



Homes and Community Renewal

ANDREW M. CUOMO
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

November 7, 2018

Honorable Don MacSwan
Town of Wheatfield
2800 Church Road
Wheatfield, NY 14120

Dear Supervisor MacSwan:

Re: Comprehensive Monitoring Report
NYS CDBG Project # 1245SB857-16

Thank you for the time and efforts you and your staff gave to the Office of Community Renewal's (OCR) Economic Developer, Kristi Schwebke, who conducted a monitoring visit of the Town of Wheatfield's 2016 project identified above on October 24, 2018.

The monitoring visit was conducted to determine whether program operations are compliant with the requirements of the CDBG regulations as contained in 24 CFR Part 85, as well as the provisions of the contract(s) executed with the Housing Trust Fund Corporation dated May 12, 2016.

The review of your program administration and project files revealed no findings, two (2) concerns, and no recommendations. Enclosed is a report outlining the results of the monitoring visit. At this time I would like to bring to your attention that all findings and concerns must be addressed in writing as specified in the enclosed monitoring report.

Please be aware that this report does not relieve your Community of its obligation to continue to administer the grant in accordance with grant agreement requirements; federal and state rules and regulations; and sound management practices. We look forward to working with you on the successful completion of your project.

If you have any questions or require additional information, please contact Economic Developer Kristi Schwebke at (518) 474-2057.

Sincerely,

Charles Phillion
Program Director
Office of Community Renewal

CP:pd

Enclosure

cc: Kathleen Harrington-McDonell, Clerk, Town of Wheatfield
William Wagner, Chairman, Wheatfield Local Development Corporation
Harry Sicherman, President, H. Sicherman & Company, Inc.

**COMPREHENSIVE MONITORING REPORT
FOR TOWN OF WHEATFIELD
NYS CDBG PROJECT # 1245SB857-16**

The following report contains the findings, concerns, and/or recommendations identified by Kristi Schwebke during the comprehensive monitoring conducted on October 24, 2018. Areas reviewed by Ms. Schwebke that are not identified here meet all of the statutory and regulatory requirements, and no further action is required at this time.

Findings

A "finding" is specific noncompliance with federal and/or state regulatory or program policies and procedures. **Within 30 days, Recipients must provide a written response to all findings outlined in this report.** If a response is not received within the specified timeframe, the Office of Community Renewal (OCR) will begin the process of suspending funds for all open grants. **Consideration of funding for future projects may be impacted if these issues are not addressed and resolved in a timely manner.** The following findings were identified during the monitoring of this project:

No findings were identified during the comprehensive monitoring visit.

Concerns

A "concern" is a potential problem that, if not addressed and corrected, may later result in a "finding". **Within 30 days Recipients must provide a written explanation as to how the concerns will be addressed for all current and future grants.** The Office of Community Renewal (OCR) staff will closely examine areas of "concern" during future monitoring visits.

Accounts Management – Disposition of CDBG funds

24CFR85.20(b)(7) states that recipients of CDBG funds must minimize the time elapsing between the transfer of funds into the Recipient's account and the disbursement of funds from the account. Funds should be disbursed within five business days of the receipt of funds.

At the time of the monitoring, the Town's records showed that this time period was exceeded on at least two (2) different occasions by a period of twenty (20) days or more.

For all future NYS CDBG funded activities, the Town must ensure compliance with 24CFR85.20(b)(7) and OCR guidelines and disburse funds within five business days of receipt. The Town should not request funds for reimbursement until disbursement of the funds can be made within the required time period. For further guidance, please refer to Chapter 3, Financial Management, of the OCR Grant Administration Manual.

Procurement for Professional Services – Inadequate Response Time

2CFR200.320(d)(1) requires that requests for proposals (RFP) and requests for qualifications (RFQ) be publicized, and that the Recipient provide an adequate amount of time within which bidders may submit a response to the RFP and RFQ, which is generally

At the time of the monitoring, it was revealed that although the RFP was advertised in a publication of general circulation, the response period was only one week.

For all future NYS CDBG funded activities, the Town must advertise all RFP's in a newspaper of general circulation, in addition to any other outreach methods employed and allow for a minimum of 3-4 weeks for firms to respond to solicitations. For further guidance, please refer to Chapter 4, Procurement, of the OCR Grant Administration Manual.

All of the above items were identified during the monitoring of your community. If additional follow up is required, you will be contacted. If you have any questions concerning this monitoring report, please contact Kristi Schwebke at (518) 474-2057.