**A102**

**Administrative Activities Checklist**

| *ACTIVITY* | **Recipient** | **Consultant** | **Eng/Arch** | **Other** |
| --- | --- | --- | --- | --- |
| **A. Initial Administrative Procedures** | | | | |
| Set up all files pertaining to TxCDBG contract activities. |  |  |  |  |
| Solicit for professional services / administration services and maintain all necessary and relevant documentation. |  |  |  |  |
| Prepare the professional services / administration services contracts for attorney review. |  |  |  |  |
| Arrange and conduct the 4-Month Conference Call |  |  |  |  |
| **B. Environmental Review/Special Conditions Clearance Procedures** | | | | |
| Designate environmental review liaison and environmental certifying officer. |  |  |  |  |
| Establish and maintain environmental review file. |  |  |  |  |
| Prepare environmental assessment. |  |  |  |  |
| Coordinate activities with federal or state agencies responsible for implementing applicable laws. |  |  |  |  |
| Publish and disseminate public notice. |  |  |  |  |
| Document consideration of any public comments. |  |  |  |  |
| Issue environmental impact statement (if applicable). |  |  |  |  |
| Request release of funds, send certification to TDA. |  |  |  |  |
| Clear project of CDBG contract special conditions. |  |  |  |  |
| **C. Fair Housing/Equal Employment Opportunity** | | | | |
| Designate a Civil Rights Officer |  |  |  |  |
| Implement and document current and required new activities to affirmatively further fair housing during the contract period. |  |  |  |  |
| Adopt Citizen Participation Plan including grievance procedures |  |  |  |  |
| Pass resolutions and/adopt policy regarding civil rights |  |  |  |  |
| a. nondiscrimination / EO |  |  |  |  |
| b. Section 3 |  |  |  |  |
| c. Excessive Force |  |  |  |  |
| d. Section 504 requirements |  |  |  |  |
| e. Affirmative Fair Housing |  |  |  |  |
| f. Limited English Proficiency Standards |  |  |  |  |
| Monitor construction contractor to ensure that all required equal opportunity regulations have been followed. |  |  |  |  |
| a. Include all applicable equal opportunity provisions and certifications in bid packet |  |  |  |  |
| b. Section 3 Plan |  |  |  |  |
| c. Civil Rights Certification |  |  |  |  |
| Take affirmative steps assisting SBE, MBE, and WBE’s |  |  |  |  |
| Include EO & Sec. 3 Clause in contracts |  |  |  |  |
| Document/report all final project beneficiaries by ethnicity and gender. |  |  |  |  |
| Perform at least one AFFH activity |  |  |  |  |
| Publish grievance procedures, 504 policy, and AFFH resolution/ordinance |  |  |  |  |
| Report and maintain records |  |  |  |  |
|  |  |  |  |  |
| **C. Financial Management** |  |  |  |  |
| Submit a completed audit report for the most recent fiscal year prior to contract date. Audits older than 9 months prior to the contract date will not be accepted. |  |  |  |  |
| Complete Direct Deposit Authorization Form. |  |  |  |  |
| Establish CDBG non-interest bearing checking account. |  |  |  |  |
| Submit to TxCDBG the Contractor's Depository/Authorized Signatory Designation form. |  |  |  |  |
| Secure surety bonding for individuals having access to project assets, accounting records or checks related to the CDBG contract. |  |  |  |  |
| Establish and maintain financial records consisting of registers, journals, and ledgers. |  |  |  |  |
| Maintain (city/county) CDBG accounting operations. |  |  |  |  |
| a. Execute drawdown requests |  |  |  |  |
| b. Review invoices received for payment and file back‑up documentation |  |  |  |  |
| c. Draft checks |  |  |  |  |
| d. Pay invoices |  |  |  |  |
| e. Enter transactions in books |  |  |  |  |
| f. Reconcile bank statements |  |  |  |  |
| g. Prepare financial reports |  |  |  |  |
| Establish procedures to handle the use of CDBG program income, if applicable. |  |  |  |  |
| **D. Reporting** | | | | |
| Prepare and maintain all required project reports. |  |  |  |  |
| a. Quarterly reports |  |  |  |  |
| b. Compliance reports (labor compliance, etc.) |  |  |  |  |
| c. Financial Interest Reports |  |  |  |  |
| d. Funding Sources Disclosure |  |  |  |  |
| **E. Contract Amendments** | | | | |
| Monitor project to determine necessity of amendments to CDBG contract (i.e. change orders, high or low bids, design changes, etc.). |  |  |  |  |
| Prepare and submit documentation necessary for amending the CDBG contract. |  |  |  |  |
| Conduct re-assessment of environmental clearance for any program amendments. |  |  |  |  |
| **F. Real Property Acquisition** | | | | |
| Determine necessity for any acquisition activities for the CDBG project. |  |  |  |  |
| Submit required reports concerning acquisition activities to TxCDBG. |  |  |  |  |
| Maintain documentation of ownership for recipient-owned property and or rights-of-way (R.O.W). |  |  |  |  |
| Maintain a separate acquisition file for each parcel of real property acquired. |  |  |  |  |
| Determine necessary method(s) for acquiring real property (easements/R.O.W). |  |  |  |  |
| Prepare and distribute correspondence to property owners. |  |  |  |  |
| Prepare descriptions of easements. |  |  |  |  |
| Prepare property appraisals. |  |  |  |  |
| Negotiate with property owner(s). |  |  |  |  |
| File deeds with County Clerk. |  |  |  |  |
| **G. Force Account** | | | | |
| Determine if/what CDBG contract activities will be carried out in whole or in part via force account labor. |  |  |  |  |
| Determine necessity for hiring temporary employees to carry out CDBG contract activities. |  |  |  |  |
| Establish procedures to document expenditures associated with local administration of the project. |  |  |  |  |
| Establish policy for any property/equipment purchased or leased and maintain CDBG Property Management Register. |  |  |  |  |
| Prepare all preliminary and final design plans and specifications. |  |  |  |  |
| Submit plans/specifications to appropriate agency(ies) and obtain clearance(s). |  |  |  |  |
| Maintain adequate documentation of personnel, equipment, and materials used and their costs. |  |  |  |  |
| Document the leasing/rental/depreciation costs of all property/ equipment paid with CDBG funds. |  |  |  |  |
| Assure and document compliance with all federal and state requirements related to equal employment opportunity. |  |  |  |  |
| Document compliance with the minimum wage & overtime pay provisions of the Fair Labor Standards Act for local government employees. |  |  |  |  |

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| **H. Project Construction Through the Contract** | | | | |
| Prepare all preliminary and final design plans and specifications. |  |  |  |  |
| Submit plans/specifications to appropriate agency(ies) and obtain clearance(s). |  |  |  |  |
| Notify TDA in writing of name, address, and phone number of appointed local labor standards compliance officer. |  |  |  |  |
| Obtain wage decision from U.S. Dept of Labor website. |  |  |  |  |
| Request and document price quotes for any items procured through small purchase procedures. |  |  |  |  |
| Prepare bid packet/contract documents. |  |  |  |  |
| Advertise for bids. |  |  |  |  |
| Ensure the wage decision is current /Ten Day Confirmation Form. |  |  |  |  |
| Incorporate any and all wage rate modifications or supersede as via bid addendum (if applicable). |  |  |  |  |
| Conduct bid opening. |  |  |  |  |
| Tabulate bids and check for completeness and accuracy. |  |  |  |  |
| Maintain minutes of bid opening. |  |  |  |  |
| Ensure service provider/contractor is eligible through SAM.gov. |  |  |  |  |
| Prepare for file – Labor Standards Record |  |  |  |  |
| Review construction contract. |  |  |  |  |
| Award construction contract. |  |  |  |  |
| Send notices of contract award and pre‑construction conference to construction company. |  |  |  |  |
| Hold pre-construction conference and prepare copy of report/minutes. |  |  |  |  |
| Submit any reports of additional classification and rates to TDA. |  |  |  |  |
| Submit Labor Standards Record to TDA. |  |  |  |  |
| Review weekly payrolls, including compliance enforcement. |  |  |  |  |
| Conduct employee interviews. |  |  |  |  |
| Process all change orders approved by the Grant Recipient and the project engineer and submit to TDA prior to execution with construction contractor. |  |  |  |  |
| Conduct interim/final inspections. |  |  |  |  |
| Prepare and submit Certificate of Construction Completion to TxCDBG. |  |  |  |  |
| Prepare and submit Final Wage Compliance Report to TDA. |  |  |  |  |
| Make final payment. |  |  |  |  |

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| **J. Audit/Closeout** | | | | |
| Advertise and conduct a Final Public Hearing. |  |  |  |  |
| Prepare and submit the Project Completion Report to TDA. |  |  |  |  |
| Respond to all monitoring findings by TDA. |  |  |  |  |
| Resolve any third-party claims to the project. |  |  |  |  |
| Provide the auditor with copies of CDBG audit guidelines. |  |  |  |  |
| Conduct audit. |  |  |  |  |
| Submit audit report to TDA. |  |  |  |  |
| Resolve any audit findings. |  |  |  |  |