

State of Louisiana OCD-DRU Grant Administrative Manual and Resources



Published: 4-15-2018 Revised: 3-21-2019

The OCD-DRU seems to remove pages online and not link to the new pages. But thats going to end now that I know they are removing documents that could be of interest to victims of the 2016 Floods in Louisiana

Grant Administration

The <u>Disaster Recovery CDBG Grantee Administrative Manual</u> is provided to assist Louisiana Disaster Recovery Community Development Block Grant grantees and Subrecipients (parishes and units of local government) in implementing disaster recovery grants. It provides guidance regarding the general requirements included in all Cooperative Endeavor Agreements (CEAs) that apply to parishes and units of local government.

You can get the most recent Update Pack, <u>Version 3.8 here</u>. (Updated 10/3/2016) On June 28, 2012, OCD-DRU presented a webinar about Monitoring and Close-Out Procedures, addressing Chapters 12 and 13 of the <u>Administration Manual</u>.

Have Questions? Need Some Assistance?

Please send your questions to AdminManualQuestions@la.gov. Section 1 - Introduction

Section 1 Introduction Exhibit 1-1 Katrina-Rita Waivers Exhibit 1-2 Gustav-Ike Waivers Exhibit 1-3 Isaac Waivers New! Exhibit 1-4 Floods of 2016 Waivers

Section 2 - Administration

Section 2 Admi	inistration
----------------	-------------

Exhibit 2-1 Project Amendment Request

Exhibit 2-2 Sample Citizen Participation Plan

Exhibit 2-3 FAQ's Concerning Equal Opportunity

Exhibit 2-4 Sample Construction Contract Checklist

Exhibit 2-5 DOB Policy

Exhibit 2-6 Sample DOB Policy

Section 3 - Grant Implementation Checklist

Section 3 Grant Implementation Checklist

Section 4 - Records Management

Section 4 Records Management

Section 5 - Financial Management

Section 5 Financial Management

Exhibit 5-1 Sample Request for Vendor Information

Exhibit 5-2 IRS Form W-9

Exhibit 5-3 DRU Authorized Signature Form

Exhibit 5-4 EFT Enrollment Form

Exhibit 5-5 HUD Form 2880 - Applicant or Recipient Disclosure/Update Report

Exhibit 5-6 Grantee Statement of Assurances

Exhibit 5-7 Sample Financial Statements

Exhibit 5-8 Sample Timesheets

Section 6 - Procurement Methods and Contractual Requirements

Section 6 Procurement Methods and Contractual Requirements

Exhibit 6-1 Sample Procurement Policy

Updated! Exhibit 6-2 Sample Contract Documents Guide

Exhibit 6-3 Conflict of Interests

Exhibit 6-4 Cost Price Detail

Exhibit 6-5 Quick Guide to Cost Price Analysis

Exhibit 6-6 Sample Ad for Proposals for Administrative Consulting Services

Exhibit 6-7 Sample Housing Scope of Services

Exhibit 6-8 Instructions for Administrative Consulting Services

Exhibit 6-9 Sample RFQ for Engineering Services

Exhibit 6-10 Sample Contract for Professional Services

Exhibit 6-11 Bonding Verification

Exhibit 6-12 Verification of Prime Contractor Eligibility

Exhibit 6-13 Sample Verification of Professional Services Eligibility

Exhibit 6-14 Sample Notice of Contract Award

Exhibit 6-15 Sample Agreement of Appraisal Services

Exhibit 6- 16 Compliance Provisions for Professional Services Contracts

Section 7 - Labor Regulations

Section 7 Labor Regulations

Exhibit 7-1 Sample Project Wage Rate Sheet

Exhibit 7-2 Sample Verification of Project Wage Sheet and Project Sign Posting

Exhibit 7-3 Sample Required Construction Site Posters

Exhibit 7-4 Sample Appointment of Labor Compliance Officer

Exhibit 7-5 Wage Decision Example

Exhibit 7-6 Verification of Wage Decision

Exhibit 7-7 Sample Payroll Reduction Authorization Form

Exhibit 7-8 Sample Labor Standards Enforcement Report

Exhibit 7-9 Report of Additional Classification and Rate

Exhibit 7-10 Record of Employee Interview Form

Exhibit 7-11 Force Account Record Keeping

Exhibit 7-12 Sample Contractors or Subcontractors New Employee Information Form

Exhibit 7-13 Sample Contractors or Subcontractors Existing Employee Information Form

Exhibit 7-14 Payroll Form and Statement of Compliance

Exhibit 7-15 OCD/DRU Payroll Review Flowchart

Section 8 - Civil Rights

Section 8 Civil Rights

Exhibit 8-1 HUD Complaint Register

Exhibit 8-2 Suggested Activities to Affirmatively Further Fair Housing

Exhibit 8-3 Sample Section 504 Assurance

Exhibit 8-4 Sample Summary of Actions Taken to Achieve Compliance with Section 504

Exhibit 8-5 OCD Section 504/ADA Technical Assistance Handbook

Exhibit 8-6 Certification of Bidder Regarding Section 3

Exhibit 8-7 Contractor or Subcontractor Section 3 Plan, If Required

Exhibit 8-8 Certification of Proposed Subcontractor Regarding Section 3 and Segregated Facilities

Section 9 - Environmental Review

Section 9 Environmental Review

Exhibit 9-1 Certification for Exemption for HUD funded projects

Exhibit 9-2 Certification of Categorical Exclusion (Subject to 58.5)

Exhibit 9-3 Statutory Checklist for Categorical Excluded Projects Only

Exhibit 9-4 Notice of Intent to Release a Request of Funds (NOI/RROF)

Exhibit 9-5 HUD Form 7015.15: Request for Release of Funds and Certification

Exhibit 9-6 HUD Form 7015.16: Authority to Use Grant Funds

Exhibit 9-7 Certification of Categorical Exclusion (Not Subject to 58.5)

Exhibit 9-8 Statutory Checklist (SC): 24 CFR 58.5 Statutes, Executive Orders and Regulations

Exhibit 9-9 Environmental Assessment (EA) Checklist

Exhibit 9-10 Combined Notice of FONSI and Intent to Request Release of Funds

Exhibit 9-11 Compliance Documentation Checklist (24 CFR 58.6)

Section 10 - Acquisition and Relocation

Section 10 Acquisition and Relocation

Exhibit 10-1 Sample Voluntary Acquisition Policy

Exhibit 10-2 Preliminary Notice, Acquisition Notice, Form and Brochure

Exhibit 10-3 Sample Statement of the Basis for the Determination of Just Compensation

Exhibit 10-4 Sample Written Offer to Purchase

Exhibit 10-5 Guideform Notice of Eligibility for Relocation Assistance - Residential Tenant

Exhibit 10-6 Sample Statement of Settlement Costs

Exhibit 10-7 Acquisition Composite List

Exhibit 10-8 Uniform Appraisal Standards for Federal Land Acquisitions

Exhibit 10-9 Sample Invitation to Accompany an Appraiser

Exhibit 10-10 Sample Short Appraisal Form for Servitude Takings Exhibit 10-11 Sample Review Appraisal Report Exhibit 10-12 Sample Notice of Intent Not to Acquire Exhibit 10-13 Sample Property and/or Servitude Acquisition Waiver Exhibit 10-14 Recommended Local Relocation Policy Exhibit 10-15 Sample Household Case Record Exhibit 10-16 HUD Form 5280 Inspection Checklist - Housing Choice Voucher Program Exhibit 10-17 HUD Form 40061: Selection of Most Representative Comparable Replacement Dwelling for Computing a Replacement Housing Payment Exhibit 10-18 Sample Letter to Relocate in a Substandard Unit Exhibit 10-19 Sample 90/30 Day Notice to Vacate Exhibit 10-20 List of Eligible Moving Activities Exhibit 10-21 Sample Elderly Waiver for Relocation Exhibit 10-22 Sample Temporary Relocation Notice (Tenant) Exhibit 10-23 Sample Displaced Tenant General Information Notice Exhibit 10-24 Sample Notice of URA Eligibility - Nonresidential Exhibit 10-25 HUD Notice: Relocation Assistance to Displaced Businesses Exhibit 10-26 HUD Form 40055: Claim for Actual Reasonable Moving and Related Expenses-Nonresidential Exhibit 10-27 HUD Form 40056: Claim for Fixed Payment in Lieu of Payment for Actual Nonresidential Moving and Related Expenses Exhibit 10-28 HUD Form 40054: Residential Claim for Moving and Related Expenses Exhibit 10-29 HUD Form 40057: Claim for Replacement Housing Payment for 180-Day Homeowner-Occupant Exhibit 10-30 HUD Form 40058: Claim for Rental Assistance or Down Payment Assistance Exhibit 10-31 Sample Letter of Acknowledgement: Services and Payments Rendered Exhibit 10-32 Guideform Notice of Nondisplacement to Residential Tenant Exhibit 10-33 General URA Acquisition Process Checklist Exhibit 10-34 Sample Real Property Acquisition Checklist Exhibit 10-35 Sample Relocation File Checklist Section 11 - Property Management Section 11 Property Managment Exhibit 11-1 Sample Property Control Tracking Section 12 - Monitoring Section 12 Monitoring

Exhibit 12-1 Sample Grantee Monitoring Plan

Exhibit 12-2 Project/Program Risk Assessment Template

Exhibit 12-3 Compliance Monitoring Core Checklist Template

Exhibit 12-4 Compliance Monitoring Project Checklist Template (Sept 2011)

Exhibit 12-4b Supplemental Worksheets for Project Checklist (Sept 2011)

Exhibit 12-5 Sample Contract Administration Form

Exhibit 12-6 Monitoring Report Template

Exhibit 12-7 HUD CPD Green Building Retrofit Checklist Template

Section 13 - Closeout

Section 13 Closeout

Exhibit 13-1 Activity Completion Report Exhibit 13-2 Sample Audit Report Excerpts

Exhibit 13-3 Sample Response to Audit Letter

Copy provided by TruckAndTools.Com developed by Murray Wennerlund.

Email help@truckandtools.com for additional information.

Copyright © 2019 TruckAndTools.Com All Rights Reserved.

Original location: https://www.truckandtools.com/disaster/declarations/la/default.asp?gdyk=20

Published: 4-15-2018 Revised: 3-21-2019

Contribute

TRUCK AND TOOLS .COM

