

## DETAIL OF ADMINISTRATIVE COSTS

PERSON OR FIRM PROVIDING THE SERVICES: \_\_\_\_\_

TASK	NUMBER OF HOURS	AMOUNT
<b>ENVIRONMENTAL REVIEW RECORD</b>		
Complete Statutory Checklist		
<b>PROJECT FILES:</b>		
Set-up		
Monthly Maintenance		
<b>FAIR HOUSING/EQUAL OPPORTUNITY</b>		
Fair Housing Activity		
Equal Opportunity		
Section 3 Plan		
On-Site Poster Documentation		
Contact Female/Minority Contractors		
Quarterly Contractor/Sub-contractor Activity Report		
<b>ACQUISITION - FEE SIMPLE</b>		
Identification of properties to be acquired/locating property owners		
Compilation of case files and on-going recordkeeping		
Coordinating services of title attorney, surveyors and appraisers		
Negotiation to purchase and final sale closing		
<b>RELOCATION</b>		
Identification of relocation needs and available resources		
Compilation of case files and on-going recordkeeping		
Identify comparables/maintain records on available housing market		

TASK	NUMBER OF HOURS	AMOUNT
<b>HOUSING REHABILITATION</b>		
Identification of units and determination of eligibility		
Compilation of case files and on-going recordkeeping		
Solicitation of contractors and pre-bid activity		
Release of liens, certification of completion/final inspection		
Pay Requests and recordkeeping		
Quarterly Performance Reports		
<b>HOUSING INSPECTION</b>		
Monitoring on-going construction/scheduling inspections/work write-ups		
Inspections		
Final Inspection		
<b>CLEARANCE</b>		
Identify properties and contractors		
Bid process for demolition		
Inspections		
Final Inspection, releases and payments to contractors		
<b>LABOR COMPLIANCE</b>		
Request Wage Rate		
5-10 Day Call/Memo for files		
Attend bid opening/prepare minutes		
Notice on 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 document/specs including certifications regarding Equal Opportunity, Labor, Section 3, and Insurance/Bonding documentation		

TASK	NUMBER OF HOURS	AMOUNT
Contractor recommendation letter		
Contractor/sub-contractor eligibility verification		
Notice to Proceed		
Conduct employee interviews and check sites for posters		
Check weekly payrolls/cross check with interviews		
Consultation with engineer, State or other funding agency		
Release of liens, certification of completion and final inspection		
<b>FINANCIAL MANAGEMENT</b>		
Signature authorization		
Designation of depository		
Requests for payment		
Payment of invoices		
Posting of account records (local level)		
Budget revisions		
Revised implementation schedule for project		
Tracking and reporting of program income		
<b>THDA OVERSIGHT</b>		
First technical 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		