APPENDIX N
Draft Project Management Plan
I. ADMINISTRATIVE STRUCTURE

The *(City, Town or County)* of _____ is an incorporated (*city, town or county*) with a (*Mayor-Council or other)* form of government. The following persons will have lead responsibility for administering the (*city, town or county*)'s Community Development Block Grant (CDBG) grant.

(Mayor or Commission Chair) _____, as the (*city, town or county*)'s chief elected official will have responsibility for all official contacts with the Montana Department of Commerce (Commerce) and ultimate authority and responsibility for the management of project activities and expenditure of CDBG funds.

The Clerk-Treasurer, as the (*city, town or county*)'s chief financial officer, will be responsible for management of, and record keeping for, the CDBG funds involved in the financing of this project.

_____, _____, will be designated as *Project Manager* and be responsible for overall project management and reporting and for assuring compliance with applicable requirements.

The (*city, town or county*) Attorney, as the (*city, town or county*)'s legal counsel, will provide legal guidance as requested.

The Project Architect/Engineer will be responsible for construction-related activities including preparation of preliminary studies and designs, final design plans and specifications, as well as construction inspection.

II. PROJECT MANAGEMENT

A. The ***Project Manager*** will be responsible for:

1. Familiarity with the current *Grant Administration Manual* and its requirements and for assuring compliance with the CDBG contract and with CDBG policies for project activities and administration.

2. Preparing any additional environmental review to assure full compliance with the National and Montana Environmental Policy Acts, including meeting any applicable environmental requirements and documenting any mitigating actions or additional consultation is completed pursuant to the findings of the environmental review.

3. Documenting compliance with applicable civil rights requirements.

4. Assisting the (*city, town or county*) with all requirements related to effective project start-up and maintaining compliance with the implementation schedule attached to the contract.

5. Assisting the (*city, town or county*) with procuring professional services and/or a general contractor.

6. Monitoring and enforcing compliance with labor standards requirements.

7. Documenting compliance with URA requirements, as applicable.

8. Preparing all required performance reports and closeout documents.

B. The ***Project Architect/Engineer*** will be responsible for:

1. Designing architectural and/or engineering plans necessary for successful completion.

2. Preparation of the construction bid package in conformance with applicable CDBG requirements.

3. Overseeing construction bidding and award process, including the preparation of the advertisements for bid solicitation, the bid opening, and helping to determine the lowest responsible, responsive bidder.

4. Conducting the pre-construction conference.

5. Supervision of the construction work and preparation of inspection reports.

6. Reviewing and approving all requests from contractors for payment and submitting the approved requests to the Project Manager.

III. FINANCIAL MANAGEMENT

A. *The* ***Clerk-Treasurer*** will be responsible for:

1. Establishing the CDBG bank account and transferring CDBG funds from that account to the (*city, town or county*)'s treasury for disbursements, based on claims and supporting documents.

2. Ensuring a separate non-interest bearing account required by CDBG will be established and used for CDBG funds. Balances in that account will not exceed $5,000 for a period of three days, to comply with CDBG requirements.

3. Entering all project transactions into the (*city, town or county*)'s existing accounting system, and preparing checks/warrants for approved expenditures.

4. Ensuring all Requests for Reimbursement are signed by authorized representatives.

5. Ensuring no expenditures will be made without proper (*city, town or county*) approval.

B. *The* ***Project Manager and the Clerk-Treasurer*** will be responsible for**:**

1. The review of all proposed expenditures of CDBG funds. The Project Manager and Clerk-Treasurer will prepare requests for reimbursement, which will be signed by authorized representatives.

2. All disbursements are handled in accordance with the (*city, town or county*)'s established procedures for reviewing claims.