

# DCA Monitoring for Compliance

**All awards will be monitored for compliance with federal and state regulations**

- Monitoring visits are usually scheduled in advance, however, may be subject to review without notice
- the Local Government is responsible for organization and maintenance of all records
- A Contractual obligation between a recipient and a third party (i.e. Consultant) does not absolve the recipient of ultimate accountability for all aspects of the grant

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## File Organization

- Financial Files
  - Drawdown requests
  - Payments to contractor(s)
  - Copies of bank statements
  - Quarterly Reports with signatures
  - Documentation of leverage(copies of invoices & checks)
  - All appropriate signatures and documentation of meeting a National Objective

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## File Organization (cont.)

- Homeowner Files
  - Application for assistance
    - Documentation of income
    - Proof of lawful presence
  - Signed income calculation form
  - Annual Income Limits used
  - Contractor Clearance
  - Detailed work-write up and cost estimate
  - Contract for rehab or re-construction
  - Including all Change Orders
  - Release of Liens

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## File Organization (cont.)

- Homeowner Files
  - Signed Inspection Reports
  - Signed Homeowner Satisfaction Statement
  - Homeowner Contribution (copies of check, receipts for cash, etc.)
  - LBP documentation (if applicable)
  - Executed Deed to Secure Debt
  - DCA permission to exceed 20% of original cost estimate (if applicable)

# Things to consider....

- Revitalization Area Strategy (RAS Designation)
  - Designation for 3 years.
  - Can receive up to 20 points on CDBG Application that are proposed within the designated RAS area.
  - Apply for CDBG Annually, if current CDBG project meets timeliness criteria
- Georgia Initiative for Community Housing(GICH)
  - Designation for 3 years or longer...
  - Technical Assistance with developing a housing plan for your community
  - If designated, local Government can apply annually for CDBG for 3 years while participating in program and longer if local Government meet certification requirements every 2 years.
  - For more information on how to apply for GICH, please contact Dr. Jermaine Durham at [Jermaine.Durham@uga.edu](mailto:Jermaine.Durham@uga.edu) or (912)687-5522.

# Questions?

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**GA DCA**

