



Pima County
Community Development &
Neighborhood Conservation Dept.

OA ESG CDBG Technical Assistance

El Banco, Pima County Housing Center

7/1/14

Agenda

- Purpose
- Introductions
- Contract Management
- Program Coordination
- Fiscal Requirements

Purpose

- Congratulations are in order!
- Meet Program and Fiscal Peers
- Introduce new staff and division of labor
- Review new and existing processes:
 - ▣ Program
 - ▣ Fiscal
- Alphabet Soup
- Network
- Get out of the office



Introductions

- Agency Staff
- CDNC Program Coordinator/Planning Staff:
 - Lori Aldecoa, OA
 - Ana Durazo, ESG
 - Gloria Soto, CDBG Public Facilities & Infrastructure Improvements
 - Josue Licea, CDBG Public Services & Home Repair
 - Daniel Tylutki, Program Manager
- CDNC Administration Staff:
 - Paula Jansmann, Home Repair, CDBG Facility Payrolls & Davis Bacon
 - John Matheny, Contract Administration
- Grants Management (GM) Finance Staff:
 - Cheryl Dimmick, CDBG
 - Ann Hoover, ESG
 - David Rubio, Manager & OA
 - Claire Bice, Manager
- CSET Staff:
 - Pamela Moseley, HMIS

Contract Management: The Process

- Board of Supervisor (BOS) approval of Project/Program
- Agency Award Notice > Staff drafts contracts (“K’s”)
- CDNC Manager reviews “K’s,” Attorney and Director sign
- CDNC Contract’s staff (i.e. John Matheny) submits 2 originals to Agency for signature with instructions
- Agency must timely sign both and submit 2 originals back to CDNC, ATTN: John Matheny
- CDNC submits signed contracts for BOS Chair signature.
- Fully executed contract processed and 1 original submitted back to Agency signatory from CDNC
- Original also scanned for CDNC purposes may be forwarded to Agency Program staff

Contract Management:

Other Requirements

- Agency must register electronically as a Pima County Vendor via VRAMP to receive reimbursements:
<http://www.pima.gov/procure/venreg.htm>
- Agency to submit most recent Fiscal Audit to CDNC
- Agency to provide proof of insurance to CDNC
- Agency must be in “Good Status” via Arizona Corporation Commission (ACC)

Program Coordination: An Overview

- Contract
 - ▣ Term
 - ▣ Scope of Work
 - ▣ Budget
- Submittal and Processing Invoices
 - ▣ Program Review
 - ▣ Fiscal Compliance
- Budget Minor Modifications & Contract Amendments
- Agency Reporting
- Pima County Monitoring
- Program Closeout, Reprogram, or Recapture

Program Coordination: Similar and Specific per Program

- Contract (Specific)
 - ▣ Term
 - ▣ Scope of Work
 - ▣ Budget
- Submittal and Processing Invoices (Similar)
 - ▣ Program Review
 - ▣ Fiscal Compliance
- Budget Minor Modifications & Contract Amendments (Similar)
- Reporting (Specific)
- Monitoring (Similar)
- Program Closeout, Reprogram, or Recapture (Similar)

Program Coordination: Specific Contracts

- BOS Required One Year Terms:
 - OA: Fiscal Calendar (July 1 thru June 30)
 - ESG: Federal Calendar (Oct. 1 thru Sept 30)
 - CDBG: Federal Calendar (Oct. 1 thru Sept 30)
- Scope of Work:
 - OA: Services, Staff and Deliverables
 - ESG: Federal Services, Staff, Housing
 - CDBG: Public Svc/Home Repair: Staff, Operations
Facilities and Infrastructure: “Hard Costs”
- Budgets: Either single or multiple line items

Program Coordination: Similar Submittal and Process of Invoices

- Program Staff Review:
 - ▣ Timely monthly billing (w/in 15 days of expenditure)
 - ▣ Services rendered per contract Term
 - ▣ Local or Federal activities eligible per Scope of Work
- Fiscal Compliance:
 - ▣ Costs eligible and reimbursable per Scope of Work
 - ▣ Review of required and applicable backup documentation for reimbursement of eligible costs
 - ▣ Requires direct Time and Effort (T&E)—i.e. hours worked, wage and signatures—for all staff reimbursement requests

Program Coordination: Similar Minor Modification & Amendments

- Budget Minor Modifications aka “Minor Mods:”
 - ▣ Allows budget line item modifications less than 10% of total contract budget amount
 - ▣ No major changes in Scope of Work or deliverables
 - ▣ Agency requested, CDNC administratively approved
 - ▣ Typically conducted during year-end to expend funds
- Contract Amendment:
 - ▣ All Term extensions over one year
 - ▣ Any Scope and Budget changes
 - ▣ Agency Requested, Public Process, BOS Approved

Program Coordination:

Specific Agency Reporting

- OA:
 - CIRS (Community Impact Reporting System)
<https://secure.pima.gov/CIRS/>
 - Quarterly, Year End
- ESG:
 - HUD HMIS (Homeless Management Information System)
 - Ongoing agency data entry contractually required
 - Agency staff HMIS Licenses and Training
 - Pima County HMIS Contact: Pam Moseley
Pamela.Moseley@pima.gov; 520.243.6776

Program Coordination: Specific Agency Reporting

- CDBG Public Services:
 - CIRS
 - Quarterly, Year End
- CDBG Home Repair Agencies:
 - CIRS
 - Quarterly, Year End
 - List of completed housing units required with invoices
 - CDNC updates completed units in HUD IDIS
- CDBG Facilities and Infrastructure:
 - Quarterly Narratives from Agency to CDNC staff
 - CDNC updates accomplishments in HUD IDIS

Program Coordination: Similar CDNC Monitoring Requirements

- Agency program specific, across funding sources
- CDNC Risk Assessment Guidance/Desk Audit utilized:
 - Audit Findings: GM or Agency Audit
 - Staff Capacity
 - Timely Billings with appropriate backup
 - New programs
 - Agency mergers and acquisitions
 - Other:
 - Other:
- Ideally every 2 years per every Agency program

Program Coordination: Similar Closeout, Reprogram, Recapture

- Closeout: Ideal, expend funds during contract term
- Reprogram:
 - ▣ Funds cannot reasonably be expended during K term
 - ▣ Funds “reprogrammed” to other eligible activities proposed by either Agency and CDNC
 - ▣ Contract amendment required > BOS Approval
- Recapture:
 - ▣ If reprogram unsuccessful, CDNC to recapture funds post contract amendment term
 - ▣ Recaptured funds made available to another performing agency > Contract amendment required

HUD Required Remediation Plans

- At Risk Agencies/Projects:
 - 12 months with no funds drawn
 - 36 months with no final accomplishments reported
 - 80% drawn with no final accomplishments reported
- Rethink funding priorities:
 - Can we really fund this agency/project again?
 - Fund strategically to complete projects—specific elements
 - Reprogram within agency
- Worst Case Scenario:
 - Recapture
 - Reallocate



Fiscal Requirements

- **Required Backup:**
 - Applicable supporting documentation for reimbursable costs
 - Supporting documentation are cost eligible and reimbursable per contract term.
 - Copies of detailed receipts/invoices to support each GL expense
 - Note that a credit card statement will not replace need for receipt/invoice
 - Copies must be complete and legible
 - Required even if only requesting a portion of total for reimbursement (ie – allocated costs)

Fiscal Requirements

- Time and Effort:
 - ▣ Direct hours worked, wage, and signatures for all staff requests.
 - ▣ Personnel that are charging time to grant are allowed to charge time per contract term.
 - ▣ Hours must be reported separately for each program, but must account for ALL paid hours
 - ▣ Time records must be signed by both employee and supervisor
 - ▣ Earnings rates must be available either on time record or payroll ledger

Fiscal Requirements

- General Ledger:
 - ▣ Expenses are listed in proper categories they are billed
 - ▣ Expenses listed on GL are applicable to scope of work of the program
 - ▣ Detailed expense ledger is required as supporting backup for each Request for Funds

Fiscal Requirements

- Required Backup:
 - ▣ Applicable supporting documentation for reimbursable costs
 - ▣ Supporting documentation are cost eligible and reimbursable per contract term.
- Time and Effort:
 - ▣ Direct hours worked, wage, and signatures for all staff requests.
 - ▣ Personnel that are charging time to grant are allowed to charge time per contract term.
- General Ledger:
 - ▣ Expenses are listed in proper categories they are billed for.
 - ▣ Expenses listed on GL are applicable to scope of work of the program.

What does it all Mean?

- We are all on the same Team
- Communicate
- Agency Contacts
- Stay on top of invoices
- Ask Questions
- Don't to Forget to Return 2 signed Contracts

QUESTIONS? COMMENTS?

- Community Development and Neighborhood Conservation (CDNC)
 - Lori Aldecoa, Program Coordinator OA
Lori.aldecoa@pima.gov
 - Ana Durazo, Program Coordinator ESG
ana.durazo@pima.gov
 - Gloria Soto, Program Coordinator CDBG
gloria.soto@pima.gov
 - Josue Licea, Housing & Comm. Dev. Planner CDBG
Josue.licea@pima.gov
 - Paula Jansmann, Senior Admin Specialist
paula.jansmann@pima.gov
 - John Matheny, Community Contracts Specialist
john.matheny@pima.gov
 - Daniel Tylutki, Community & Rural Development Program Manager
daniel.tylutki@pima.gov
 - Margaret M. Kish, Director CDNC
margaret.kish@pima.gov

QUESTIONS? COMMENTS?

- Grants Management & Finance (GM)
 - ▣ David Rubio, Principle Finance Accountant (OA)
david.rubio@pima.gov
 - ▣ Ann Hoover, Contract/Grant Specialist (ESG)
Ann.hoover@pima.gov
 - ▣ Cheryl Dimmick, Contract/Grants Compliance Specialist (CDBG)
cheryl.dimmick@pima.gov
 - ▣ Claire Bice, Finance Analyst Supervisor (OA, ESG, CDBG)
claire.bice@pima.gov

- Community Services, Employment & Training (CSET)
 - ▣ Pamela Moseley, HMIS Program Specialist
pamela.moseley@pima.gov