

# MONITORING

### XIII. Monitoring Program

The HCDM will monitor the CMPC - Contractor through weekly reports and verification of information by monitoring applicant files, talking with applicants, and visiting project sites. The City will manage the Construction Phase of the project and monitor the building contractor through inspections.

<b>Overview of the Monitoring Procedure</b>	
<b>Responsible Party</b>	<b>Task</b>
Housing and Community Development Manager (HCDM)	<ul style="list-style-type: none"> <li>• Reviews Weekly Case Management Contractor Reports for accuracy and compliance.</li> <li>• Reviews all requests for payment and supporting documentation for correctness and compliance.</li> <li>• Holds weekly meetings with Case Management Contractor staff</li> <li>• Reviews all Applicant files for Threshold Eligibility For accuracy and compliance.</li> <li>• Reviews all Environmental Reviews for accuracy and compliance</li> <li>• Reviews all DOB Reports for accuracy and compliance</li> <li>• Tracks payments and balance of contract.</li> <li>• Provides a Project Survey to Homeowners on the completion of their project.</li> </ul>
Community Initiatives Administrator (CIA)	<ul style="list-style-type: none"> <li>• Reviews Plan sets</li> <li>• Weekly Site Monitoring</li> <li>• Reviews Inspections</li> <li>• Reviews Compliance Documents for completeness and accuracy</li> <li>• Reviews all requests for payment and supporting documentation for accuracy and compliance</li> </ul>
Accountant II (ACTII)	Financial Checklist
Administrative Assistant Planning (AA)	Transparency Website Update

### Procedure

#### Identification of Concern

During the ongoing monitoring process, substandard, inaccurate, or non-compliant work concern with be identified by staff as stated in the table above and communicated to the appropriate contractor.

#### Communication

The contractor will be given 24 hours to respond to the concern.

**Resolution**

A resolution to the concern will be discussed between the parties and the HCDM will approve a resolution to the concern.

**Appeal**

The contractor may appeal to the DPD for consideration of another resolution to the concern.

The DPD's decision is final.