DETAIL OF ADMINISTRATIVE COSTS

PERSON OR FIRM PROVIDING THE SERVICES _____

FOR THE MONTH(S) OF _____ TO _____

TASK	HOURS	AMOUNT
ENVIRONMENTAL REVIEW RECORD		
Project not in floodplain		
Project in floodplain		
Project requiring archaeological survey		
PROJECT FILES		
Set up		
Monthly Maintenance/Update		
FAIR HOUSING/EQUAL OPPORTUNITY		
Fair Housing Activity		
Equal Opportunity		
Section 3 Plan		
On-site poster documentation		
Contact Female/Minority contractors		
Quarterly Contractor/Subcontractor Activity Report		
ACQUISITION - FEE SIMPLE		
Identification of properties to acquireand location of property owners		
Compilation of case files and ongoing recordkeeping		
Coordinatiion of services of title attorney, surveyor, and appraisers		
Negotiation to purchase and final sale and closing		
RELOCATION		
Identification of relocation needs and available resources		
Compilation of case files and ongoing recordkeeping		
Identification of comparable units on available housing market		
HOUSING REHABILITATION		
Identification of units and determination of eligibility		
Compilation of case files and ongoing recordkeeping		
Solicitation of contractors and pre-bid activity		

Release of liens, certification of completion/final inspection		
Pay requests and recordkeeping of escrow accounts		
Quarterly performance reports		
CLEARANCE		
Identify properties and contractors		
Bid process for demolition		
Releases and payment to contractor		
LABOR COMPLIANCE		
Request wage rate		
5-10 day call/memo for files		
Attend bid opening/prepare minutes		
Notice of Contract Award/Pre-Construction Conference		
Coordinate and conduct Pre-Construction Conference		
Prepare minutes of Pre-Construction Conference		
Bid advertisement documentation for files		
Bid tabulation documentation for files		
Executed bid documents including certifications		
Contractor recommendation letter		
Contractor/Subcontractor eligibility verification		
Notice to proceed		
Conduct employee interviews and check site for posters		
Check weekly payrolls/cross check with interviews		
Consultation with engineer, State, other funding agency		
Release of liens/certificate of completion/final inspection		
FINANCIAL MANAGEMENT		
Signature Authorization		
Designation of Depositary		
Requests for Payment		
Payment of invoices		
Posting of accounting records (local level)		
Budget spreadsheets		
Budget revisions		
Revised implementation schedule for project		

STATE MONITORING		
First technical assistance visit		
Monitoring visit		
Compliance close-out visit		
Financial close-out		
CLOSE-OUT		
Survey of direct beneficiaries		
Jobs form		
Financial report in close-out package		
File review		
TOTAL		

TASK	HOURS	AMOUNT
FINANCIAL MANAGEMENT		
Signature Authorization		
Designation of Depositary		
Requests for Payment		
Payment of invoices		
Posting of accounting records (local level)		
Budget spreadsheets		
Budget revisions		
Revised implementation schedule for project		
STATE MONITORING		
First technical assistance visit		
Monitoring visit		
Compliance close-out visit		
Financial close-out		
CLOSE-OUT		
Survey of direct beneficiaries		
Jobs form		
Financial report in close-out package		
File review		