

## CHAPTER 7. URBAN DEVELOPMENT ACTION GRANT (UDAG) PROGRAM

- 7-1 Review Criteria. Review each element listed below and determine whether the Field Office has adequately met program requirements.
- 7-2 Program Management (Except Monitoring)
- A. Tracking and other systems are in place to enable effective management of UDAG projects.
  - B. Staff monitor grant agreements to ensure timely execution by recipients.
  - C. Legally Binding Commitments (LBC) are submitted in a timely manner.
  - D. Assistance is provided to grantees and developers in both compliance and implementation matters, such as record keeping, historic preservation, labor standards, relocation and financial management.
  - E. In-house Reviews of Project Progress
    - 1. Semi-Annual Progress Reports (SPR) are tracked to ensure recipients complete and return them on time.
    - 2. SPR's are reviewed when they are received. Recipients are advised of any discrepancies or problems, and an attempt is made to resolve inconsistencies. Subsequent reports are reviewed to ensure corrections have been made.
    - 3. Major private participants are contacted to verify progress reported in the SPR.
    - 4. Technical staff participate, as appropriate, in SPR review.
    - 5. The Field Office uses all available in-house information in conducting the SPR review.
  - F. Amendment requests are reviewed and appropriate comments are forwarded to Headquarters.

- G. Recommendations for terminations are forwarded to Headquarters.
- H. Project files are complete and up to date.

### 7-3 Monitoring

- A. Determine if the Field Office adequately monitored grantee performance requirements.
- B. Determine if Field Offices are sufficiently monitoring UDAG generated program income and miscellaneous revenue to assure that the funds are properly recognized, controlled, reported and spent on eligible activities.

### 7-4 Closeout/Completion. Determine if:

- A. Projects are closed out in a timely manner, and in accordance with Handbook 6511.02 .
- B. Certificates of Completion are initiated promptly.
- C. The annual post-grant closeout report is tracked and reviewed.
- D. Termination recommendations are timely and in accordance with Handbook requirements.