



St. Bernard Parish Council

8201 West Judge Perez Drive Chalmette, Louisiana, 70043
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www.sbpq.net

#8

Kerri Callais
*Councilmember
at Large*

Richard "Richie" Lewis
*Councilmember
at Large*

Gillis McCloskey
*Councilmember
District A*

Nathan Gorbay
*Councilmember
District B*

Howard Luna
*Councilmember
District C*

Wanda Alcon
*Councilmember
District D*

**Manuel "Monty"
Montelongo III**
*Councilmember
District E*

Roxanne Adams
Clerk of Council

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, JANUARY 15, 2019 AT THREE O'CLOCK P.M.

On motion of Mr. McCloskey, seconded by Mr. Montelongo, it was moved to adopt the following resolution:

RESOLUTION SBPC #1905-01-19

A RESOLUTION AUTHORIZING THE ADOPTION OF THE CDBG-D/R MONITORING PLAN UPDATE.

WHEREAS, that the St. Bernard Parish Government has been afforded the opportunity to apply and participate in the State of Louisiana Community Development Block Grant - Disaster Recovery Program administered by the Division of Administration; and,

WHEREAS, the STATE requires Grantees to establish procedures to ensure adequate monitoring of the overall progress and effectiveness of the project.

NOW THEREFORE BE IT RESOLVED, by the St. Bernard Parish Council, that the attached policy entitled "Monitoring Plan Update", dated January 2019 is hereby adopted.

The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

YEAS: McCloskey, Gorbay, Luna, Alcon, Montelongo, Callais

NAYS: None

ABSENT: None

The Council Chair, Mr. Lewis, cast his vote as **YEA**.

And the motion was declared **adopted** on the 15th day of January, 2019.



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Page-2-
Extract #8 continued
January 15, 2019

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CERTIFICATE

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of a motion adopted at a Regular Meeting of the Council of the Parish of St. Bernard, held at Chalmette, Louisiana, on Tuesday, January 15, 2019.

Witness my hand and the seal
of the Parish of St. Bernard on
this 15th day of January, 2019.

ROXANNE ADAMS
CLERK OF COUNCIL

St. Bernard Parish Government

Monitoring Plan

Updated January 2019

Monitoring Overview

The St. Bernard Parish Government has established this Monitoring Plan to:

- ✚ Gauge the overall progress and effectiveness of the project implementation.
- ✚ Serve as a management tool to identify issues that may compromise program integrity, funding, and service delivery for corrective action and resolution.
- ✚ Serve as a technical assistance tool whereby the St. Bernard Parish Government identifies areas in which to strengthen program capacity and quality of service delivery.

Melissia O'Neil has been identified as the Monitoring Coordinator for the St. Bernard Parish Government.

The Monitoring Coordinator is responsible for:

- ✚ Ensuring that a risk assessment is executed for all projects (See Attachment A: Risk Assessment);
- ✚ Setting the Monitoring Schedule that prioritizes reviews based on risk (see Table 1);
- ✚ Ensuring proper documentation and tracking of all monitoring efforts;
- ✚ Notifying the OCD/DRU of severe issues;
- ✚ Engaging the OCD/DRU for necessary technical assistance; and,
- ✚ Ensuring Monitoring occurs as outlined within the Plan.

Project Administration

The St. Bernard Parish Government uses the services of the OCD-DRU administrative consultant to assist the St. Bernard Parish Government Monitoring Coordinator in the completion of all monitoring conducted by the St. Bernard Parish Government Project Managers.

The St. Bernard Parish Government is utilizing a Sub recipient to administer projects.



Yes

No

Sub recipient: St. Bernard Parish Hospital Service District

Projects administered by the Sub recipient:

ILTR-00115 - Develop a Mixed-Use Medical Village (Hospital)

ILOC-00038 - Medical Office Complex

Sub recipient: Nunez Community College

Projects administered by the Sub recipient:

ILTR-00289 – Nunez Workforce Development

Monitoring Checklist

The St. Bernard Parish Government will utilize the following checklists from the OCD/DRU Administrative Manual to perform monitoring:

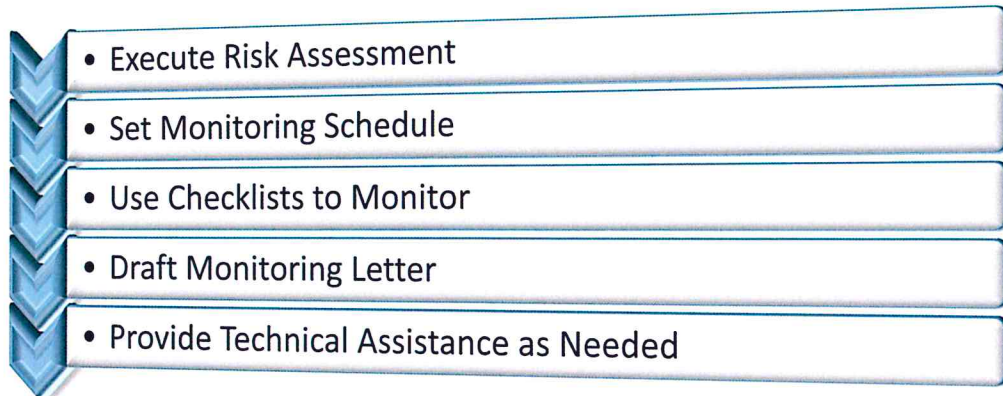
- ❖ The St. Bernard Parish Governments Internal Monitoring Schedule
- ❖ The St. Bernard Parish Governments Notice of Monitoring Visit
- ❖ The St. Bernard Parish Governments Compliance Monitoring Core Checklist for Subrecipients (Exhibit 12-3 of the OCD Disaster Recovery CDBG Grantee Administrative Manual) will be used to monitor Sub recipients.
- ❖ The St. Bernard Parish Governments Monitoring Project Checklist (Exhibit 12-4 of the OCD Disaster Recovery CDBG Grantee Administrative Manual) will be used to review St. Bernard Parish Government Projects.
- ❖ The St. Bernard Parish Governments Compliance Monitoring Supplemental Worksheets for the Project Checklist (Exhibit 12-4b of the OCD Disaster Recovery CDBG Grantee Administrative Manual) will be used to review Grantee projects.
- ❖ The St. Bernard Parish Governments Monitoring Report Letter (Exhibit 12-6 of the OCD Disaster Recovery CDBG Grantee Administrative Manual);
- ❖ The St. Bernard Parish Governments Project Contract Administration Form (Exhibit 12-5 of the OCD Disaster Recovery CDBG Grantee Administrative Manual) will be used to review and monitor all CDBG-DRU funded contracts.

Types of Monitoring

At least one onsite review will be conducted on all projects prior to closeout. This review will occur early enough in the project life cycle to allow time for technical assistance and/or the resolution of any corrective actions to be identified. A desk review will be performed for each administrative consultant and/or Sub recipient soon after the binding agreement has been executed to verify initial performance and identify any

technical assistance needs. Additional reviews may be performed to monitor consultants, Sub recipients, and/or projects as necessary.

Monitoring Process



Risk Assessment and Monitoring Schedule

Where there is more than one Sub recipient, program, or project, risk assessment results will be used to determine the priority of monitoring reviews. In cases where a risk assessment is not performed, the basis for determining monitoring prioritization will be documented. The risk assessments included as Exhibits 12-2 and 12-3 to the OCD Disaster Recovery CDBG Grantee Administrative Manual will be executed and made a part of the Monitoring Plan.

After the initial review, additional program/project monitoring (onsite or desk) will be conducted for all active programs/projects through closeout.

- ✚ Programs/projects requiring follow-up activities and/or corrective actions will take precedence over those not requiring such actions.
- ✚ The program/project risk will also be taken into account when scheduling additional reviews.

Table 1 below contains the initial monitoring schedule for all St. Bernard Parish Government's Hurricanes Katrina/Rita CDBG-Disaster Recovery Projects. The Table will be updated following the completion of the "Risk Assessment" for each project when completed and filed in each project monitoring file with updates recorded accordingly.

Table 1 Monitoring Schedule

Review #	Entity/ Project to Monitor	Risk Assessment	Monitor	Desk or Onsite	Monitor Review Date	Comments
1	ILTR-00099 Water Treatment Plant					
2	ILTR-00115 Hospital					
3	ILTR-00059 Val Reiss Park					
4	ILTR-00173 Old Arabi					
5	ILTR-00259 Dravo WWTP					
6	ILTR-00258 Drainage-Palmisano					
7	IFIS-00012 Raw Oyster Factory					
8	IFIS-00020 Yscloskey Ice House					
9	IFIS-00019 Harbor of Refuge					
10	ILOC-00038 Medical Office Complex					
11	ILTR-00289 Nunez Workforce Development					

Schedule /Guidelines

- ✚ At least one (1) onsite review will be conducted of all projects prior to closeout. This review will occur early enough in the project life cycle to allow time for technical assistance and/or the resolution of any corrective actions that may be identified.
 - Projects requiring follow-up activities and/or corrective actions will take precedence over those not requiring such actions.
 - The project risk will also be taken into account when scheduling additional reviews.
- ✚ If a Sub recipient is engaged to administer the project, the St. Bernard Parish Government will monitor the Sub recipient soon after the binding agreement has been executed to verify initial performance and identify any technical assistance needs. Follow-up reviews will be performed as necessary.
- ✚ If an administrative consultant is engaged to administer the project, the St. Bernard Parish Government will begin monitoring the administrative consultant (using the Contract Administration Form) soon after the binding agreement has been executed to verify initial performance and identify any technical assistance needs. Follow-up reviews will be performed as necessary.

Execute Checklist

As described within the Monitoring Schedule Table 1, the review will be completed by executing the appropriate checklist. Checklist responses will include comments that detail any issues identified. The executed Checklist will be maintained within the Project file.

Monitoring Report

Upon completion of the review, the monitor will draft a Monitoring Report that identifies the checklist sections used to complete the monitoring review, the results of the review (areas of merit and/or issues identified, if any), and the basis for the conclusions. The Monitoring Report will be maintained within the appropriate file. If a Sub recipient is monitored, the Monitoring Report will be provided to the Sub recipient. A Monitoring Report Template is included as Exhibit 12-6 of the OCD Disaster Recovery CDBG Grantee Administrative Manual and contained in Attachment G.

Technical Assistance

When concerns are identified as a result of the monitoring review, technical assistance may be required to assist in the resolution of the issue. The objective of technical assistance is to ensure compliance with Federal, State, and local regulations and program requirements. The nature and extent of technical assistance will be determined at the discretion of the Monitor, Monitoring Coordinator, Grantee, and/or OCD/DRU. Some examples of technical assistance may include:

- Verbal or written advice;
- Formal training; and/or
- Documentation and guidance.

Evidence of technical assistance will be maintained within the Project file.

The Monitoring Coordinator will contact the OCD/DRU if guidance is required in providing technical assistance to contractors or Sub recipients.

Follow-up

In the event that issues are identified for corrective action, follow-up actions will be scheduled to address the progress of the resolution. The timing and frequency of the follow-up communication will be determined at the discretion of the Monitor and Monitoring Coordinator and should be based on the severity of the deficiency. All follow-up actions will be documented.

Certification

This Monitoring Plan is the formal plan by which the St. Bernard Parish Government conducts its monitoring activities for all projects funded under the St. Bernard Parish Governments Hurricanes Katrina/Rita CDBG-Disaster Recovery Program.

Melissia P. O'Neil, Grants Department Manager
St. Bernard Parish Government