



# 2020 Community Development Program & CARES Act Program Contract Administration Review

October 7, 2020





# Welcome!

- INTRODUCTIONS
- CONTRACT REVIEW AND EXECUTION
- QUARTERLY/MONTHLY REPORTS
- PAYMENT REQUESTS
- Q & A



# CONTRACT REVIEW

- READ!
- EXECUTE
- RETURN
- PRE-AWARD DOCUMENTATION



# ENVIRONMENTAL CLEARANCE

- Services
- Housing Rehab
- Public Facilities
- New Construction
- **You can't do anything until you have environmental clearance!**

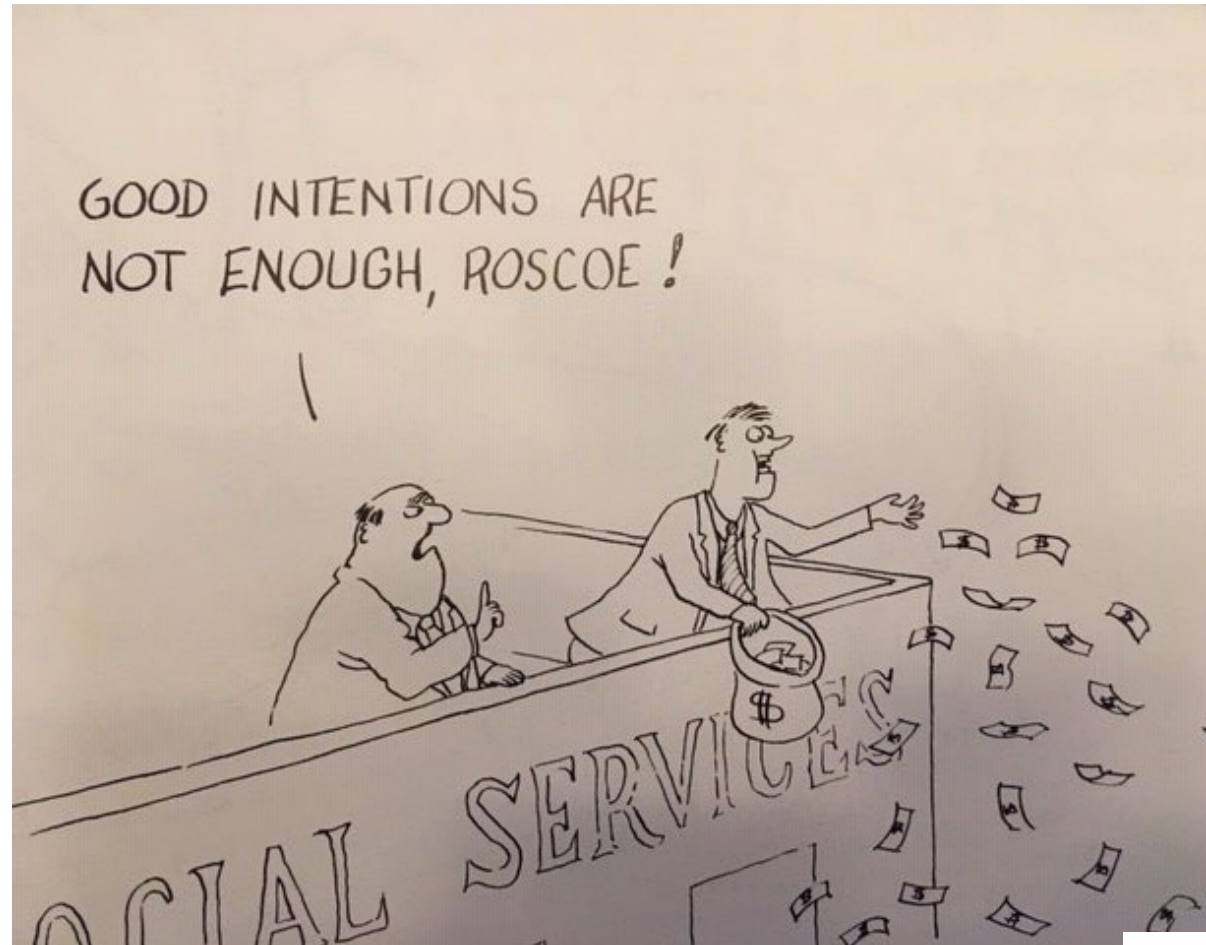


# TEMPLATES ONLINE

<https://duluthmn.gov/planning-development/>

*Community Development Funding Menu*

- DOCUMENTATION:
  - Payment Request forms
  - Quarterly Reports
- EVERYTHING NEEDS TO BE CLEARLY DOCUMENTED



# QUARTERLY REPORTING

- DATES: JULY 15, OCT 15, JAN 15, APR 15
- CARES ACT: Funds can be spent before end of term.
- SUBMIT TO: [duluthcommdev@duluthmn.gov](mailto:duluthcommdev@duluthmn.gov)
- DEMOGRAPHICS, NARRATIVE, 504/LEP



# QUARTERLY REPORTING

## CDBG Demographic Quarterly Reporting Sheet

City of Duluth Community Planning Division

Subrecipient Name:		Phone :		CDBG # :		Date Submitted:	
Contact Person:		Fax:		Contract # :		*If final report, check here:	
Contract Amount:		Goal:		IDIS #		*Submit expanded narrative with final report.	

Contract Year: 2018 (4/1/18 - 3/31/19)

Persons Served (by Quarter)	APR - JUNE		JULY - SEPT		OCT - DEC		JAN - MAR		CONTRACT TOTAL	
	Persons Served	Hispanic Ethnicity*	Persons Served	Hispanic Ethnicity*	Persons Served	Hispanic Ethnicity*	Persons Served	Hispanic Ethnicity*	Persons Served	Hispanic Ethnicity
1. Number of New Persons Served during Quarter (persons not served in previous contract years)									0	
2. Number of Persons Receiving Continual Service (persons served in previous contract years)									0	
<b>3. Total Unduplicated Persons Served in Quarter</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>	

Persons Served by Race	0	0	0	0	0	0	0	0	0	0
4. White									0	0
5. Black/African American									0	0
6. Asian									0	0
7. American Indian/Alaska Native									0	0
8. Native Hawaiian/Pacific Islander									0	0
9. American Indian/Alaska Native & White									0	0
10. Asian & White									0	0
11. Black/African American & White									0	0
12. American Indian/Alaska Native & Black									0	0
13. Other Multi-Racial (not identified above)									0	0

\*Race **must** be identified for all Hispanic persons. Persons of Hispanic Ethnicity are a sub-set of Persons Served and should be counted in Persons Served column, as well.



# QUARTERLY REPORTING

<b>Persons Served by Income</b>	0		0		0		0		0	
14. Very Low Income (0% to 30%)									0	
15. Low Income (31% to 50%)									0	
16. Low-Moderate Income (51% to 80%)									0	
17. Non Low-Moderate Income (over 80%)									0	
<b>Performance Measurements</b>										
<b>22. Number of reasonable accommodation reque</b>										
<b>2017 Leveraged Funds (Other Sources)</b> <i>(Identify leverage funding sources below)</i>	<b>April - June 2017</b>	<b>July - Sept. 2017</b>	<b>Oct. - Dec. 2017</b>	<b>Jan. - March 2018</b>	<b>Total Leverage</b>					
Other Federal					\$0					
State/Local					\$0					
Private					\$0					
Other:					\$0					
Other:					\$0					
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>					
<b>ACCOMPLISHMENTS NARRATIVE:</b> Please submit a brief paragraph on project accomplishments during the quarter :										
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Template</span> <span>Narrative</span> <span>Reas Accom</span> <span>+</span> </div>										





# QUARTERLY REPORTING

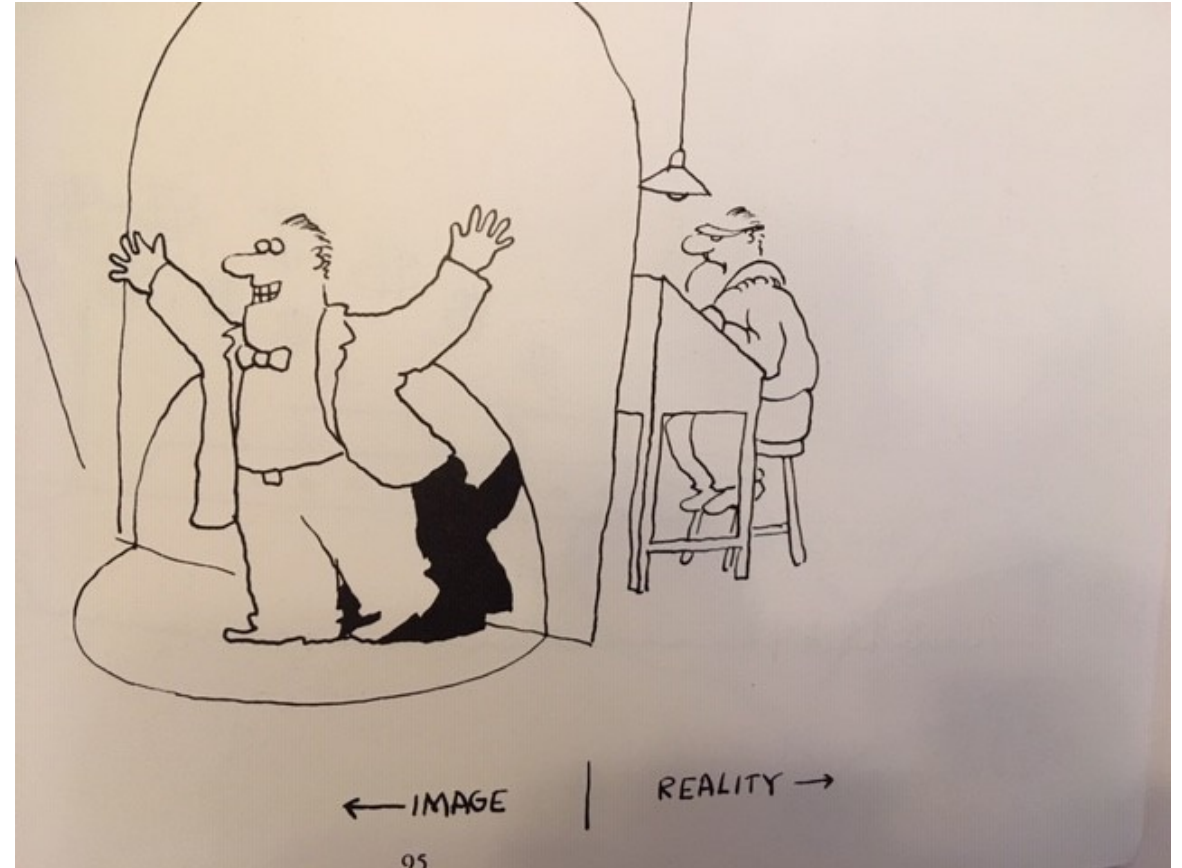
Persons Served by Income	0		0		0		0		0	
14. Very Low Income (0% to 30%)									0	
15. Low Income (31% to 50%)									0	
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Performance Measurements										
22. Number of reasonable accommodation reque										
2017 Leveraged Funds (Other Sources) (Identify leverage funding sources below)	April - June 2017	July - Sept. 2017	Oct. - Dec. 2017	Jan. - March 2018	Total Leverage					
Other Federal					\$0					
State/Local					\$0					
Private					\$0					
Other:					\$0					
Other:					\$0					
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>					
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# PAYMENT REQUESTS

- COVER SHEET
- SUMMARY SHEET
- DOCUMENTATION



# PAYMENT REQUESTS

**Agency Letterhead**

Date

Ben VanTassel  
 Planning & Development  
 City Hall Room 180  
 411 W 1st St  
 Duluth, MN 55802

Program: 2019 (CDBG/HOME/ESG)  
 Project Name:

Contract #:	
Contract Term:	4/1/2019 - 3/31/2020
CD Project #:	19-XX-00
Agency Invoice #:	

This is a request for reimbursement of costs totaling \$\_\_\_\_\_ for the period of *Month Day, Year* to *Month Day, Year*.

	Budget	Previous Requests	Current Request	Requests to Date	Balance
Contract line item 1					
Contract line item 2					
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Total Requested:</b>	\$ -
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I certify that these costs have been incurred. Backup and documentation are enclosed.





# PAYMENT REQUESTS

## Agency Letterhead

Date

Ben VanTassel  
Planning and Development Division  
City Hall Room 160  
411 W 1<sup>st</sup> St.  
Duluth, MN 55802

Program: 2020 (CDBG/HOME/ESG)  
Project Name:

Contract #: staff will send  
Contract Term: 4/1/20-3/31/21  
CD Project #: staff will send  
Agency Invoice #

This is a request for reimbursement of costs totaling \$\_\_\_\_\_ for the period of *Month Day, Year to Month Day, Year.*

	Budget	Previous Requests	Current Request
Contract line item 1			
Contract line item 2			
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Requested:</b>			<b>\$ -</b>

I certify that these costs have been incurred. Backup and documentation are enclosed.



# PAYMENT REQUESTS

## Payment Request Summary (Page 2)

Project Name:

Contact:

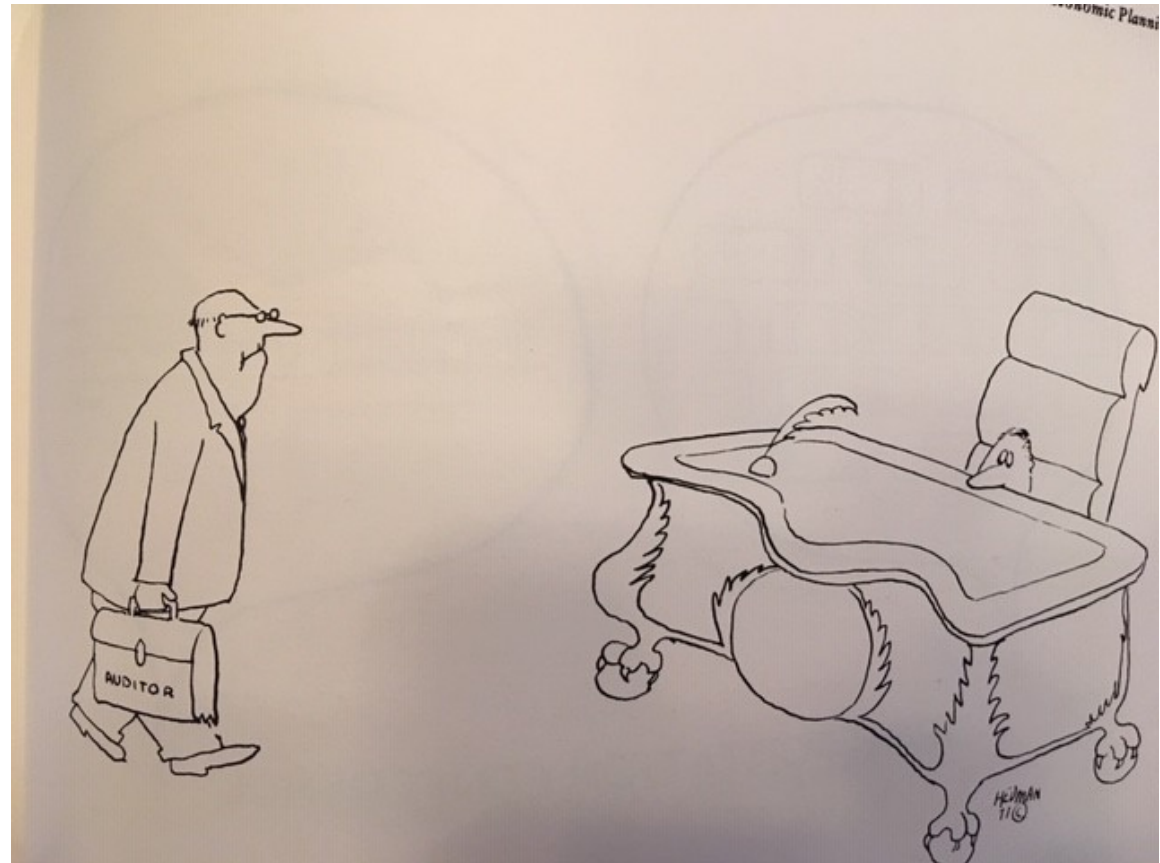
Contract #:

	Position	Date Incurred	CDBG Amount	Other Amount	Total Amount	% CDBG	Timesheet Enclosed	Payroll Register Highlighted	
<b>Salaries</b>	Program Director	Employee Name 1	April 1-16, 2016	\$ -	\$ -	\$ -	%	yes	yes
		Employee Name 1	April 17-30, 2016	\$ -	\$ -	\$ -	%	yes	yes
Benefits		Employee Name 1	April 1-16, 2016	\$ -	\$ -	\$ -	%	yes	yes
		Employee Name 1	April 17-30, 2016	\$ -	\$ -	\$ -	%	yes	yes
<b>SUBTOTAL</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
<b>Salaries</b>	Asst Coord	Employee Name 2	April 1-16, 2016	\$ -	\$ -	\$ -	%	yes	yes
		Employee Name 2	April 17-30, 2016	\$ -	\$ -	\$ -	%	yes	yes
Benefits		Employee Name 2	April 1-16, 2016	\$ -	\$ -	\$ -	%	yes	yes
		Employee Name 2	April 17-30, 2016	\$ -	\$ -	\$ -	%	yes	yes
<b>SUBTOTAL</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
<b>TOTAL</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				



# PAYMENT REQUESTS

- REQUIRED DOCUMENTATION
  - TIME SHEETS/PAYROLL
  - ELECTRONIC PAYROLL
  - INVOICES



# CAPER/PERFORMANCE REPORT

FY-2019 Goals and Accomplishments- Program Review							
	Public Services & Emergency Solutions Grant (ESG)	Goal type	Goal	Accomplished	% of Goal	Notes	
1	CHUM	Duluth Hunger Project (CDBG)	people	15,000	15,798	105%	
2	CHUM	Housing Stabilization Services - Steve O'Neil (CDBG)	people	160	147	92%	
3	CHUM	Emergency Shelter Project (CDBG & ESG)	people	1,000	1,224	122%	
4	CHUM	Street Outreach (ESG)	people	150	200	133%	
5	Neighborhood Youth Services	JET Food Program (CDBG)	people	550	802	146%	
6	Community Action Duluth	Tax Site	people	1,325	1,093	82%	
7	Community Action Duluth	Seeds of Success	people	1,350	*	*	*Program was withdrawn due to income reporting issues
8	Life House	Basic Needs Drop-In Center for Homeless Youth (CDBG)	people	650	747	115%	
9	Life House	The Loft Teen Emergency Shelter (ESG)	people	20	28	140%	
10	One Roof Community Housing	Tenant Landlord Connection (CDBG)	people	550	605	110%	
11	Minnesota Assistance Council for Veterans	Homelessness Prevention & Rapid Rehousing (CDBG + ESG)	people	95	105	111%	
12	Salvation Army	Family Transitional Housing (CDBG & ESG)	people	100	59	59%	
13	Salvation Army	Landlord Incentive Program (CDBG)	people	100	61	61%	
14	Center City Housing	Family Supportive Housing (CDBG + ESG)	people	131	130	99%	
15	Safe Haven	Domestic Violence Shelter (CDBG & ESG)	people	500	569	114%	
16	HRA of Duluth	Rapid Rehousing and Homeless Prevention(ESG)	people	50	100	200%	
19	HRA of Duluth	Coordinated Entry & Assessment (CDBG)	people	1,000	1,631	163%	
	Economic Development	Goal type	Goal	Accomplished	% of Goal	Notes	
20	Entrepreneur Fund	Growing Neighborhood Businesses	businesses	8	7	88%	Working with agency to complete cohort, multi year contract
21	SOAR Career Solutions	Duluth At Work	people	41	61	149%	58 trained, 28 gained employment (12 of those employed over 6 months, 6 of those employed over 12 months), multi year contract
	Affordable Housing/HOME Investment Partnership	Goal type	Goal	Accomplished	% of Goal	Notes	
22	HRA of Duluth	Duluth Property Rehab Program (CDBG)	households	30	39	130%	





# DUPLICATION OF BENEFITS

- A duplication of benefits occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance
- City of Duluth will terminate the contract if it is discovered that this is occurring.
- The City of Duluth will then explore whether funding needs to be returned to the city.



# MINORITY OWNED BUSINESS WOMAN OWNED BUSINESS

- Required to encourage contractors to use MBE/WBE as subcontractors.
- Contracts over \$100,000 must include a clause which requires prime contractor to provide practical opportunities to these businesses
- Businesses need to be at least 51% owned by minority individual(s) or Women-owned



# SECTION 3 REQUIREMENT

- COVERED ACTIVITIES: HOUSING REHAB, HOUSING CONSTRUCTION, DEMOLITION, PUBLIC FACILITIES
- PURPOSE: Ensure preference for employment/contracting opportunities for low income people/businesses
- SECTION 3 RESIDENT
  - A resident of public housing or
  - Low/Very Low income



# QUESTIONS?

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