



TO: Mayor Shaun Sipma
Members of the City Council

FROM: John R. Zakian, DR Grant Program Manager & Chief Resilience Officer

DATE: August 22, 2018

SUBJECT: **CDBG-DR and CDBG-NDR Contract Performance Guidelines**

I. RECOMMENDED ACTION

Approve CDBG-DR and CDBG-NDR Contract Performance Guidelines

II. DEPARTMENT CONTACT PERSONS

John R. Zakian, DR Program Manager & Chief Resilience Officer, 423-4528

III. DESCRIPTION

A. Background

Experience the city has encountered with past major projects involving HUD funds including 16th Street Crossing LLC project and the Parking Ramps has warranted an assessment and review of the policies and procedures in place for use in managing such activities and projects. Successful recent completion of the Park South multi-family rehabilitation project for LMI tenants as a NDR project is a solid example of a well-defined, benchmark measurable project with a strong partnership between the city and the developer. HUD in their recent technical assistance visit noted the city's solid list of policies and procedures but suggested as an additional step to demonstrate lessons learned from past adverse experiences to further memorialize in writing a clear set of steps to be undertaken for all major projects and procurements. The accompanying set of guidelines has been in the works for several months based on the step by step process which has been used with the Park South project and the HUD rules and regulations.

B. Proposed Project

While the CDBG-DR and CDBG-NDR Contract Performance Guidelines have been followed in practice starting back in the latter half of 2017, its approval by the City Council will put in place clear written policy that will demonstrate to HUD the enhanced and upgraded procedures being followed.

IV. IMPACT:

A. Strategic Impact:

Meetings HUD well established expectations for Grantees of taking advantage of lessons learned from previous activities and projects which encountered obstacles and challenges in a due diligence effort to not repeat such experiences.

B. Service/Delivery Impact:

Formalizes in writing the practices which have been followed since the latter part of 2017.

C. Fiscal Impact:

None

V. ALTERNATIVES

N/A

VI. TIME CONSTRAINTS

NA

VII. LIST OF ATTACHMENTS

Copy of CDBG-DR and CDBG-NDR Contract Performance Guidelines