



City of Springdale  
Community Development Block Grant Program  
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## **Community Development Block Grant Program**

### **Monitoring Plan**

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Little Rock, Arkansas (Field Office)

United States Department of Housing & Urban Development  
Fort Worth, Texas (Region VI Office)

United States Department of Housing & Urban Development  
Washington D. C. (National Office)

## **Monitoring Plan**

### **PURPOSE:**

The purpose of these policies and procedures are to establish uniform standards for conducting monitoring reviews of sub-recipients.

### **OBJECTIVES**

1. To ensure sub-recipients comply with all applicable rules and regulations regarding the CDBG Program, especially financial management.
2. Identify areas where technical assistance may be needed by sub-recipients.
3. To verify the original applicants (homeowners) still live in the home and are taking care of the home and improvements.

### **POLICIES:**

1. The CDBG Program Manager shall conduct a quarterly or semi-annual monitoring site visit to each sub-recipient that has a current Funding Agreement with the CDBG Program.
2. The CDBG Program Manager or the Housing Services Program Manager shall conduct an annual inspection of all single family homes that received a grant for Housing Rehabilitation and has an active Deferred Loan Agreement filed on the property.
3. In cases the inspection may be a drive-by, to verify the property is not in violation of any city ordinances and to ensure the exterior of the dwelling is in good condition and being maintained.
4. In some cases an inspection shall be conducted of the interior of the dwelling to ensure the original applicants (homeowners) still live there and are taking care of the home and improvements.
5. Anytime these policies and procedures are revised, the revised date shall be changed and the revised version shall be printed. The old version shall be removed from the Housing Rehabilitation Program Policies & Procedures Manual and the updated version inserted in their place.

## **PROGRAMS:**

1. **Administration:** The Administration Program is performed by the City's CDBG Program Manager. The manager shall be responsible for managing the day-to-day operations of the CDBG Program. The manager is also responsible for monitoring non-profit agencies hereinafter referred to as "sub-recipients" and all activities carried out with CDBG funds to ensure compliance with applicable rules, regulations and that performance measures are being achieved. The Program Manager and the City's Finance Director shall be responsible for monitoring all CDBG Grant funds, Program Income, cash-on-hand, and funds disbursed. The Program Director shall review the Annual Action Plan quarterly to ensure the objectives are being carried out and that performance measures are being achieved.
2. **Public Services:** All sub-recipients that are awarded funds from the CDBG Program to carry out Public Service Activities shall be monitored by the Program Manager during the term of the agreement between the City and the Sub-recipient. The Program Director shall conduct a minimum of two site visits during the term of the agreement. The sub-recipients shall provide to the CDBG Program Manager a quarterly or semi-annual report detailing the amount of funds expended along with all statistical information if available.
3. **Public Facilities:** All sub-recipients awarded CDBG Program funds to carry-out rehabilitation or improvements to a public facility that provides a Public Service to low-to-moderate-income individuals and/or families shall be monitored by the Program Manager during the term of the agreement between the City and the Sub-recipient. The Program Manager shall conduct a weekly inspection during the actual rehabilitation or improvement of a public facility. The sub-recipients shall provide to the staff a monthly report detailing the progress of the improvements made along with the amount of funds expended.
4. **Housing Services:** The CDBG Program Manager shall inspect all properties receiving federal assistance on an annual basis on or about the date the housing rehabilitation project was completed, during the term of the Deferred Loan Agreement. A monitoring report will be completed and made part of the homeowner's Housing Rehabilitation file. The report will include the name of the person conducting the inspection, date of the inspection, condition of the structure and property, and any other pertinent information. This policy shall ensure that the homeowner(s) receiving assistance from the Community Development Block Grant Program is in compliance with all conditions regarding the receipt of federal funds.

## **PROCEDURES:**

1. The CDBG Program Manager shall conduct an on-site visit to all sub-recipients place of business that has an active funding agreement with the CDBG Program. The site visit shall be conducted during normal business hours of the sub-recipient(s). A memo shall be placed in the sub-recipients file indicating the date,

time and address of the site visit, along with any other pertinent information such as; name of person conducting the site visit, sub-recipients staff the CDBG Program Manager consulted with, number of clients present, activities in progress, etcetera.

2. The CDBG Program Manager or the Housing Services Program Manager shall conduct an annual inspection of single family homes that previously received a grant for Housing Rehabilitation and has an active Deferred Loan Agreement filed on the property. A memo shall be placed in the homeowner's file with the date, time and address of the site visit, along with any other pertinent information such as; condition of the property, condition of the exterior or interior of the dwelling and the name of the person at home during the site visit, etcetera.
3. Additional information about the CDBG Program can be found on the City's web site at: [www.springdalear.gov](http://www.springdalear.gov)
  - select Departments
  - select Community Development
  - select Program Administration