



Michigan Community Development Association Spring Technical Assistance Conference

March 18, 2021
Zoom Virtual Conference

8:45–9:00 am

Conference Welcome

Chairperson: Stephanie Burgess

9:00–10:30 am

CPD Updates / 2 CFR 200 Overview and Selected Issues and HUD Update

Zoom Breakout General

Speaker: Cynthia Vails, Senior Financial Analyst, HUD Detroit Field Office and Mark Sorbo, Program Manager, Detroit Field Office

This session will include HUD updates and a 2 CFR part 200 overview that asks if your program design or your subrecipient's sufficiently covers the recordkeeping and reporting requirements. This session will touch on financial management, internal controls, cost principles, documenting costs and payments, distributing costs such as payroll, indirect costs, and managing draws in IDIS.

Back to Basics – Conducting and Documenting Your Initial Home Inspection

Zoom Breakout MHRSN

Speaker: Sven Harrison, Housing and Rehabilitation Specialist, City of Jackson

In an effort to get back to basics, Mr. Harrison will go through the process of receiving an applicant, verifying eligibility for the program and conducting the initial home inspection to determine rehabilitation needs. Both requested by homeowner and required by other regulations (i.e. lead, code, etc.) Mr. Jackson will provide a method for conducting the inspection and documenting the findings for the production of a complete set of bidding documents. Items that will be covered include:

- How does age of building effect your inspection? Do we even know it?
- Are there code issues to consider?
- Full rehab vs. hazard reduction have varying concerns
- Major components of the inspection
 - o Heating system (furnace, hot water, boiler, etc.)
 - o Energy (windows, doors, building envelop, etc.)
 - o Plumbing system (from faucet to sewer main)
 - o Roofing (condition and age)
 - o Electrical review
 - o And more
- Conditions that require individual judgements
- Do I call in the building inspector?

Mr. Harrison will document how these observations are documented and organized for producing a comprehensive set of bid documents.

10:30 am–10:45 am Break

10:45 am–12:15 pm

24 CFR Appendix A to Part 570 - Guidelines and Objectives for Evaluating Project Costs and Financial Requirements **Zoom Breakout General**

Speaker: Carla Spradlin, CARES Act Representative, HUD Region V and VII

This presentation will review 24 CFR Part 570 Appendix A which describes guidelines designed to provide recipients with a framework for financially underwriting and selecting CDBG-CV assisted economic development projects which are financially viable and will make the most effective use of CDBG-CV funds.

Turning the Inspection into Bid Documents (Specifications)

Zoom Breakout MHRSN

Speaker: Brian Bailey, Housing and Rehabilitation Specialist, Oakland County

Mr. Bailey will conduct a follow-on session complimenting the morning session. This session will demonstrate how to take a full (rehab) or partial (hazard only) documentation and turn it into a set of bidding documents that can be presented to potential contractors. Some of the topics Mr. Bailey will cover include:

- Format of bid documents and presentation
- Extracting information from inspection documents and summarizing for bid document.
- Prescriptive or performance-based specifications?
- “Or equal” – But are they and how do you know
- Including supplemental information. Do you include or summarize:
 - o Full lead combination
 - o Your on-site inspection
 - o Other inspections (pest, code, etc.)
- Voluntary Alternates – Do you want them?
- Conducting the walkthrough (on-site or virtual)
- Addendums (Did the walkthrough bring up changes that need to be made?)
- Receiving and reviewing bids

Given all the topics it should be a full session so come with questions.

12:15–12:30 pm

Conference Closing and Remarks

Chairperson: Stephanie Burgess