

# 2013 CDBG APPLICATION

## Grant Administrative Capacity – Forms

APPLICANT NAME: County of El Dorado

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*\*Click on the box, drop-down menu or text box to enter information.*

GRANT ADMINISTRATIVE CAPACITY APPLICATION FORMS	REQUIRED OR “SELECT”	DOCUMENTATION LOCATED ON PAGE(S)
<b>CDBG Grant(s) Award History</b>	Yes	No Docs Required
<b>Timely Clearance of Special Conditions History</b>	Dept. File Review	No Docs Required
<b>In-House Grant Administration Capacity Documentation</b>	Required	x
Organizational Chart:	Required	x
1. Position: Director Resume, Duty Statement, and Responsibility Chart	Required	x
2. Position: Assistant Director Resume, Duty Statement, and Responsibility Chart	Required <small>*Only if more staffing</small>	x
3. Position: Chief Financial Officer Resume, Duty Statement, and Responsibility Chart	Required <small>*Only if more staffing</small>	x
4. Position: Administrative Services Officer Resume, Duty Statement, and Responsibility Chart	Required <small>*Only if more staffing</small>	x
5. Position: Accountant II Resume, Duty Statement, and Responsibility Chart	Required <small>*Only if more staffing</small>	x
6. Position: Administrative Technician Resume, Duty Statement, and Responsibility Chart	Required <small>*Only if more staffing</small>	x
7. Position: Housing Specialist Resume, Duty Statement, and Responsibility Chart	Required <small>*Only if more staffing</small>	x
8. Position: Resume, Duty Statement, and Responsibility Chart	Required <small>*Only if more staffing</small>	
9. Position: Resume, Duty Statement, and Responsibility Chart	Required <small>*Only if more staffing</small>	

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10. Position:	Resume, Duty Statement, and Responsibility Chart	Required <small>*Only if more staffing</small>	
<b>Reporting History</b>		Dept. File Review	No Docs Required
<b>Audit and/or Monitoring Compliance documentation</b>		Dept. File Review	No Docs Required

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Where requested, fill out the "Capacity and Past Performance" information below. Up to 200 points will be awarded under this section. For question 1, please fill in the information requested. Question 3 requires documentation to be sent in. Questions 2, 4 and 5 will be reviewed by the Department using the Department's existing contract and monitoring files.

### 1. Awarded Grant History

Did the Applicant have any CDBG Economic Development, Community Development, Native American or Colonia Allocations grant experience for the years 2010-2012? **(Do not include PTA grants.)**

- Yes.** Identify which CDBG Allocation(s) and the applicable funding year(s).
- Community Development** Allocation:  
Funding Year(s): 2010-2013 Grant #'s: 10-STBG-6711
  - Economic Development** Allocation:  
Funding Year(s): 2010-2013 Grant #'s: 09-EDEF-6547
  - Colonia** Allocation:  
Funding Year(s): \_\_\_\_\_ Grant #'s: \_\_\_\_\_
  - Native American** Allocation:  
Funding Year(s): \_\_\_\_\_ Grant #'s: \_\_\_\_\_
- No.** Have not had any CDBG grants during the 2010-2012 timeframe.

### 2. Timely Clearance of Special Conditions

The Department will review the Applicant jurisdiction's files to score past performance of Clearing Special Conditions for grants awarded between 2010 and 2012. In order to receive full points, Special Conditions must have been cleared within 90 days, regardless of receiving an extension from the Department. **(No documentation submission for this section of the application required. The Department will review existing files.)**

***If the Applicant is unsure of the status of their timing of clearing Special Conditions, the Department strongly recommends contacting the appropriate HCD Representative for confirmation prior to Application submission.***

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### 3. In-House Organizational Capacity for General Administration & Oversight of CDBG Funded Activities

If funded from this Application, how will this grant be administered? Who will carry out the grant's General Administrative activities?

- In-House Staff Only:** List the title of each in-house position involved in operation of your CDBG program. For each position attach a **resume** and **duty statement** of the staff that will be performing the work, **and** a **“Responsibility Chart”** (much like an Organization Chart) showing internal controls, management oversight, and which staff will be working on CDBG activities (describing their specific CDBG responsibilities).

- A. Position Title: Director
- B. Position Title: Assistant Director
- C. Position Title: Chief Fiscal Officer
- D. Position Title: Administrative Services Officer
- E. Position Title: Accountant II
- F. Position Title: Administrative Technician
- G. Position Title: Housing Specialist II
- H. Position Title:
- I. Position Title:
- J. Position Title:

### 4. Grant Reporting

The Department will review the Applicant jurisdiction's files to score the previous two years of reporting compliance, as applicable, for the following. ***(No documentation submission for this section of the application required. The Department will review existing files.)***

- A. Annual Financial and Accomplishment Report (FAR);
- B. Grant Expenditure and Accomplishments Report (Semi-Annual/Annual for 2012 if applicable);
- C. Semi-Annual/Annual Program Income Reports;
- D. Semi-Annual Wage Compliance Report;
- E. Section 3 Annual Report; and,
- F. Closeout Documentation.

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*If the Applicant is unsure of the status of all reports listed above, the Department strongly recommends contacting the appropriate HCD Representative for confirmation prior to Application submission.*

#### 5. Compliance in Clearing of Monitoring and Audit Findings

The Department will review all Applicants jurisdictions who have been monitored or received A-133 Audit Finding to determine if the Applicant has been collaborative in clearing the Monitoring and/or Audit Findings. ***(No documentation submission for this section of the application is required. The Department will review existing files.)***

##### **Monitoring Report:**

- Jurisdiction responded to Monitoring Report within prescribed timeline.
- Responded in longer than prescribed timeline but with Department Approval.
- Responded in longer than prescribed timeline without Department Approval.

##### **Audit Report:**

- OMB A-133 Single Audit Report included one or more CDBG-related Findings.
- Jurisdiction responded to Audit Finding Report within prescribed timeline.
- Responded in longer than prescribed timeline but with Department Approval.
- Responded in longer than prescribed timeline without Department Approval.