Grant Administrative Services

Heather Lagrone
Disaster Recovery
Texas General Land Office

Texas General Land Office Disaster Recovery

Local Project Delivery Costs – Local Admin

- Project delivery costs are capped for all related costs (contracted support and local costs).
- All vendors providing contracted support will work directly for the GLO. Grantees may self administer their programs.
- Pricing for Project Delivery has been standardized.
  - The greater of 6% of total grant award or $10,000
- Grantee prioritized Grant Administrators will be selected from the following criteria:
  - 50% pricing
  - 35% relevant past performance, demonstrated capability, and demonstrated understanding of the Grantee's projects;
  - 15% staffing resources and the ability to meet community demand
- Grant Administrators will be paid by project based on standardized contract and project benchmarks.

Nonhousing – Scope of Services

Financial Duties:

- Submit financial start-up forms
- Assist Grantee in establishing and maintaining bank account
- Work with Grantee to develop a record keeping system
- Assist Grantee with the procurement of audit services
- Coordinate the submission of required audit reports/responses to findings
- Prepare and submit draw requests

Acquisition Duties:

- Submit acquisition reports and related documents
- Establish acquisition files (if necessary)
- Complete acquisition activities (if necessary)

General Administrative Duties:

- Work with Grantee to establish and maintain a filing system
- Prepare and submit disclosure reports
- Prepare and submit quarterly progress reports
- Coordinate fair housing requirements
- Coordinate section 504 requirements
- Facilitate the progression of the project through coordination with project engineers, environmental and project management contractors
- Prepare project completion reports
- Serve as monitoring liaison
- Resolve monitoring findings
- Resolve third party claims
- Ensure program compliance including all requirements of the CDBG-DR Implementation Manual
- Report suspected fraud
- Perform any other administrative duty required to deliver the project

Nonhousing – Scope of Services

- Labor Duties:
- Submit Labor Standards Officer (LSO) designation form
- Serve as Labor Standards Officer
- Request wage rates
- Verify construction contractor eligibility and submit required form
- Complete 10 day calls to verify current wage determinations
- Attend pre-construction conference and provide necessary instruction to contractors
- Submit the Notice of Start of Construction
- Review construction contract(s) for compliance with labor laws and regulations
- Conduct employee interviews to verify wages paid
- Review contractor and subcontractor payrolls (wage / overtime / EEO compliance)
- Prepare final wage compliance report

Contract and Project Benchmarks

Project Delivery Non-housing Benchmarks: Round 2.2

Benchmarks (For each Project Individually, Except First Benchmark)	Incremental Cap for Charges by Benchmark (% of Grant Administration Fee – Per Project)	Cumulative Cap by Benchmark (% of Grant Administration Fee – Per Project)	Deliverables
Startup Package – One overall package per Grantee	15%	15%	Grantee Signatory form; audit certification; labor standards officer designation; direct deposit form; acquisition report
Start of Construction	35%	50%	Labor Standards Record of Construction Contractor
50% Construction funds drawn by Grantee	20%	70%	Total of Grantee Construction Draw Requests
Completion of all Projects	30%	100%	GLO-Approved Project Completion Report

Housing – Scope of Services

Financial Duties:

- Submit financial forms
- Work with Subrecipient to develop a record keeping system
- Assist Subrecipient with the procurement of audit services
- Assist Subrecipient with the procurement of contractors

Relocation Duties (as applicable):

- Submit acquisition reports and related documents
- Establish acquisition files
- Complete acquisition activities

General Administrative Duties:

- Work with Subrecipient to establish and maintain a filing system
- Prepare and submit program and progress reports as required
- Facilitate preparation and approval of Housing Guidelines
- Facilitate application intake and eligibility review as requested by Subrecipient
- Prepare setup, draw, and change order packages as requested by Subrecipient
- Coordinate fair housing requirements
- Serve as monitoring liaison and resolve monitoring findings
- Prepare project completion reports
- Resolve third party claims
- Ensure program compliance including all requirements of the CDBG-DR Implementation Manual and the Hurricanes Ike and Dolly Round 2 Housing Guidelines
- Report suspected fraud
- Perform any other administrative duty required to deliver the project

Labor Duties (as applicable):

- Serve as Labor Standards Officer
- Request wage rates
- Verify contractor eligibility and submit required form(s)
- Complete 10 day calls to verify current wage determinations
- Attend pre-construction conference and provide necessary instruction to contractors
- Submit the Notice of Start of Construction
- Review construction contract(s) for compliance with labor laws and regulations
- Conduct employee interviews to verify wages paid
- Review contractor and subcontractor payrolls (wage / overtime / EEO compliance)
- Prepare final wage compliance report

Environmental Duties:

- Complete Broad Environmental Review for execution by Subrecipient or State
- Conduct site specific reviews for individual sites as necessary

Contract and Project Benchmarks

Project Delivery Housing Benchmarks: Round 2.2

Benchmarks for Each Subrecipient Served	Incremental Cap for Charges by Benchmark (% of Grant Administration Fee)	Cumulative Billing Cap by Benchmark (% of Grant Administration Fee)	Deliverables (or Documentation) and Estimated Time Lines for Accomplishment of Benchmark[,3]
Execution of Round 2.2 Housing Grant between the GLO and Subrecipient	10%	10%	None (Contract is provided by the GLO)
Submittal of Subrecipient Housing Guidelines for Approval by the GLO – Required within sixty (60) days of Subrecipient Contract effective date	10%	20%	Approved Subrecipient Housing Guidelines on file
Completion of application intake; submission of site-specific environmental reviews required; and commencement of submission of setup packages for home rehabilitation or construction for GLO approval	10%	30%	Applications; a list of environmental reviews anticipated; and approvals for construction or rehabilitation of homes are on file

Contract and Project Benchmarks

Project Delivery Housing Benchmarks: Round 2.2

100% of applicants are identified; 50% of applicant setups are approved by the GLO; and 10% of Project funds have been drawn by the Subrecipient	**20%**	**50%**	**Documentation on file for attainment of Benchmark at the 12-month mark**
100% of setups have been approved; 50% of homes are under construction and 25% of funds have been drawn by the Subrecipient	20%	70%	Documentation on file for attainment of Benchmark at the 18-month mark
100% construction is complete and 75% of project funds have been drawn by the Subrecipient	15%	85%	Documentation on file for attainment of Benchmark at the 22-month mark
100% of projects closed out and approved by the GLO	15%	100%	100% Contract closeout approval by the GLO

Thank You – Q&A

Heather Lagrone
866.206.1084
Heather.Lagrone@glo.texas.gov
www.glo.texas.gov

Texas General Land Office