



TRANSFORM386

STRENGTHENING VOLUSIA'S FUTURE

Policies and Procedures

Timeliness of Expenditures

Community Development Block Grant - Disaster Recovery





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Version History

Version	Date	Notes
1.0	July 6, 2023	Original version posted on Transform386 webpage for comments

Section A: Background

Timeliness of expenditures for the grant funds is defined as 6 years for CDBG-DR grants. Volusia County will comply with this timeline by implementing effective budgeting and maintenance of expenditure projections.

Volusia County will use regular monitoring and reporting to ensure that CDBG-DR timeliness standards are met. This analysis includes but is not limited to ensuring that all funds are used in compliance with all applicable statutory and regulatory provisions, terms and conditions of the federal award including projections of expenditures of 50% and 100% within the period of performance. To monitor the CDBG-DR spend rate, a cumulative monthly trend report is prepared by the financial management staff of the department.

In order to provide an appropriate level of management review, the financial management staff prepares weekly expenditure and projection reports for each individual CDBG-DR grant award. The report is organized by the three HUD authorized CDBG-DR cost categories: Administration, Planning, and Activity Delivery. Within the categories, the report reflects the HUD budgeted allotments, the year-to-date expenditures, encumbrances, projected expenditures, and the percent expended. This report is used by county management to monitor the level of spending on a weekly basis and determine if any planning or activity budgets should be realigned.

As part of the requirements of the CDBG-DR grant, Volusia County's grant management team will prepare a quarterly report that details the progress on a program-by-program basis and includes a comparison of actual spending to projected expenditures. This will give Volusia County's grant management team the ability to determine whether funds are being expended in a timely manner. Projections are developed based on a combination of current spend rate, projected start and end dates, and input from program managers on anticipated milestones. Each program will continually monitor and assess the activities assigned to ensure timely expenditure of funds.

Funds may be realigned for reasons determined by county management including, but not limited to, activities that become stalled, programs that are not progressing in a timely manner, significant changes in unmet needs, undersubscribed programs, and/or oversubscribed programs. Volusia County will reallocate funds to another eligible activity outlined in the CDBG-DR Action Plan. Program managers will coordinate with Transform386 partners to determine the best use of funds.

Section B: Performance Monitoring

To ensure all CDBG-DR subrecipient programs are on track to meet the timelines incorporated in their grant agreements, Volusia County will establish a monitoring plan for its recovery activities and those of its respective subrecipients. This will ensure that the recovery activities specified in the Action Plan progress toward timely completion while allowing for early identification of potential issues and problems so that they can be prevented or corrected. The monitoring plan will include a combination of desk monitoring and onsite monitoring.

Monitoring will be conducted in accordance with the latest risk assessment and associated monitoring plan for the specific CDBG-DR disaster recovery program.

Section C: Corrective Measures

If program issues and problems are identified through monitoring and remain uncorrected, one or more remedies will be imposed. The choice of remedies will be governed by the type and seriousness of the deficiency. Possible remedies include the following:

- Seek changes in personnel duties and responsibilities
- Suspension of grant payments
- Reduction of grant amount
- Termination of grant
- Recapture of grant funds from subrecipient
- Reallocation of grant funds