBG funds and other funds involved in the financing of the (type) project.

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_, director of the city-county planning board, will be designated as grant manager and be responsible for overall grant management and assuring compliance with applicable federal and state requirements for the CDBG project. The grant manager will serve as the city's liaison with Commerce for the project and will serve as the designated environmental certifying officer and labor standards officer. One-third of this position's time will be devoted to CDBG administration during the term of the project.

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_, city attorney, as the city's legal counsel, will review and advise the mayor and council regarding any proposed contractual agreements associated with the CDBG project and provide any other legal guidance as requested.

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_, project engineer, will be responsible for construction-related activities including preparation of preliminary engineering, final design plans and specifications, as well as construction inspection. Contractor compliance, scheduling and payment requests will also be subject to the project engineer's review and approval.

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## II. Grant management

A. The grant manager will be responsible for:

1. Preparing the environmental review record and ensuring full compliance with the national and Montana environmental policy acts.



## COMMERCE

2. Assisting the grant recipient with all requirements related to effective project start-up and implementation and developing a contract with Commerce.
3. Preparing any legal notices required to be published, and processing and conducting any required public hearings or informational meetings.
4. Establishing and maintaining complete and accurate project files and preparing all documentation and reports incidental to administration of the grant.
5. Assisting the grant recipient with selection of the project engineer, in conformance with procurement requirements, including the preparation of requests for proposals for publication or other distribution.
6. Reviewing all proposed project expenditures or requests for payment to ensure their propriety and proper allocation of expenditures to the CDBG budget.
7. In cooperation with the clerk-treasurer, processing payment requests and preparing requests for reimbursement to the department, including the request for payment, status of funds report, invoice tracking spreadsheet and the project progress report.
8. Monitoring the contractor selection process, including the bid advertising, tabulation and award process and construction contract provisions in conformance with applicable laws.
9. Presenting labor standards and civil rights requirements to the selected contractor at the preconstruction conference and attending monthly construction progress meetings.
10. Monitoring contractor compliance with applicable requirements.
11. Serving as the city's designated labor standards officer, assuring compliance with all state and federal labor standards requirements. Responsibilities will include the review of weekly certified payrolls to assure compliance with federal Davis-Bacon wage requirements; periodic visits to the construction site to assure that required equal opportunity, labor standards and prevailing wage determinations have been posted; and conducting onsite interviews with construction workers to assure prevailing wage compliance.

12. Assuring compliance with applicable equal opportunity requirements.
13. Preparing all required performance reports and project closeout documents for submittal to Commerce.
14. Attending council meetings to provide project status reports and representing the CDBG project at any other public meetings, as deemed necessary by the local officials.
15. Receiving official project complaints and ensuring that complaints are reasonably addressed in a timely manner.

B. The project engineer will be responsible for:

1. Design and construction engineering.
2. Preparation of the construction bid package in conformance with applicable requirements and supervision of the bid advertising, tabulation and award process, including the preparation of the advertisements for bid solicitation, conducting the bid opening and issuance of the notice to proceed.
3. Conducting the preconstruction conference, with the assistance of the grant manager.
4. Supervision of construction work and preparation of inspection reports.
5. Reviewing and approving all contractor requests for payment and submitting the approved requests to the grant recipient.

III. Financial management

A. The clerk-treasurer's financial responsibilities will be as follows:

1. Managing the transfer of CDBG funds from Commerce to the grant recipient's bank account and disbursing CDBG funds based on claims and supporting documents approved by the grant manager, project engineer and contractor.

2. Entering all project transactions into the grant recipient's existing accounting system and preparing checks/warrants for approved expenditures.
  3. With the assistance of the grant manager, preparing the request for payment and accompanying draw reports and documentation to be submitted to Commerce.
  4. With the assistance of the grant manager, preparing the final financial reports for project closeout.
- B. The grant manager and clerk-treasurer will review all proposed expenditures of CDBG funds and will prepare requests for reimbursement, which will be signed by the officials cited in the signatory form. All disbursements will be handled in accordance with the grant recipient's established claim review procedures. Before submitting the claim to the clerk-treasurer, the grant manager will attach a certification to each claim stating that the proposed expenditure is an eligible expense of the grant recipient's CDBG project and consistent with the project budget. The council will review all claims before approving them.
- C. Financial record keeping will be done in conformance with state law. The original financial documents — claims with attached supporting material — will be retained in the grant recipient's offices.
- D. Appropriate documentation of administrative costs will be maintained by the grant manager and the clerk-treasurer to document all time worked on the CDBG project that will be compensated with CDBG funds.