

CDBG GRANT MANAGEMENT HANDBOOK (2007 Edition)

CHAPTERS/EXHIBITS

Chapter 13 – Checklist

Chapter 13 – Voluntary CDBG Grant Administrators Exam

Chapter 13 – Voluntary CDBG Program Quiz

Chapter 13 – Voluntary URA/104(d) Quiz

Chapter 13 – Voluntary Labor Standards Quiz

No Exhibits for this Chapter

Chapter 13 – VOLUNTARY GRANT ADMINISTRATORS TESTS

This Chapter contains several voluntary tests designed to assist grant administrators and recipients in assessing their knowledge of Community Development Block Grant program requirements. The tests included are: Grant Administrators Exam, General Program Quiz, URA Quiz, and Labor Standards Quiz. Grant recipients and/or grant administrators are encouraged to take these open book exams and quizzes. The information needed to answer the exam and quiz questions can be found in either this Grant Management Handbook or the Community Development Block Grant Method of Distribution.

Once completed the tests can be sent to OECDD, care of Mary Baker or Christine Valentine, at 775 Summer Street NE – Suite 200, Salem, Oregon 97301-1280 for grading. The State will generally be able to process tests within 30-60 days upon receipt. A passing score of 70% is required for issuance of a "Certificate of Completion" by the State. In all cases, the Department will provide the grading results and information to address any answers missed.

In the future, OECDD may institute a more formal certification program for grant administrators and/or grant recipients. Alternatively, the voluntary program may simply be continued and expanded where feasible.

CDBG QUIZ

JULY 2007

Uniform Relocation Assistance & Real Property Acquisition Policies Act & §104(d) of the Housing and Community Development Act

Are the following statements True or False?!	True	False
1. Under URA, we must look at the entire project from start to finish. Even if the phase that is CDBG funded does not trigger URA, the Act applies if any other part of the project involves acquisition, demolition, or rehabilitation.		
2. The acquisition requirements of URA can be triggered retroactively, e.g. city/county acquired property and/or displaced residents and then later came in for CDBG funding. HUD recommends that we look at whether the property was specifically acquired for the project, i.e. did the city/county have a particular project in mind when they made the purchase?		
3. For determining the applicability of relocation assistance and replacement housing payments, we need to look at whether the building was vacant at the time of application.		
4. A city/county going down a "not subject to" (voluntary) acquisition path cannot change course during the process to condemning the property in question as this violates URA.		
5. If a city/county says that it has a willing seller, then the "not subject to" (voluntary) acquisition requirements definitely apply.		
6. One way for a city/county to avoid URA is to have a non-profit acquire the property needed for a project. URA does not apply to non-profits.		
7. Under URA, a "displaced person" must have a legal right to be in the building to be eligible for relocation assistance and replacement housing payments.		
8. Under URA, relocation assistance for "displaced persons" does not cover only personal property that is located such that it has to be moved. The person owning that personal property is not entitled to assistance if not residing in the building.		
9. A replacement housing unit must be "comparable" to the unit it replaces which means decent, safe, sanitary, and functionally equivalent. Functionally equivalent generally means the same # of bedrooms, the same basic features (e.g. fireplace before, then also one now), similarly desirable location, typical size/improvement for area, currently available and within person's financial means.		
10. URA sets limits based on family/size income on the monthly replacement housing payment required for displaced persons.		
11. If the city/county does not identify the "comparable" units upfront, then the person being displaced can identify the comparable units. This can result in the city/county having to pay a higher monthly replacement housing payment based upon the unit(s) selected by the displaced person, even if those units are more costly than need be to find a truly "comparable" unit.		
12. URA relocation benefits do not apply to businesses.		
13. Under 104(d), the low-income units removed can be replaced with new, low-income units at a different site or on the same site.		
14. The required time period for payment of monthly housing replacement payments is the same under URA and 104(d).		

Community Development Block Grant Program

Grant Administrator Exam

Instructions: This is an open book examination. The answers will be located in either the Grant Management Handbook or the Method of Distribution. Unless the question indicates otherwise, choose only one answer. There are 60 questions on this exam, each worth one point. A score of 42 is the passing threshold.

ENVIRONMENTAL:

1. What is the maximum amount of CDBG funds that can be budgeted for environmental compliance?
\$ _____

2. List the five (5) possible levels of environmental review.

3. Draw a line connecting the CDBG funded activity to its corresponding level of environmental review.

Replacement of lagoon liner

Exempt

Engineering fees

Environmental Assessment

New construction of a fire station

Categorical Exclusion

4. Will a potential CDBG recipient be in violation of the environmental clearance regulations if they completed a land sales transaction and acquired property for a project after they have submitted the Project Intake form but before they received the Release of Funds from OECDD?

___ Yes

___ No

5. Per the State Historic Preservation Office's Section 106 review, circle the information that should be included with the letter to the State Historic Preservation Officer.

a. Map of the project area

- b. Photographs of the project area
 - c. Architectural site plans or drawing
 - d. All of the above
6. The city's proposed new water reservoir (funded with CDBG) is expected to be constructed within the 100-year floodplain. What does the recipient need to do to comply with the proper environmental clearance for this project? _____ Why?

7. Under a categorical exclusion subject to 58.5, not converted to exempt, circle the two forms that are required to be completed.
- a. Categorical Exclusion (subject to 58.5) Checklist
 - b. Request for Release of Funds
 - c. Environmental Assessment Checklist
 - d. "Other Requirements" Compliance Document Checklist
8. A public comment period is required under an environmental assessment level of review.
 _____ True _____ False
9. What are the consequences of awarding construction contracts or acquiring land and temporary/permanent easements or leases of 50 years or more prior to the release of funds being issued by OECD? _____

FINANCIAL MANAGEMENT:

10. A maximum of _____ percent of the grant or an overall maximum of \$_____ of CDBG funds can be used for recipient grant administration expenses.
11. List the items that must be submitted with every cash request.
- a. _____
 - b. _____
 - c. _____

12. How long must records be maintained after a project is closed?

13. There are three essential fiduciary functions that should be segregated. Grantees unable to assure segregated fiduciary responsibilities should incorporate these into a grant administration plan. This plan should identify the persons and processes for:
- a. _____
 - b. _____
 - c. _____
14. What is the maximum time frame from receipt of the funds that a grantee must disburse the CDBG funds?
- a. A couple of weeks
 - b. Within three days
 - c. 48 hours
 - d. Three years
15. The Federal Single Audit Act (A-133) applies to grantees that spend more than \$ _____ in federal funds during the course of a single fiscal year.

ACQUISITION:

16. What should appear in the file to document the acquisition of real property by donation?
- a. _____
 - b. _____
 - c. _____
 - d. _____
17. Before a recipient enters into a grant contract with OECDD to provide CDBG funds for any activity that will directly result in the conversion to another use or demolition of lower-income dwelling units the recipient must? _____

18. In a "not subject to" acquisition the property owner is not eligible to receive relocation assistance payments? Yes _____ No _____

19. What is the threshold property value under which a local government can purchase real property without a detailed, professional appraisal?
- a. \$5,000
 - b. \$2,500
 - c. \$10,000
20. Name the three (3) pre-requisites for "not subject to" acquisition.
-
-
-

PROCUREMENT:

21. What is the maximum amount allowed for procurement of engineers and architects:
- Small Procurement - Procurements not exceeding \$ _____
 - Intermediate Procurements - Procurements over \$ _____ but not more than \$ _____
 - Competitive Procurement - Procurements over \$ _____
22. If a CDBG funded project contains USDA – Rural Development's Engineers Joint Contract Document Committee (EJCDC) bidding documents there is then no requirement that the CDBG clauses, provision, and forms also be included in the bidding document.
- ___ True ___ False
23. What is the minimum required time (weeks) for cities and counties to advertise bid solicitations for construction contracts? _____
24. List the (3) methods of competitive procurement for construction:
-
-
-

25. A city will be replacing 100 water meters and the estimated cost for each meter is \$275. As their grant administrator you would advise them to use what method of procurement? Check one.
- ___ Intermediate procurement
 - ___ Formal procurement
 - ___ Emergency procurement

26. Identify the sequential order (1 thru 8) in which the following activities would most likely occur during the competitive construction bid process. 1 = the first step, 8 = the last.

- ___ Determine if low bid is responsive.
- ___ Issue Notice of Construction Contract Award.
- ___ Identify appropriate wage determination.
- ___ Hold pre-construction conference.
- ___ Conduct 10 day wage rate update.
- ___ Complete draft bid documents.
- ___ Receive OECDL approval of bid documents.
- ___ Receive ROF from OECDL.

LABOR STANDARDS:

27. What is the maximum amount of CDBG funds that can be budgeted for labor standards compliance? \$_____

28. At the pre-construction conference the general contractor says he pays his employees every two weeks. Is this in compliance with the Federal Labor Standards Regulations? In your answer, refer to the applicable law that supports your answer.

29. How is a **working subcontractor** reported on a payroll when he is working on the job site and does not have any employees?

30. There are key dates and timelines that must be adhered to in a project. Documentation must be submitted to OECDL to ensure compliance. In (a through d) fill in the first blank and then in the second blank name the documentation and/or form needed to ensure compliance and the page it is on in the manual.

- a. For competitive sealed bidding, the **wage decision** must be updated _____ days prior to bid opening.
- b. The contractor must be determined to be eligible _____ to award of the contract.
- c. The construction contract must be awarded within _____ days of bid opening or a new wage decision must be obtained.

d. For a profit sharing plan to be considered eligible as a fringe benefit under Federal Labor Regulations, the employer must distribute the employee's _____.

31. Each contractor and subcontractor must be informed of the Labor Standards Requirements as well as additional information to ensure a successful project prior to the beginning of construction. Signed documentation that each prime contractor has informed all subcontractors must be completed. In the Grant Management Handbook locate the form names and exhibit numbers and list them below:

32. Payrolls are to be submitted to the grant recipient no later than _____ work days following completion of the workweek. Payrolls are to be examined upon receipt.

33. You are working on a project where the Wage Decision for an Electrician requires a Base Rate of \$21.83 and a Fringe Rate of 5% + \$7.15. The contractor has stated that fringe benefits will be paid in cash and the Electricians will be paid \$21.83, what is the total fringe rate to be paid. Show the calculation.

34-40 You are reviewing payrolls for a subcontractor, Acme Electricians.

- Their contract is for \$250,000 of electrical work.
- The Wage Decision required Base Rate of \$21.83 and a Fringe Benefit Rate of \$7.15.
- No zone pay.
- Fringe Benefits are paid correctly to a plan and all deductions are proper.
- One apprentice is working on the project and is **not** registered with the BOLI's Apprenticeship Program or another union recognized program.
- The contractor has a bargaining unit agreement allowing 4 ten-hour day work weeks.

Below is a section of the initial Payroll Report for the first week of work. Answer the questions following the Payroll Report.

(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT OR ST.	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED
				M	T	W	TH	F	S	S			
				1	2	3	4	5	6	7			
Jane Smith #555-11-2222 123 Main Street Anytown, Id 83555	1	Electrician	O					10		10	10	\$28.23	\$1,035.10
			S	10	10	10	10			40	40	\$18.82	
John Smith #555-22-2222 123 Main Street Anytown, Id 83555	1	Electrician	O					10		10	10	\$28.23	\$1,035.10
			S	10	10	10	10			40	40	\$18.82	
Jess Clough #555-33-2222 123 Main Street Anytown, Id 83555	1	Electrician	O					10		10	10	\$28.23	\$1,035.10
			S	10	10	10	10			40	40	\$18.82	
Tad Clough #555-44-2222 123 Main Street Anytown, Id 83555	1	Apprentice Electrician 70%	O					10		10	10	\$19.76	\$724.40
			S	10	10	10	10			40	40	\$13.17	

a. Identify any problems you see with the payroll form:

b. What are the two initial steps prior to notification?

c. Who should the recipient notify and how?

d. What information should be in and with the notice?

e. What information should be collected from the contractor?

f. If the unpaid wages are less than \$1,000 for the entire project what information should be submitted to OECDD and when?

g. If the unpaid wages exceeds \$1,000 per contractor, for the entire project, what information needs to be submitted to OECDD and when?

Bonus Point: Calculate the wage restitution for each employee and the total restitution for this payroll?

BONUS:

41. All HUD-assisted projects are to ensure that to the greatest extent feasible that preferences for economic opportunities are directed toward low and very low-income residents and businesses. Name the form used to document the compliance with this requirement and the pages it is on in the manual.

CITIZEN PARTICIPATION:

42. At what stage(s) during a project must the grantee hold the two required public hearing(s)?

43. Identify the items you should forward to your OECDD/OHCS Regional Coordinator/project manager to document each public hearing.

44. What is the general rule of thumb, as to when a public hearing notice needs to be advertised/posted to meet the needs of non-English speaking residents?

45. What circumstances would trigger the requirement to hold a third public hearing?

CIVIL RIGHTS:

46. Before a grantee executes their CDBG grant contract with OECDD the grantee must adopt and publish a policy, if they do not already have one. Which policy?

47. List three recruiting activities the grantee can utilize to ensure protected groups are receiving employment information.

a. _____

b. _____

c. _____

48. List two affirmative steps showing how grantees, their sub-recipients and contractors can provide opportunities for small, minority and female businesses and firms to respond to RFP's/bids for sources of supplies, equipment construction and services.

a. _____

b. _____

49. Section 3 Summary Reports are to be submitted to OECDD for each project where the grant exceeds _____. The grantee is to obtain Section 3 Summary Reports from every contractor (construction and non-construction) where the contract exceeds _____. The data for the entire project is to be compiled into one report and submitted to OECDD prior to _____.

FAIR HOUSING:

50. How often and when does a Fair Housing Resolution need to be published?

51. Which housing-related activities are protected under the Fair Housing Act?

52. Local governments need to take leadership in communicating the goals of non-discrimination in housing to their communities by:

1. _____

2. _____

3. _____

53. What are the protected classes under the Civil Rights Act?

SECTION 504

54. Each grant recipient shall prepare a self-evaluation. Identify the three elements the self evaluation plan requires the grant recipient to complete:

55. If the self evaluation identifies areas that need improvements to meet applicable standards the recipient then needs to develop a: _____

56. What is the name of the guidelines that need to be used when conducting a site/self review/evaluation?

57. If a grant recipient has more than 15 employees list the additional steps that must be taken: _____

NATIONAL OBJECTIVE:

58. For a limited clientele facility the recipient must keep facility records documenting:

59. Slum and blight projects qualify for funding based upon the removal of the slum or blight, however final compliance with the national objective requirement is based upon:

60. Explain the continued use requirement and the difference between projects under "direct control" and "not under direct control": _____

Name: _____

DRAFT
Community Development Block Grant
Quiz

True	False	
		The CDBG environmental review process must be completed for each activity identified within the grant agreement's (budget), regardless of the source of the funds and prior to incurring any costs associated with that activity.
		Grant recipients can use environmental review documents prepared for other funding agencies to assist in the completion of the CDBG environmental review.
		All requests for release of funds should be submitted with all supporting documents and reviewed/processed by the Department.
		CDBG rules apply to all project funds contained within the project budget.
		All project related contracts for any budgeted line item, regardless of the source of funds, must be reviewed for compliance with the federal requirements.
		The 10-day wage modification check, prior to bid opening, is not necessary.
		Every certified payroll report must be scrutinized in detail by the grant recipient.
		Every construction worker on the project must be shown a copy of the federal wage determination for the project if they ask to see it.
		If back due wages amount to more than \$1,000, per contractor, for all phases involved in the funded construction project additional reporting requirements must be met.
		The Uniform Relocation Assistance and Real Property Acquisition Act (URA) applies to a project as soon as there is intent to use CDBG funds.
		Projects that do not involve construction do not have to be monitored by the State.
		A construction project should be monitored at 50% of construction completion or when 50% of the funds have been disbursed.
		All applicable sections of the monitoring checklist must be completed.
		Projects can be administratively closed with unresolved monitoring findings.
True	False	BRAIN TEASERS
		The newly revised URA requirements now apply to temporary construction easements.
		104(d) of the Housing and Community Development Act requires replacement of low and moderate-income housing units that are demolished or converted to another use in connection with a CDBG assisted activity.
		104(d) tenant assistance only applies to tenants.
		One for One replacement is required if the housing unit's rent and utilities are below the affordable fair market value rent and the unit is occupied or vacant occupiable.
		A woman's domestic violence shelters policies prohibit male children from residing in the shelter with their mother. This practice is considered routine and is not discriminatory.

CDBG Labor Standards Quiz

	True	False	Question
1			A working subcontractor (owner operator) must be paid at least the prevailing wage for all hours worked on the job as a laborer or mechanic.
2			Truck drivers delivering materials to the job site do not have to be paid prevailing wages.
3			City and County employees that perform construction work on a CDBG project must be paid Davis-Bacon wages.
4			State prevailing wages (BOLI) never apply to a CDBG construction project.
5			A pre-construction conference must be held for all projects subject to the federal labor standards.
6			The most important topic at the pre-construction conference is how to comply with the federal labor standards.
7			State overtime law does not apply to CDBG projects because they use federal funds.
8			Apprentices can be paid less than the journeyman wage rate if they have a written agreement with the contractor.
9			A contractor can pay construction workers biweekly or monthly if that is the company's regular practice.
10			The engineers or architects on-site inspector is a good person to conduct employee interviews.
11			All of the following are "fringe benefits": medical insurance, vacation plans, retirement plans and workers compensation insurance premiums.
12			If an employee's trade is not listed in the wage determination, all the contractor must do is pay whatever the normal rate is for the trade work.
13			Workers from other towns have to be paid Davis-Bacon wages for traveling to the job site.
14			Every worker must be shown a copy of the applicable prevailing wage determination for the project if they ask for it and it should be posted on the job site.
15			A contractor does not have to show their records to the CDBG recipient unless there is a specific record-keeping clause in the general conditions of the construction contract.
16			The "lock-in" date for the wage determination is 10 days prior to bid opening.
17			Exploratory drilling is not covered by the federal labor standards requirements.
18			Apprentices can work on site without a journeyman at the apprentice rate.
19			The grant recipient is responsible for ensuring that the project complies with all federal labor standard provisions.
20			Federal regulations do not require verification of the prime contractor's eligibility to work on a federally funded project.