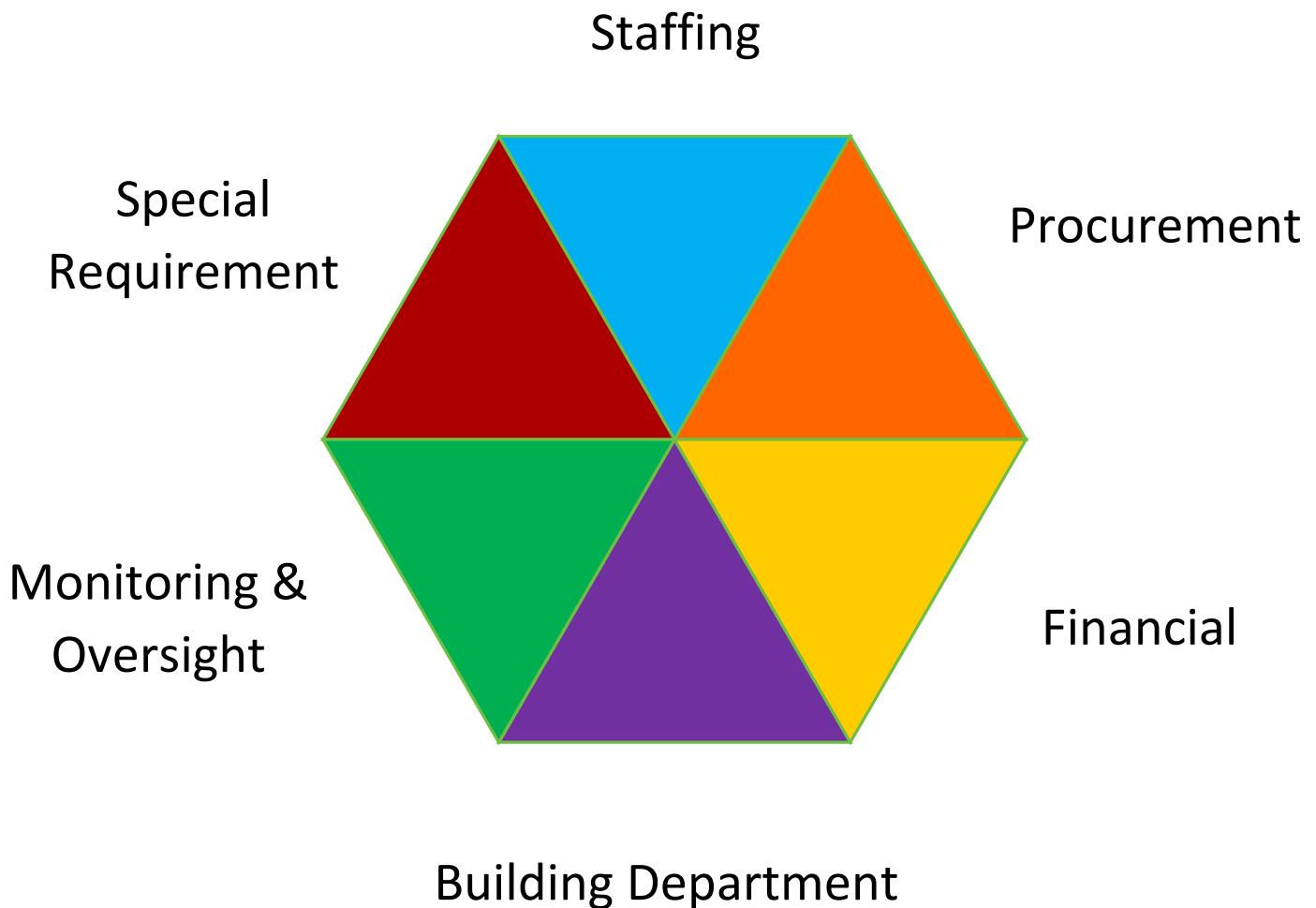




# Workshop #1 - Grant Administration





## Workshop #2 – Subrecipient

*In this workshop, please read the following outlined scenarios to determine whether the community should create a Subrecipient or Contract relationship.*

1. A community is looking to purchase 2000 street light bulbs. They are needing competitive pricing and the delivery of product within 30 days.
2. A community is contemplating applying for a State Beautification Grant for their downtown area. They expect the Grant Administrator to deliver turn-key solution, exclusive of executive oversight.
3. A community is intending to apply for a federal grant to provide computers and IT services to local libraries. The grant administrator is expected to make grant application and support the community through delivery of equipment.
4. The Fire Department requires support with grant writing for new fire trucks and replacement apparatuses. Grant Manager should provide needs assessment to grantor, provide full description of apparatuses lost, and requirements for each fire house.



5. Community suffers city wide damage from wild fires, they are now seeking a long term disaster recovery grant. The grant administrator should provide a needs assessment and work with community to develop an action plan for the recovery of the damage housing and infrastructure. The developing program should be managed from cradle to grave because of the inadequate community staff.



## Workshop #3 - Procurement

Please read the following statements to determine if it is following the proper procurement regulations. List a true or false when the answer is decided.

1. In deciding what firms to send my formal RFP / Bid Package out to, I can pick contractors right out of my local Yellow Pages.
2. CDBG regulations require me to always place procurement orders by way of a formal written Purchase Order.
3. CDBG regulations require me to always obtain multiple quotes on goods or services that I need for a CDBG project.
4. If I am going to obtain quotes for a scope of work that is valued at approximately \$90,000, the regulations require me to send out a written RFP and to call for competitive written proposals.
5. From a set of bids that I receive on a \$200,000 project, I have a bid from a contractor I've used before and am comfortable with. Because I've worked with him before (past experience was good), I don't need to check to see if he's on the SAM List.



6. Although I need to solicit multiple formal proposals for work valued at more than \$150,000, I can select the winning bidder subjectively, based on how I feel about the contractor.
7. The best value for goods or services is determined by which company stops by my office most often and leaves Astros box tickets for me.
8. Even if I think that none of the sealed bids submitted to me will meet project requirements, I still must pick the lowest-priced bidder.
9. The CDBG regulations allow me to obtain only one quote for a \$165,000 scope of work if I run out of time to go out for competitive bids, because I was on vacation for two weeks.
10. As long as I'm SURE that no local MWSBE's can handle the scope of work we've got planned, I don't need to bother with soliciting quotes from any MWSBE's.



## Workshop #4 – Eligibility

### Duplication of Benefits: Sample

Mark & Lisa Baker live in a single-family home and suffered significant damage after a flood destroyed their community. The family had home owners insurance but the claim was denied. The Bakers did receive funds from FEMA. The home still is not completely repaired. Based on the data below, determine whether CDBG disaster recovery funds can be used for the rehabilitation of the home, and if yes, how much.

#### General benefit information:

<i>Recipient</i>	<i>Source</i>	<i>Stated Purpose</i>	<i>Award</i>	<i>Spent</i>	<i>Use of funds</i>
Mark & Lisa Baker	FEMA	Rental Assistance	\$4,000	\$4,000	Apartment Rental
Mark & Lisa Baker	FEMA	Home Repairs	\$23,000	\$23,000	Living Cost and Repairs
Mark & Lisa Baker	Insurance	Home Repairs	\$0	\$0	n/a
Mark & Lisa Baker	SBA	Home Repairs	\$0	\$0	n/a
<b>TOTAL:</b>			<b>\$27,000</b>	<b>\$27,000</b>	

**Can CDBG funds be used to help the Baker family?**

**Does the Baker family have a duplication of benefits? If so, how much?**



## Workshop #4 – Eligibility

### Ownership: Sample

Mary Jackson lives in a single-family home and suffered significant damage after a hurricane. Ms. Jackson has applied for the CDBG Disaster Recovery program. During the eligibility it shows the Mary Jackson is delinquent on her property taxes. Does Ms. Jackson qualify for the program?

### Tax Information:

Current Statement		.1148 AC		LESS Capped Max Value: Appraised Value: 13,500	Delinquent Taxes Exist	
		Taxing Jurisdiction	Exemption	Taxable Value	Tax Rate	Taxes
Delinquent Tax Statement		Houston ISD	0	13,500	1.206700	\$162.90
5 Year Account History		Harris County	0	13,500	0.416560	\$56.24
Pay Online		Harris County Flood Control Dist	0	13,500	0.028290	\$3.82
		Port of Houston Authority	0	13,500	0.013340	\$1.80
Print Statement		Harris County Hospital District	0	13,500	0.171790	\$23.19
e-Bill		Harris County Dept. of Education	0	13,500	0.005200	\$0.70
HCAD		Houston Community College System	0	13,500	0.100263	\$13.54
		City of Houston	0	13,500	0.586420	\$79.17
<b>TAX RECEIPTS</b>		<b>Total 2016 Taxes Due by January 31, 2017:</b>				
Dec 19, 2016		\$341.36				
Sep 01, 2016		<b>Payments applied to 2016 taxes:</b>				
		\$199.50				
Feb 28, 2015		<b>Total Current Taxes Due:</b>				
		\$154.63				
Apr 24, 2014		<b>Prior year(s) taxes due (if any):</b>				
		2015 - 2015				
		\$202.45				
		<b>Total Amount Due For March 2017:</b>				
		\$357.08				
<b>Penalties for Late Payments</b>		<b>Rate</b>	<b>Current</b>	<b>Delinquent</b>	<b>Total</b>	
By February 28, 2017		7%	\$151.78	\$200.86	\$352.64	
By March 31, 2017		9%	\$154.63	\$202.45	\$357.08	
By April 30, 2017		11%	\$157.46	\$204.07	\$361.53	
By May 31, 2017		13%	\$160.31	\$205.67	\$365.98	
By June 30, 2017		15%	\$163.14	\$207.26	\$370.40	

**Can CDBG funds be used to help the Ms. Jackson?**