



## PLANNING AND DEVELOPMENT

400 LA CROSSE STREET | LA CROSSE, WI 54601 | P: (608) 789-7512 | F: (608) 789-7318

### Memorandum

**To:** Community Development Committee  
**From:** Caroline Gregerson and Tara Fitzgerald  
**Date:** August 13, 2019  
**Re:** Results of Subrecipient Monitoring for 2018 Program Year

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#### File number:

#### Garden Terrace Project Monitoring:

- Tara Fitzgerald and Kevin Clements conducted an on-site monitoring on March 14, 2019 and March 22, 2019. Their purpose was to ensure Davis-Bacon wage compliance and compliance with all stipulations in the developers agreement and proper use of funds.
- Staff confirmed proper Davis-Bacon wage compliance.
- Staff confirmed proper use of funds and the scope of work had been met.
- Building was being built according to state and local building code and proper permitting was in place.

#### Housing Rehabilitation:

Caroline Gregerson conducted a monitoring of our own Housing Rehabilitation program on 7/26/2019. The primary reason is we anticipate HUD conducting a monitoring of this program in the near future and want to ensure the integrity of our process and files and identify areas for improvement. Caroline used the monitoring documentation that HUD would utilize (attached). The results were as follows:

- All documentation was in order, all files were present in S drive and Housing Rehab Pro software. Staff completed proper documentation of income verification and correctly reported to HUD the number of beneficiaries based on files. 2 bids were received for both test files. One included a large number of change orders, requested from the homeowner. Change orders were properly documented.
- Performance: According to a HUD-published manual, to meet expectations, a Housing Rehab program should be completing at least 12 housing rehab clients per year per one full time staff

JASON GILMAN, AICP, PLANNING & DEVELOPMENT DIRECTOR  
ANDREA SCHNICK, ECONOMIC DEVELOPMENT PLANNER  
TIM ACKLIN, SENIOR PLANNER  
LEWIS KUHLMAN, ENVIRONMENTAL SUSTAINABILITY PLANNER  
JACK ZABROWSKI, ASSOCIATE PLANNER  
ASHLEY MARSHALL, CLERK STENO

CAROLINE GREGERSON, COMMUNITY DEVELOPMENT ADMINISTRATOR  
KEVIN CLEMENTS, HOUSING SPECIALIST  
KEVIN CONROY, HOUSING SPECIALIST  
DAWN REINHART, NEIGHBORHOOD HOUSING DEVELOPMENT ASSOCIATE  
TARA FITZGERALD, PROGRAM COORDINATOR

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member. Exceeding performance standards would be 25 units per year. In 2018, we completed 18 units with one FTE. [https://www.hud.gov/sites/documents/19790\\_200313.PDF](https://www.hud.gov/sites/documents/19790_200313.PDF)

- The policy manual states that our program addresses all code violations first, before addressing any of the homeowners' requests. That in addition to HQS. This is verified by ensuring that all proper permits are pulled and inspections have been completed. Staff have now been trained in checking building permits to expedite this process.
- Staff will emphasize any lead hazards identified in work write-up. All proper lead testing was completed. A challenge to our program is while we enforce proper lead hazard work, the state and Inspections no longer enforce this.
- Recommendation to identify process of what to do if only one bid has been received after repeated attempts to obtain other bids. Create plan to attract more contractors.

## Public Service:

On July 31<sup>st</sup>, 2019 Caroline and Tara visited New Horizons. The purpose of the visit was to ensure proper use of CDBG funds, program management, record retention and reporting accuracy. Staff was pleased with the record keeping and timesheet documentation for CDBG eligible hours reported for salary reimbursement. New Horizons will be sending Budget and Expense reports for staff to review, as it was not readily available at the time of the visit. Staff was not able to review documentation supporting Performance reports at this time. New Horizons will also be sending that over for Staff review. An update on this monitoring will be provided at the next meeting.

On August 1<sup>st</sup>, 2019 Caroline and Tara visited Stepping Stones at the Family Children's Center. The purpose of this visit was also to ensure proper use of CDBG funds, program management, record retention and reporting accuracy. The financial representative was not present at the meeting, so staff is working with them on obtaining records for review. Staff was pleased with the use of funds for salary reimbursement for CDBG eligible activities, proper timesheet documentation, and attention to following CDBG regulations. They have a very impressive Expenditures and Disbursements Policies Procedure Manual. There may be a flaw in the reporting system for beneficiaries. Stepping Stones is to submit documentation supporting performance reporting. An update on this monitoring will also be provided at the next meeting.