

HOME and HTF Affordable Housing Development
Administration Manual Tools and Resources
Sample Project Management Plan

All HOME and HTF recipients must prepare and submit a signed management plan to Commerce. The following sample management plans can be used by private entities or local governments, as appropriate. Recipients should use the sample management plan applicable and modify as needed.

Project Management Plan [for Private Entity]

I. ADMINISTRATIVE STRUCTURE

_____ is a (*type of*) corporation recognized by the State of Montana. The following persons will have lead responsibility for administering the organization's HOME Investment Partnership Program (HOME) or Housing Trust Fund (HTF) award.

(*Board Chair or President*) _____, will have responsibility for all official contacts with the Montana Department of Commerce (Commerce) and ultimate authority and responsibility for the management of project activities and expenditure of HOME or HTF funds.

The organization's Chief Financial Officer, _____, will be responsible for management of and record keeping for, the HOME or HTF funds involved in the financing of this project.

_____, _____, will be designated as *Project Manager* and be responsible for overall project management and reporting and for assuring compliance with applicable requirements.

The organization's Attorney, _____ as legal counsel, will provide legal guidance as requested.

The Project Architect/Engineer will be responsible for construction-related activities including preparation of preliminary studies and designs, final design plans and specifications, as well as construction inspection.

II. PROJECT MANAGEMENT

A. The **Project Manager** will be responsible for:

1. Familiarity with the current *Administration Manual* and its requirements and for assuring compliance with the HOME or HTF contract and with HOME or HTF policies for project activities and administration.
2. Preparing any additional environmental review to assure full compliance with the National and Montana Environmental Policy Acts, including meeting any applicable environmental requirements and documenting any mitigating actions or additional consultation is completed pursuant to the findings of the environmental review.
3. Documenting compliance with applicable civil rights requirements.
4. Assisting the organization with all requirements related to effective project start-up and maintaining compliance with the implementation schedule attached to the contract.
5. Assisting the organization with procuring professional services and a general contractor.
6. Monitoring and enforcing compliance with labor standards requirements.
7. Documenting compliance with URA requirements, as applicable.
8. Preparing all required performance reports and closeout documents.

B. The **Project Architect/Engineer** will be responsible for:

1. Designing architectural or engineering plans necessary for successful completion.
2. Preparation of the construction bid package or Request for Proposal in conformance with applicable HOME and HTF requirements.

3. Overseeing construction bidding and award process, including the preparation of the advertisements for bid or proposal solicitation, the bid opening or scoring of proposals, and helping determine the lowest responsible, responsive bidder or successful proposal.
4. Conducting the pre-construction conference.
5. Supervising construction work and preparation of inspection reports.
6. Reviewing and approving all requests from contractors for payment and submitting the approved requests to the Project Manager.

III. FINANCIAL MANAGEMENT

A. *The **Chief Financial Officer*** will be responsible for:

1. Establishing the HOME or HTF bank account and transferring HOME or HTF funds from that account to the organization's treasury for disbursements, based on claims and supporting documents.
2. Ensuring HOME and HTF funds are accounted for separately from other organization funds. Balances in the account will not exceed \$5,000 for a period of three days, to comply with HOME and HTF requirements.
3. Entering all project transactions into the organization's existing accounting system and preparing checks/warrants for approved expenditures.
4. Ensuring all Requests for Reimbursement are signed by authorized representatives.
5. Ensuring no expenditures will be made without proper organization approval.

B. *The **Project Manager and the Chief Financial Officer*** will be responsible for:

1. Reviewing all proposed expenditures of HOME and HTF funds. The Project Manager and Chief Financial Officer will prepare requests for reimbursement, which will be signed by authorized representatives.
2. Ensuring all disbursements are handled in accordance with the organization's established procedures for reviewing claims.

IV. CONTACT INFORMATION

<i>NAME</i>	<i>TITLE</i>	<i>ROLE</i>
	Board Chair or President	Chief Executive Officer
	Phone	
	Email	
		Chief Financial Officer
	Phone	
	Email	
		Project Manager
	Phone	
	Email	
	Attorney	Legal Counselor
	Architect/Engineer	

 Signature

Date

Project Management Plan [for City/County]

I. ADMINISTRATIVE STRUCTURE

The *(City, Town or County)* of _____ is an incorporated *(city, town or county)* with a *(Mayor-Council or other)* form of government. The following persons will have lead responsibility for administering the *(city, town or county)*'s HOME Investment Partnership Program (HOME) and/or Housing Trust Fund (HTF) grant(s).

(Mayor or Commission Chair) _____, as the *(city, town or county)*'s chief elected official will have responsibility for all official contacts with the Montana Department of Commerce (Commerce) and ultimate authority and responsibility for the management of project activities and expenditure of HOME and/or HTF funds.

The Clerk-Treasurer, as the *(city, town or county)*'s chief financial officer, will be responsible for management of, and record keeping for, the HOME and/or HTF funds involved in the financing of this project.

_____, _____, will be designated as *Project Manager* and be responsible for overall project management and reporting and for assuring compliance with applicable requirements.

The *(city, town or county)* Attorney, as the *(city, town or county)*'s legal counsel, will provide legal guidance as requested.

The Project Architect/Engineer will be responsible for construction-related activities including preparation of preliminary studies and designs, final design plans and specifications, as well as construction inspection.

II. PROJECT MANAGEMENT

A. The **Project Manager** will be responsible for:

3. Familiarity with the current *Grant Administration Manual* and its requirements and for assuring compliance with the HOME and/or HTF contract and with HOME and/or HTF policies for project activities and administration.
4. Preparing any additional environmental review to assure full compliance with the National and Montana Environmental Policy Acts, including meeting any applicable environmental requirements and documenting any mitigating actions or additional consultation is completed pursuant to the findings of the environmental review.
5. Documenting compliance with applicable civil rights requirements.
6. Assisting the (*city, town or county*) with all requirements related to effective project start-up and maintaining compliance with the implementation schedule attached to the contract.
7. Assisting the (*city, town or county*) with procuring professional services and/or a general contractor.
8. Monitoring and enforcing compliance with labor standards requirements.
9. Documenting compliance with URA requirements, as applicable.
10. Preparing all required performance reports and closeout documents.

B. The **Project Architect/Engineer** will be responsible for:

1. Designing architectural and/or engineering plans necessary for successful completion.
2. Preparation of the construction bid package in conformance with applicable HOME/HTF requirements.
3. Overseeing construction bidding and award process, including the preparation of the advertisements for bid solicitation, the bid opening, and helping determine the lowest responsible, responsive bidder.
4. Conducting the pre-construction conference.
5. Supervision of the construction work and preparation of inspection reports.
6. Reviewing and approving all requests from contractors for payment and submitting the approved requests to the Project Manager.

III. FINANCIAL MANAGEMENT

A. *The Clerk-Treasurer* will be responsible for:

1. Establishing the HOME/HTF bank account and transferring HOME/HTF funds from that account to the (*city, town or county*)'s treasury for disbursements, based on claims and supporting documents.
2. Ensuring a separate non-interest bearing account required by HOME/HTF will be established and used for HOME/HTF funds. Balances in that account will not exceed \$5,000 for a period of three days, to comply with HOME/HTF requirements.
3. Entering all project transactions into the (*city, town or county*)'s existing accounting system, and preparing checks/warrants for approved expenditures.
4. Ensuring all Requests for Reimbursement are signed by authorized representatives.
5. Ensuring no expenditures will be made without proper (*city, town or county*) approval.

B. *The Project Manager and the Clerk-Treasurer* will be responsible for:

1. The review of all proposed expenditures of HOME/HTF funds. The Project Manager and Clerk-Treasurer will prepare requests for reimbursement, which will be signed by authorized representatives.
2. All disbursements are handled in accordance with the (*city, town or county*)'s established procedures for reviewing claims.

IV. CONTACT INFORMATION

NAME	TITLE	ROLE
	Mayor or Comm Chair	Chief Elected Official
	Phone	
	Email	

 **COMMERCE**

	Clark-Treasurer	Chief Financial Officer
	Phone	
	Email	
		Project Manager
	Phone	
	Email	
	Attorney	Legal Counselor
	Architect/Engineer	

Signature

Date