

<b>DETAIL OF ADMINISTRATIVE COSTS</b>		
PERSON OR FIRM PROVIDING THE SERVICES _____		
FOR THE MONTH(S) OF _____ TO _____		
TASK	HOURS	AMOUNT
<b>ENVIRONMENTAL REVIEW RECORD</b>		
Project not in floodplain		
Project in floodplain		
Project requiring archaeological survey		
<b>PROJECT FILES</b>		
Set up		
Monthly Maintenance/Update		
<b>FAIR HOUSING/EQUAL OPPORTUNITY</b>		
Fair Housing Activity		
Equal Opportunity		
Section 3 Plan		
On-site poster documentation		
Contact Female/Minority contractors		
Quarterly Contractor/Subcontractor Activity Report		
<b>ACQUISITION - FEE SIMPLE</b>		
Identification of properties to acquire and location of property owners		
Compilation of case files and ongoing recordkeeping		
Coordination of services of title attorney, surveyor, and appraisers		
Negotiation to purchase and final sale and closing		
<b>RELOCATION</b>		
Identification of relocation needs and available resources		
Compilation of case files and ongoing recordkeeping		
Identification of comparable units on available housing market		
<b>HOUSING REHABILITATION</b>		
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		
<b>CLEARANCE</b>		
Identify properties and contractors		
Bid process for demolition		
Releases and payment to contractor		
<b>LABOR COMPLIANCE</b>		
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		
<b>FINANCIAL MANAGEMENT</b>		
Signature Authorization		
Designation of Depository		
Requests for Payment		
Payment of invoices		
Posting of accounting records (local level)		
Budget spreadsheets		
Budget revisions		
Revised implementation schedule for project		

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