



NSP2 Technical Training September 21, 2010



Welcome

Rick Ballard

Agenda

9:00 Welcome

9:15 HUD Regulatory Changes

9:30 Acquisition

10:30 Opal review

10:45 Break

11:00 Compliance Reminders

LUNCH

12:45 Purchasing REO Properties

1:15 Updates to the Policy Manual – MSHDA Web Site

1:30 Rehab Standards

2:00 MSHDA Mortgages

2:15 Administration/ Activity Delivery

2:30 Reporting

2:45 Break

3:00 MSHDA Monitoring Process

3:15 Requesting Draws

3:30 Marketing Materials



Regulatory Changes

Rick Ballard



25 Percent Low-Income Set-Aside

- As in NSP1, 25% of all funds must be expended on housing for households at or below 50% AMI;
- Under NSP3 changes, housing need not be in units abandoned or foreclosed;
- Changes are retroactive to NSP1 and 2



Implications for NSP2

- Abandoned and foreclosed units are likely to be single-family homes;
- Some target areas may also have one or more abandoned or foreclosed residential properties;
- Can meet set-aside on vacant sites for new multifamily construction;
 - MSHDA's Rental Development Division may be able to assist you in identifying a site and/or a potential developer.



HUD has Granted Demolition Waiver for Michigan

- Total for Michigan may be up to 32 percent
 - Most city/land bank partnerships are not at the 10 percent previously allowed;
 - Some may want to increase the share of their budget for demolition;
 - MSHDA is ready to work with local city/land bank partnerships to increase demolition up to 32 percent
 - Where local partnerships don't want to use the full 32 percent, some city/land bank programs may be able to go higher



Changes in Target Areas

- HUD is actively discouraging changes in Target Areas
- HUD *may* be more open to “swapping” census tracts
- MSHDA will try to assist by supporting requests for changes, but does not have the authority to approve changes



Changes in Target Areas

- If you are interested in requesting a change, do *not* spend any NSP2 dollars in tracts you may want to delete
- Begin by focusing on areas you know you want to address that are already approved



Acquisition

Tonya Young



NSP2 Eligibility

- Definitions: Foreclosed, Abandoned, Vacant, Demolished (see handout)
- Demolition only – LMMA Area Benefit
http://www.michigan.gov/documents/mshda/MI120_LM-byriskscore_264414_7.xls
- Beneficiaries – LMMI Benefit/Income Eligible



LMMA Verification Process for Demolition Only Projects

Examples:

Flint City Census Tract 9 Block Group 5 – Yes

Flint City Census Tract 16 Block Group 1 – No

Battle Creek Census Tract 300 Block Group 2 –

Split Yes (Urban) and No (Rural)

If Split, a memo to the file must be created certifying that the property is located in the eligible portion of that census tract.



LMMA Info

- Look on American Fact Finder
http://factfinder.census.gov/servlet/AGSGeoAddressServlet?_lang=en&_programYear=50&_treeId=420
- Policy Map <http://www.policymap.com/maps>



Foreclosure Verification Documents

Eligible Use B

- Sheriff's Deed
- Deed "C" – Asset backed pass through certificates series xxx
- Deed in lieu of foreclosure
- Tax foreclosure documents
- Foreclosure proceedings notice



Abandoned/Vacant

Proof of Abandonment:

- Proof of no utilities for 90 days or more
- No taxes or mortgage payments for 90 days or more

Proof of vacancy:

- Unoccupied based on site inspection

OR

- No structure on site (vacant and/or demolished)



Blighted – Eligible Use D

Blight Certification Letter in File based on
NSP2 Definition of Blight

*Note: Ownership of property by a Land Bank
is not sufficient on its own to meet blight
definition.*



NSP2 Acquisition Tool

http://www.michigan.gov/documents/mshda/mshda_cd_nsp2_acq_analysis_tool_330930_7.xls



NSP2 Required Documents

- File management
- Handout review



OPAL Review

Renee Conklin



Budgets Containing Direct Homeownership Assistance

- Battle Creek
- Benton Harbor
- Detroit
- Flint
- Grand Rapids
- Hamtramck
- Highland Park
- Kalamazoo
- Lansing
- Saginaw
- Wyandotte



Budget Amendments for Direct Homeownership Assistance

- Per HUD, Direct Homeownership Assistance should NOT be included for units that will be acquired, rehabilitated or constructed, then sold to an eligible household.
- Section 7.6 of the OPAL Grantee User Manual describes how to request a budget amendment. Your CDS is available to assist as well.
- OPAL training is also available to all grantees. Please contact your CDS to set-up a date for CD Staff to provide training; your place or ours.



Compliance Reminders

Carolyn Cunningham



Part 85. Administrative requirements for Grants and Cooperative Agreements with Government.

Procurement – The purchase of goods and services with public \$ (Part 85.36)

- Use own procedures if conforming
- Contract administration system
- Written code of conduct--Conflict of interest (PB #8); Gifts
- Review proposed procurements
- Intergovernmental agreements
- Use Federal excess and surplus equipment/property
- Value engineering clauses
- Select responsible contractors
- Dispute procedures
- Maintain records



Part 85. Administrative requirements for Grants and Cooperative Agreements with Government.

Competition

- Maximum free and open competition
- Written selection procedures
- Clear bid evaluation requirements
- Appropriate procurement method
- Affirmative marketing to WBE/MBE

Cost analysis

Bonding -- for construction contracts >\$100,000

May accept grantee's bonding requirements OR

5% bid guarantee

Performance bond = 100%

Payment bond = 100%



Part 85. Administrative requirements for Grants and Cooperative Agreements with Government.

Contract Provisions (85.36i)

- Legal remedies for breach of contract
- Termination
- E.O. 11246 (EEO)
- Copeland Anti-Kickback Act
- Davis Bacon Act
- Contract Work Hours and Safety Standards
- Reporting requirements
- Patent rights
- Access to records
- Clean Air Act
- Energy efficiency



Davis Bacon and Related Acts

What NSP activities trigger DBRA compliance?

- Rehab on properties that contain 8 or more units (not the # of units being rehabbed). Property = 1 or more contiguous lots/parcels, commonly owned and operated as 1 rental, co-op or condo
- NSP funding for “acquisition only” does not trigger DBRA

Basics:

- Payment of not less than prevailing wage rates to all laborers and mechanics (www.wdol.gov)
- Compensation for overtime hours (over 40 hours @ 1.5 regular basic rate of pay)
- Certified weekly payroll reports
- Accurate records

OCD Policy Bulletin #14



Fair Housing/Equal Opportunity

Statutes:

- Rehabilitation Act (1973) Section 504
- Fair Housing Amendments Act (1988)
- Amended Civil Rights Act of 1968
- Americans with Disabilities Act (1998)



Fair Housing/Equal Opportunity

Affirmatively Furthering Fair Housing

- Conduct an Analysis of Impediments to FH Choice (AI)
- Take appropriate actions to overcome effects of impediments
- Maintain records



Fair Housing/Equal Opportunity

OCD Policy Bulletins: www.michigan.gov/mshda → Nonprofit and Local Government
→ Community Development Tools → Policy Bulletins

#3. Complaint Procedure and Conflict Resolution

#22. Fair Housing

- A. [Sample Fair Housing Resolution](#)
- B. [Fair Housing and Anti-Discrimination Laws](#)
- C. [Fair Housing Logs](#)
- D. [Fair Housing Resources](#)
- E. [Equal Opportunity Clause, EO 11246](#)
- F. [Fair Housing Equal Opportunity for All](#)
- F. Fair Housing Equal Opportunity for All, Spanish

#23. Affirmative Marketing

Affirmative FH Marketing Plan



FH Standards for OCD Grantees

- FH Policy
- FH Contact
- Accessibility/Reasonable Accommodations
- Complaint referral system
- FH Log
- Fair Housing Resources
- FH materials/logos/EEO & EHO posters
- “Fair Housing, Equal Opportunity for All”



NFHA Recommendations

(Nat'l Fair Housing Alliance, 2010 Trends Report)

Affirmatively Furthering FH (AFFH)

Stronger AFFH regulations

Amend the FH Act to allow civil rights actions against HUD grantees for FH violations

Improve enforcement of FH Act

Private FH enforcement

Greater investigation of lending institutions

Create federal FH enforcement agency



Tenant Protections at Foreclosure

- American Recovery and Reinvestment Act of 2009 (ARRA, Recovery Act)
- Protecting Tenants at Foreclosure Act of 2009 (PTAF)
- HUD Federal Register Notice of June 24, 2009



Tenant Protections at Foreclosure

- “Immediate successors in interest” of a residential property being foreclosed bear responsibility
- Provide 90-day notice to vacate to “bona fide” tenants
 - Except where purchaser will occupy as primary residence, term of lease remains in effect
 - Applies to:
 - federally related mortgage loans
 - any dwelling or residential real property
 - Housing Choice Voucher assistance
 - Does NOT supersede the requirements of URA



Environmental Review

Tier II Project Checklists are to be used for residential properties only. All proposed projects involving commercial or industrial sites must be reviewed and approved by Bruce Jeffries, MSHDA's Certifying Officer, 517- 335-0183, jeffriesb@michigan.gov.

Every project set up will be checked against approved and published target area to validate project eligibility.



Environmental Review

RAMPS – HUD ER reporting system for NSP
– Tonya Young, 517-335-4337,
youngt4@michigan.gov

SHPO – Diane Tuinstra, 517-335-2723,
tuinstrad@michigan.gov



Section 3

Guy Stockard

Session Purpose

Clarify Section 3 responsibilities to:

- 1) Ensure compliance with the annual reporting requirements; and
- 2) Increase overall compliance with the objectives of the regulatory requirements of Section 3



A Changing Discussion

- Renewed emphasis on enforcement of Section 3.
- Previous discussions largely involved “how to *avoid* the intent of the law.”
- New discussion “how to implement creatively the spirit of the law to get *results.*”



What is Section 3?

- Section 3 of the Housing and Urban Development Act of 1968
- Implementing regulations at:
24 CFR Part 135
- Statute: 12 U.S.C. 1701u
- Purpose/Intent



Section 3

To ensure that economic opportunities generated by certain HUD funded projects shall, to the greatest extent feasible, and consistent with existing Federal and State laws, be directed to low- and very low-income persons (particularly those receiving assistance for housing), and to the businesses that provide economic opportunities to these persons.



To the Greatest Extent Feasible

...what does this mean???



Simply Stated....

- HUD funds are one of the largest sources of federal dollars
- Typically result in new contracts, employment or training opportunities
- If economic opportunities are created...Section 3 residents and businesses receive preference



Failure to Comply with Section 3

HUD holds direct recipients of covered funding accountable for their own compliance, and the compliance of their subrecipients and contractors



Penalties for Noncompliance

Sanctions for noncompliance include:

- Debarment
- Suspension
- Limited Denial of Participation in HUD Programs



Funding Thresholds

- The requirements for Section 3 apply to recipients of HUD CPD funding exceeding \$200,000.
- Contractors or subcontractors that receive contracts in excess of \$100,000 are required to comply with Section 3 in the same manner as the recipients.



Applicability to Entire Project

Section 3 requirements apply to the entire project or activity regardless if the project is fully or partially funded with covered financial assistance.



What Section 3 is NOT...

- A Racial Quota Program
- An Entitlement for Eligible Individuals and Businesses
- Only applicable to Direct Recipients
- Optional—It's the law!



Section 3 Economic Opportunities

Section 3 regulations do not require hiring/contracting unless it is necessary to complete the project.

Only triggered when covered projects require “new” hires or contracting opportunities



Section 3 Economic Opportunities

- Not limited to low-wage construction jobs
- Prospective Section 3 eligible employees or businesses must demonstrate that they are qualified



Section 3 Residents

- Residents of Public Housing; or
- Low- and very low-income persons residing in the metropolitan area or non-metropolitan county

Certification of Eligibility



Section 3 & Minorities

- Section 3 of the HUD Act is race-neutral.
- The preferences provided by this federal act are based on income and location.



Responsibility #1

Implementing procedures
designed to comply with the
requirements of
Section 3



Section 3 Plans

- Strategies to target Section 3 residents and businesses
- Certification/Selection criteria
- Process for informing contractors about responsibilities and assessing hiring/subcontracting needs



Section 3 Plans

- Penalties for noncompliance
- Incentives for good performers
- Reporting Requirements
- Recordkeeping
- Section 3 Coordinator



Responsibility #2

Notify Section 3 residents about training and employment opportunities and Section 3 businesses about contracting opportunities



Responsibility #3

Notify covered contractors
about the requirements of
Section 3



Responsibility #4

Incorporate the Section 3 clause
into covered solicitations and
contracts

24 CFR Part 135.38



Responsibility #5

Facilitate training and employment of Section 3 residents and award contracts to Section 3 businesses, as appropriate to reach the minimum numerical goals



Responsibility #6

Minimum Numerical Goals:

- 30% of new hires annually
- 10% of the total dollar amount of covered construction contracts
- 3% of the total dollar amount of covered non-construction contracts



Minimum Numerical Goals

- 24 CFR Part 135.30
- Numerical Targets (may be exceeded)
- Safe Harbor Compliance
- Other Efforts Taken to Achieve Compliance



Responsibility #7

Assisting and actively cooperating with MSHDA in obtaining the compliance of contractors



Responsibility #8

Refrain from entering into
contracts with contractors
that fail to comply



Responsibility #9

Documenting actions taken to comply with the requirements of Section 3, results of actions taken, and impediments, if any



Responsibility #10

State or County agencies must attempt to reach the numerical goals regardless of the number of local governments that receive funding



Responsibility #10, Continued

State or County must inform sub-recipients of the requirements of this part, assist them and their contractors with complying, and monitor performance



Contact Information

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517-373-6725



Contact Information

Diane Tuinstra

Cultural Resource Protection Specialist
State Historic Preservation Office
517.335.2723

TuinstraD@michigan.gov





LUNCH



Purchasing REO Properties

Sue DeVries



FHA First Look

- 10% Discount
- For direct recipients of NSP funds, Consortium members, and Subrecipients
- For-Profits are NOT eligible
- Special Instructions for participations

http://hudnsphelp.info/media/resources/NSPPolicyAlert_FirstLook_7-16-10.pdf



National First Look

- Agreement between HUD and National Community Stabilization Trust (NCST)
- Can view bank owned properties all in one place
- First look period last 5-12 business days
- 24-48 hours to respond to pricing once appraisal on property is completed by bank
- NCST will obtain necessary tenant protection papers
- 13 Participating banks



REOMatch – Reverse Look

- You can view pre-foreclosure status properties where “Notice of Default” has been filed
- Buyers can indicate interest in specific properties to create “Shopping List” to achieve property concentration for neighborhood stabilization
- NCST will identify Servicers for desired properties using various methods
- NCST will monitor desired properties for progression toward desired sale
- Sellers can make property disposition decisions such as stopping a charge-off based on prospect of an offer.



NCST Webinar and Site Visits

- NCST will conduct a webinar for all consortium members in the next few weeks
- NCST will make a site visit to each interested consortium city and it's related land bank to train on use of tools.



Updates to the Policy Manual

Sue DeVries



Policy Manual Updates

- Updates will be added as needed
- You will receive email alert regarding updates
- The most recent changes will be highlighted in yellow
- Policy Manual on the MSHDA web site at http://www.michigan.gov/mshda/0,1607,7-141-5564_54750---,00.html



Rehab Standards

Jim Davis



MSHDA

Visitability Standards

For Newly Constructed Single Family
Homes



Visitability: PA-182 Background

- The Inclusive Home Design Act; Commonly known as PA-182
- PA-182 passed in June 2006 and took effect on January 1, 2007
- PA-182 Requires 50% of all newly constructed MSHDA single-family homes meet visit-ability and adaptability requirements



PA-182 Minimum Requirements

- At minimum, One Zero-Step Entry at the Front, Side or Back
- All main floor interior doors, including bathrooms with “**minimum**” clear space entry of 32”
- Hallways “**minimum**” clear space of 36”
- At minimum, One Visitable Half Bathroom, Preferably a Full Bathroom on the main floor with **future** grab bar blocking installed at time of construction
- Environmental Controls located no more than 48” above the floor



Policy Bulletin 10 Attachment E

- More in-depth information and associated forms are located at the Office of Community Development (OCD) PB#10 Attachments E, 1, 2 and 3
- **VISITABILITY CERTIFICATION**
- **VISITABILITY CONTRACT RIDER**
- **VISITABILITY WAIVER REQUEST**



Incorporating PA-182/MSHDA Requirements

- All Plans and Specifications must be submitted to your Community Development Specialist (CDS) prior to OPAL set-up
- Plans and Specifications will be reviewed by Jim Davis, Construction Management Specialist
- If the plans and specifications comply to PA-182/ MSHDA guidelines and/or requirements, CDS will approve the project set-up in OPAL
- If the plans and specifications do **not** comply with PA-182/MSHDA guidelines, they will be sent back for modifications as needed



PA-182 Visitability Waiver Request

- Waivers will **not** be allowed unless certain site and/or Neighborhood Conditions prohibit the “Zero Step Entry”
- If a No-Step/Zero Step Entry can not be achieved, all other requirements must still be implemented unless otherwise impossible
- Technical Assistance may be available as needed to achieve the Zero Step Entry
- All projects must be reviewed. The 50% rule is a state wide achievement annually reviewed
- Grantees building new single family housing will be expected to reach the 100% Visit-Ability mark; unless otherwise unachievable or impossible



MSHDA Blue Print Library

- MSHDA has developed eight (8) home designs that meet PA-182/MSHDA design criteria
- All eight (8) designs are available to OCD grantees building new single family homes
- Grantees can review the designs on the MSHDA web-site.
- The “web-site designs” feature two (2) façade renderings and floor plans which can be altered, adjusted, flipped or reversed to meet different landscapes and/or traditional neighborhood site conditions
- Full working drawings are available upon request after approval of grant-project set-up on OPAL

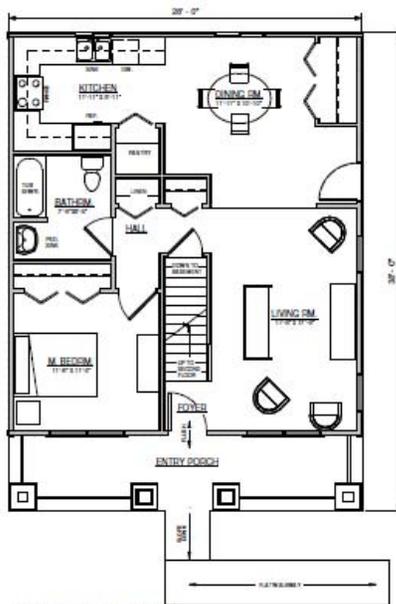
The Craftsman



The Craftsman



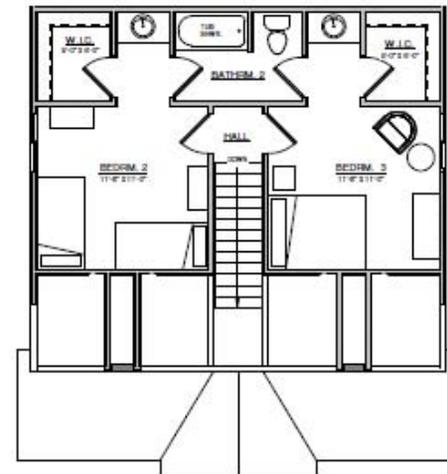
The Craftsman



FIRST FLOOR PLAN

THE CRAFTSMAN

Basement Plan
Total Living Area - 1,388 s.f.



SECOND FLOOR PLAN

THE CRAFTSMAN





The Ferndale





The Ferndale

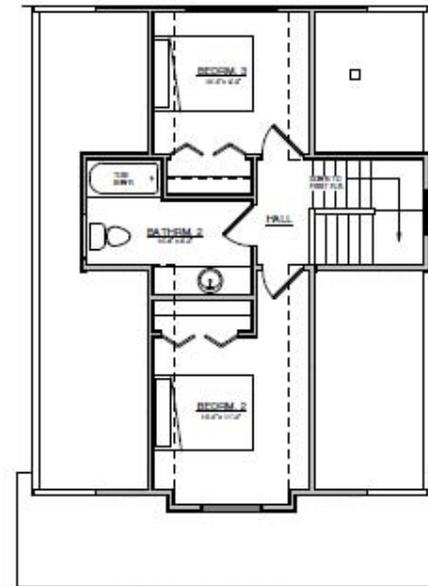


The Ferndale



**FIRST FLOOR PLAN
THE FERNDALE**

Basement Plan
Total Living Area = 1,232 S.F.



SECOND FLOOR PLAN

THE FERNDALE





The Grayson

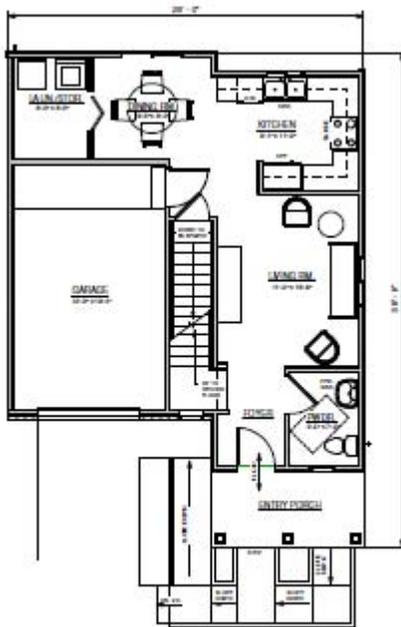




The Grayson



The Grayson



FIRST FLOOR PLAN

THE GRAYSON
Basement Plan
Total Living Area - 1,315 s.f.



SECOND FLOOR PLAN

THE GRAYSON





The Karrington

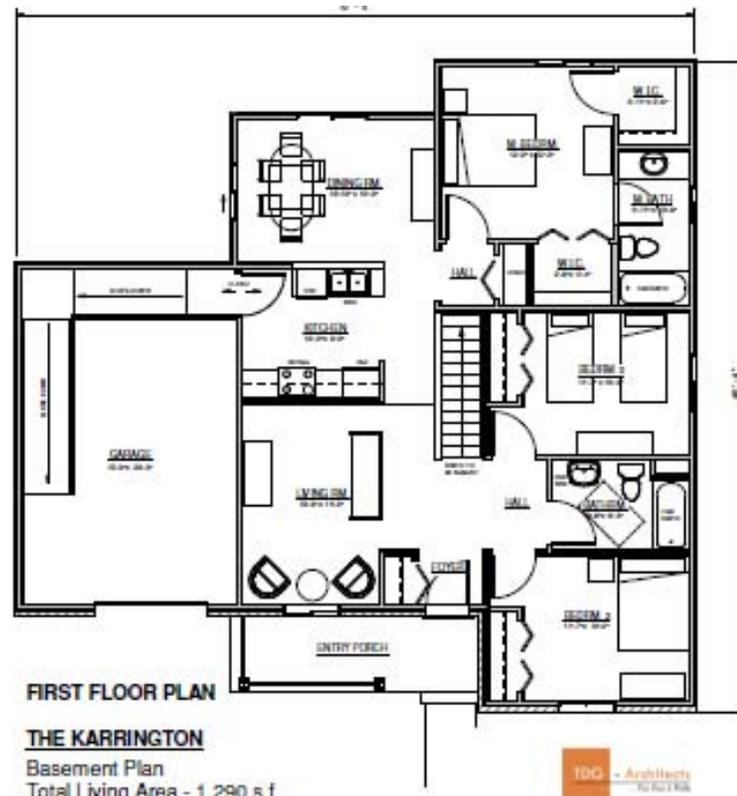




The Karrington



The Karrington





The Maplewood

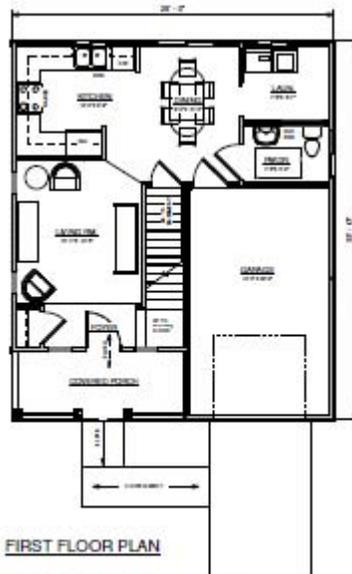




The Maplewood



The Maplewood



FIRST FLOOR PLAN

THE MAPLEWOOD
Basement Plan
Total Living Area - 1,363 s.f.



SECOND FLOOR PLAN

THE MAPLEWOOD



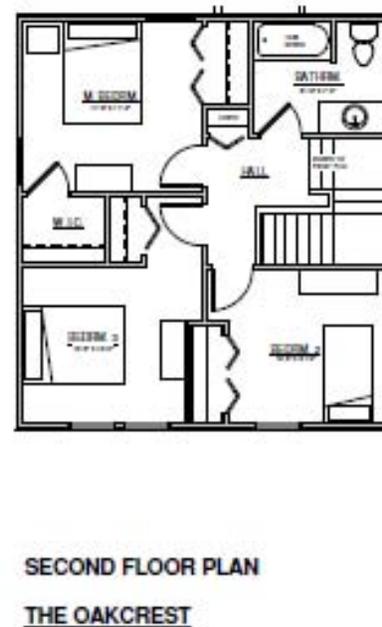
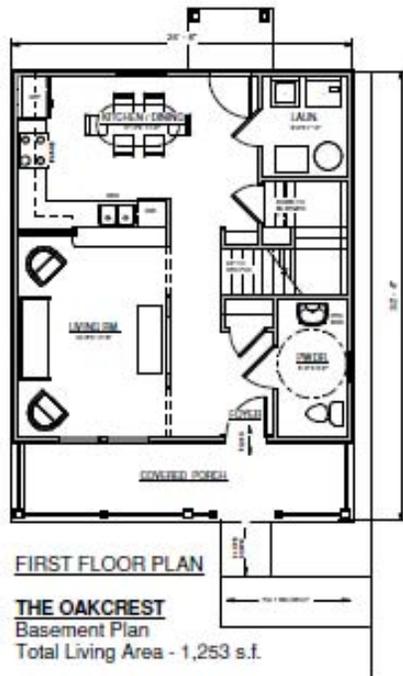
The Oakcrest



The Oakcrest



The Oakcrest



The Plymouth





The Plymouth



The Plymouth



FIRST FLOOR PLAN

THE PLYMOUTH
Basement Plan
Total Living Area - 1,261 s.f.



SECOND FLOOR PLAN

The Plymouth





The Stanton

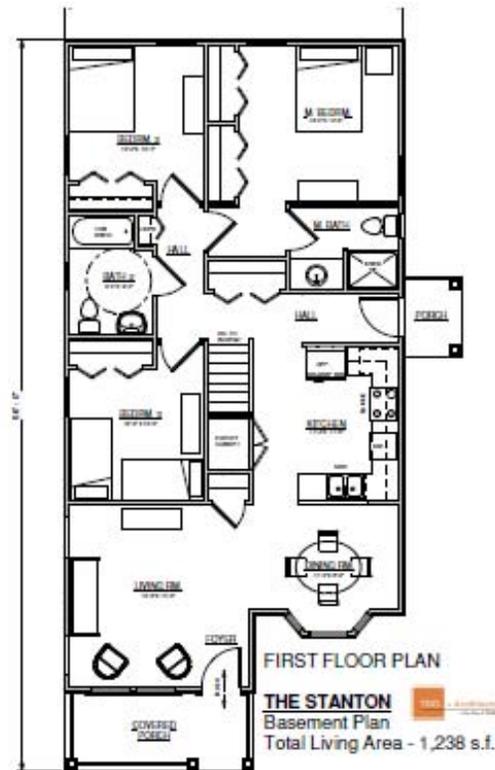




The Stanton



The Stanton





MSHDA Energy Star Requirements

- The requirements of the Michigan Uniform Energy Code, Promulgated in 2003 but was held up in court until October 24, 2008
- OCD has been supportive of local efforts to build more energy efficient housing, to help maintain affordability and have a positive impact on the environment
- MSHDA Energy Efficiency Standards for OCD Funded Projects was revised on September 24th, 2007



MSHDA Energy Efficiency Requirements

- All new construction single family homes must be built to at least the Five (5) Star Energy Star Home Energy Standard per the HERS index rating system
- NSP#2 Gut-Rehabilitations and Substantial Rehabilitation Projects must meet the same Five (5) Star Energy Star Standard
- Substantial Rehabilitation is defined as projects with OCD investment over \$35,000 in rehabilitation activities, inclusive of Lead Paint and/or Asbestos testing, Stabilization or Remediation



Documentation Requirements

- Grantees shall have their plans and specifications reviewed by a certified HERS rater to include (on site pre-drywall inspection) insuring Prescriptive/Performance Approaches
- Grantees Community Development Specialist (CDS) will review building plans prior to project set-up in OPAL
- A Final Five (5) Star Energy Star Certificate will be submitted to your CDS prior to final construction and developer fee payment



Resources

- Energy Star web-site at: www.energystar.gov and www.hud.gov/offices/cpd/library/energy/energystargrantees.pdf
- HUD's website Energy Action Plan at: www.hud.gov/offices/cpd/energyenviron/
- Home Energy Efficiency Partnerships at: www.energysavers.gov/
- Residential Energy Services Network (RESNET) <http://natresnet.org>
- Warm Training Center at: www.warmtraining.org/
- State of Michigan Energy Office at: www.michigan.gov/cis/0,1607,7-154-25676---,00.html



MSHDA Mortgages

Renee Conklin



MSHDA 80% Mortgage Still Available

- Funding for 80/20 loan under NSP1 is exhausted
- MSHDA will do manually underwritten mortgages up to 80% loan-to-value
- Balance of down payment and cash-to-close is provided by the local program
- Second mortgage forgivable over the HOME affordability period.



Administration/Activity Delivery

Tonya Young



Definitions

- Administration - program specific activities
- Activity Delivery Cost – street address associated costs
- A process must be in place to ensure that time billed is documented by person and date

http://www.michigan.gov/documents/mshda/mshda_cd_nsp2_quarterly_staff_timesheet_330944_7.xls



Administrative Plan

Each city and land bank must prepare implement and have available on site an administrative plan. The plan will identify how the budgeted administrative dollars are anticipated to be expended over the grant term. There is a grant admin and management plan sample (module 2 appendix D of your policy manual).



Reporting

Tonya Young



NSP2 DRGR Reporting Deadlines

Quarters Ending

- September 30
- December 31
- March 31
- June 30



ARRA -- Work Tracked Hourly

ARRA NSP2 persons that are paid with any percentage of NSP2 funds are tracked on an hourly basis.



How Does This Work?

- Report is sent out on the 20th day for each consortium partner to complete based on all activities through the 25th day of the month in which the report is due.
- Consortium Partners submit report and make all OPAL updates by 27th day.
- DRGR system is locked down on 30th day except for narrative.



DRGR Process

- Consortium receives Report to complete
- Report completed for all progress through 9/25/10
- Report submitted to MSHDA by 9/27/10
- Consortium enters in all OPAL updates by 9/27/10

- MSHDA enters in OPAL Data into DRGR plus other Obligations and Leverage by 9/30/10

- MSHDA enters in Narrative based on Reports

- DRGR Report submitted to HUD on 10/10/10



NSP2 ARRA Reporting Deadlines

Quarters Ending

- September 30
- December 31
- March 31
- June 30



How Does This Work?

- Consortium partner completes the job creation report on OPAL based on all jobs created through the 25th day of the month in which the report is due.
- Consortium Partners submit the report on OPAL by the 27th day.
- MSHDA takes job creation data and compares it to the total number of ARRA jobs reported on the DRGR report form.
- MSHDA prepares the ARRA report and submits it for review and approval on the 10th day of the following month.



ARRA Job Creation Reporting Process

- Consortium tracks all positions being paid for with ARRA funds – cut off date for quarter is 9/25/10
(Consortium maintains backup documentation on site)
- Consortium enters in job data on OPAL Report by 9/27/10
— (each quarter is counted separately)
- MSHDA enters in Data and prepares ARRA report by 9/30/10
- MSHDA submits report to HUD on 10/10/10



Determining Jobs Created

Step 1: Select Reporting Information Format

ARRA Funded Employee(s)

List Names, ID codes, etc. by Individual or by Group.

Note that once listed, the employee should never be deleted, even if no longer employed on the project.



Determining Jobs Created (Step 1 continued)

Use whatever individual identifier you like, such as actual names, internal employee numbers, or any other unique identifier that you use to keep records.

Employees may be grouped and listed here by group identifiers, such as contract number, company name, sub-project, or any other unique group identifier used to identify a group of employees working on a project whose hours can be aggregated.



Who is Reported?

- **MSHDA = Prime Recipient** (Tier 1)
(MSHDA employees and service providers)
- **Consortium Partners = Subaward** (Tier 2)
(Consortium, Subawards to: Nonprofit, For Profit and Counselor)
- **Subrecipients** (Tier 3)
(Local contractors hired by Consortium, Nonprofit and For Profit)



Determining Jobs Created

Step 2: Determine Standard Full-Time Work Week
For Consortium/ Subrecipients/ Contractors/
Vendors

Basis for FTE Calculation

How many hours per week does the employer consider to be full time, for example "40".



Determining Jobs Created

Step 3: Calculate total number of ARRA paid hours for Quarter by each Entity.

Hours Worked per ARRA Reporting Period

Beginning with the 1st quarter of ARRA funded employment on this project, list the number of ARRA-funded-hours-worked PER QUARTER. Do NOT list cumulative hours. Sick Leave and Vacation hours taken do count as hours worked.



Determining Jobs Created

Step 4: Complete and Submit OPAL ARRA Report

Maintain Records Documenting Hours Worked per ARRA Reporting Period.



Monitoring Process and Requesting Draws

Jess Sobel



Expenditure Deadlines

Approximate End Date	Performance Requirements
March 31, 2011	Local grantee must expend at least 20% of their total award
Sept 30, 2011	Local grantee must expend at least 50% of their total award
March 31, 2012	Local grantee must expend at least 75% of their total award
Sept 30, 2012	Local grantee must expend at least 90% of their total award
Dec 31, 2012	Local grantee must expend at least 100% of their total award



Marketing Materials

Deb Horak & Christina Campbell