

Reply to Common Council File No. 070410  
From DOA-Budget and Management Division

January 8, 2009

Ref: 07022

File 070410 is a resolution authorizing additional position authority for one Grant Monitor position in the Department of Administration Community Development Grants Administration. The file amends the Position Ordinance to create the position authority and authorizes expenditures of \$34,262 for the position in 2007.

CDGA has 14 staff that administers several grants, primarily the Community Development Block Grant (CDBG) and the Home Investment Partnerships (HOME) grant. Currently, CDGA has six Grant Monitor positions. CDGA is requesting creation of a new Grant Monitor position, increasing the number of grant monitors to seven. The request for additional position authority is the result of increasing housing related activities and requirements for more on-site monitoring. The position is needed to ensure that an appropriate level of oversight and monitoring of these activities, including Housing Tax Credit projects, Homebuyer Assistance, and Freshstart/Youthbuild, occurs.

Grant Monitors are responsible for monitoring and evaluating assigned projects, assisting grantees in the implementation of approved activities, ensuring that activities conform to all program requirements, and evaluating the effectiveness of project activity and the performance of grantees. The monitors provide technical assistance, conduct field visits, collect data and information, prepare reports, collect and review progress reports, and conduct annual evaluations.

The position is anticipated to be funded for six months in 2007 at a cost of \$34,262, including salary and fringe benefits. The HOME contingency account will fund these costs in 2007. The 2008 personnel costs are estimated to be \$68,524, with salary of \$48,256 and fringe benefits of \$20,268, which will be funded by the HOME grant.

**RECOMMENDATION: APPROVE FILE 070410.**

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Budget and Policy Manager

ECP:dmr

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