

CDBG Administrator Training

Project Monitoring



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Purposes of Monitoring

- » To check on project progress / usually conducted shortly after point of 50% drawdown or 50% completed construction
- » To discuss any current or potential obstacles to proper and/or timely project completion
- » To check on overall conformance with CDBG/IEDA rules and regulations – and administrator performance
- » To recommend corrections to any errors or irregularities
- » To assure funds are being properly spent and accounted for
- » To assure presence of adequate documentation
- » ANY project that draws down activity (other than administrative) must be monitored, even if it does not complete its goals or de-obligates

Monitoring Types

» Complete Virtual

- Everything is done electronically through uploads to IowaGrants
- Finished off with phone call or Zoom/Teams meeting involving administrator and city officials, (Clerk, Treasurer, City Administrator, etc. as appropriate) OR with standard city responses to questions submitted by administrator
- Easier to do with some types of programs than others

» Combo Virtual/On-Site

- Most items are uploaded electronically to IowaGrants
- After uploads complete, finished off with actual physical site visit to the community, meeting with city officials and a tour of the project
- This is most commonly used practice

IEDA PROJECT MANAGER WILL DECIDE ON METHOD TO USE

Monitoring: Setting Up

- » The site visit will be assigned to the administrator in IowaGrants
- » As administrator, you will receive an email providing you with detailed instructions on how to get into IowaGrants and begin uploading items
- » Requested items should be placed into the proper “slot” under the Uploads Component of the Site Visit. Please read slot descriptions closely
- » **EXCEPTIONS: For CDBG - DR projects, documentation will be uploaded into Misc. Documents slots provided at the end of each applicable category rather than in the separate uploads section. *For Career Link projects only, all documentation is uploaded into the general Monitoring Uploads component.**
- » The Monitoring Uploads Component (outside of the Site Visit section) will be utilized only for follow up items to the monitoring visit or for miscellaneous items that may not fit into one of the Site Visit Upload categories
- » At their discretion, project managers may ask that administrators fill out a spreadsheet for a pre-selected Claim documenting all expenses

Monitoring: Notice

With that last claim submitted, it is now monitoring time for the _____ project. See below for the instructions that you should be somewhat familiar with already. I want to finish the process off with an in-person site visit to _____. But first, we need to fill in everything we can virtually before sitting down face to face with the city and taking a little walking tour.

As you know, IEDA has a monitoring process that allows administrators to essentially upload most required documents from the project at their own pace and time constraints with an established due date - approximately 30 days thereafter.

Basic Monitor Uploads Instructions:

1. Administrator can access via the lowagrants Main Menu – Grant Tracking for your project, and then select Site Visit. The visit has been assigned to you.
2. Once in the Site Visit section, click on your Grant ID # and then click Edit Site Visit to see all the components. Then open Uploads. The page will prompt for all the required uploads for the Monitor Visit. Attach ALL the required documents - as applicable to your type of project. If there are some items you have already uploaded elsewhere, there is no need to duplicate them. There are a few items that will not be applicable to a DTR grant.
3. For the Financial Management section, let's document Claim # _____. Also, remember to include a general ledger print out from the city for the CDBG funds showing all the checks coming in from IEDA and all the corresponding checks going out. This can be for the period of the last fiscal year or last calendar year.
4. Be sure to save all scanned and uploaded documents.
5. Do NOT fill in any of the other site visit components, other than under uploads. I will take care of that.

NOTE: the old Monitoring Uploads section under Grant/Project Components will from here on forward only be used for misc. additional docs that need to be corrected or that do not have a designated "parking" place within the new Uploads section.

Let me know when you believe you have everything that you can have uploaded. Once we reach that point, we will finish things off with an actual on-site visit involving you and the city. There are a few follow up items or "secondary" questions that cannot actually be uploaded and need to be answered verbally. We can discuss this a bit later. Completion date for the entire monitoring process is _____.

Feel free to contact me with any questions, issues, etc.

Monitoring: Preparation

- » **Read e-mail instructions carefully**
- » **Go through upload item “slots” and read those descriptions**
- » **Determine which items may have already been uploaded elsewhere in Grant/Project Components, or are not applicable to your type of project – double uploads are not necessary**
- » **Gather up all your files and all related documents**
- » **Ask the city for documentation items that you do not have**
- » **Organize your files before you scan and upload them**
- » **Please descriptively label your uploads as to what they represent**
- » **Feel free to call your project manager if you have questions**

Monitoring Screen Shots: Grant Tracking

[Grant Search](#) [Claim Search](#) [Status Report Search](#) [Contract Search](#) [Amendment Search](#) [Site Visit Search](#)

Grant Search

Search for Grants by entering one or more search criteria below.

Grant Number:	Number
Grant Status:	v
Grant Title:	Title
Program Area:	Program Area
Funding Opportunity:	Funding Opportunity
Program Officer's Last Name:	Officer Last Name
Grantee's Last Name:	Grantee Last Name
Grantee's Organization:	Organization
Project Date Range:	Date Range
Grant Year:	Year

[Subcomponent Statuses](#)

Status Report Status:	Status Report
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Monitoring Screen Shots: Grant Components

Grant Components			Manage Alerts	Notes (0)	Map Grant	Copy Grant
Component	Form Type / Source / Security			Last Edited		
General Information	  			Jul 13, 2022 12:00 AM - Khristy Smith		
Main Data	  					
Activities	  					
Budget	  					
Appropriations	  					
Compliance Forms	  					
Claims	  					
Contract Amendments	  					
Site Visits	  					
Close-Out	  					
Contract Holds	  					
Green Streets Criteria	  					
Cost Estimates	  					
Individual Building Details	  					

Monitoring Screen Shots

Component	Complete?	Last Edited
National Objectives / Project Progress	✓	Oct 12, 2022 12:00 AM - Ed Basch
Citizen Participation	✓	Sep 8, 2022 12:00 AM - Ed Basch
Environmental	✓	Sep 22, 2022 12:00 AM - Ed Basch
Financial Management	✓	Sep 8, 2022 12:00 AM - Ed Basch
Procurement	✓	Sep 8, 2022 12:00 AM - Ed Basch
Administration	✓	Sep 8, 2022 12:00 AM - Ed Basch
Architectural/Engineering	✓	Sep 8, 2022 12:00 AM - Ed Basch
Other Professional / Technical Services	✓	Sep 8, 2022 12:00 AM - Ed Basch
Construction	✓	Sep 8, 2022 12:00 AM - Ed Basch
Labor Standards	✓	Sep 8, 2022 12:00 AM - Ed Basch
Civil Rights	✓	Sep 8, 2022 12:00 AM - Ed Basch
Acquisition and Relocation	✓	Sep 8, 2022 12:00 AM - Ed Basch
Project Pictures	✓	Sep 8, 2022 12:00 AM - Ed Basch
Section 3	✓	Sep 8, 2022 12:00 AM - Ed Basch
Uploads	✓	Sep 8, 2022 12:00 AM - Ed Basch

Monitoring Screen Shots: Uploads

Citizen Participation							
• Upload SOFA documentation, (if not already done)		Affidavit and public hearing meeting minutes	CITIZEN PARTICIPATION - Affidavit and public hearing meeting minutes.pdf	pdf	215 KB	07/19/2022 12:17 PM	Delete
Financial Management							
• Upload Assigned GAX Back Up Documents. (To include copies of dated invoices, copies of checks, copy of city council minutes approving bills, and documentation of receipt of CDBG funds, breakdown of Contractor payment (What was requested versus what was paid. Breakdown of CDBG versus local Match)).		Financial info includes: (1) All invoices 1-8 for GAX #4, (2) All bank statements showing check numbers for each invoice being paid, and (3) Council minutes for invoices #5, #6, and #7.	All financial info - merged for upload.pdf	pdf	11 MB	08/08/2022 04:16 PM	Delete
• Upload documentation of Program Income and how it was spent. (If applicable)							
• Upload Revenue and Expense sheet for the last 12 months.		Detail report of CDBG DTR program expenses with GAX #4 items highlighted	Detail Report FY 2021-2022 - highlighting GAX#4.pdf	pdf	159 KB	08/08/2022 01:47 PM	Delete
• Upload timesheets of individual showing hours applied as forced labor. (If applicable)							
Procurement							
• Upload copy of advertised notice for Architecture/Engineering Services		Affidavit of Architecture procurement	PROCUREMENT - Arch advertising - affidavit architect rfq affidavit phase 2.pdf	pdf	58 KB	07/19/2022 12:16 PM	Delete
• Upload copy of letters sent out and responses received (Review criteria and scoring sheet)		Affidavit of publication, RFQ distributed, and score sheet. Materials sent to RDG, Haila, and Curtis Architecture and published.	PROCUREMENT - Architect RFQ and score sheet.pdf	pdf	93 KB	07/22/2022 06:14 PM	Delete

Monitoring Screen Shots: Sample Component

Citizen Participation

[Edit Form](#)

Have you (recipient) conducted a public hearing on the status of funded activities?
Yes

Public Hearing: 07/05/2022 7:00 PM
Date Time

Date the notice of the public hearing published or posted?: 06/23/2022

Was the public hearing published no less than 4 days and no more than 20 days before the date of the hearing?: Yes

Publication/Location where notice of public hearing was posted?: Grinnell Herald-Register

Where did recipient conduct CDBG-related public hearings and meetings?: Grinnell City Hall

Is this location accessible to persons with disabilities?: Yes

If necessary, the recipient must make reasonable accommodations to enable persons with disabilities to participate in public meetings. If not requested, mark Not Applicable.

Reasonable accommodations made?: Not Applicable

The recipient should provide translation services for non-English speaking persons who requested them in order to participate in public meetings. If not requested, mark Not

Monitoring: Common Errors

- » **Not being responsive or prompt – normally, the process should take no longer than about 30 days from first notice to completion / will affect your administrator status**
- » **Missing documentation**
- » **Outdated policies/resolutions**
- » **Uploading incomplete, unorganized or unidentified items**
- » **Placing items in the wrong upload location**
- » **Not securing information from city staff/officials**
- » **Not completing follow-up items in a timely fashion**

