

THE A-TEAM
RCAC Regional Financial Peer Group
3/29/2023 10:00 AM PST



Welcome! Chatbox Moderator: Nancy Jacobsen
Facilitator: Samantha Bowley sbowley@rcac.org

Region Happenings:

- **Any topics to be added to the agenda?**
- **Group Discussion:**
 - Review DNP & DOL notices (*see attachment below*)
 - Workgroup: Financial Policies & Procedures *reviewed RCAC's Self-Help Financial Toolkit section for P&P, workgroup volunteers are being solicited to develop a regional template, commitment is an additional meeting or two in a month, plus some tasks around research/sample gathering. If interested email Samantha <mailto:sbowley@rcac.org>*
 - On the Docket: Board of Director's Training *coming soon!*
 - 502 Family Budget Qualified vs. Actual Loan Amount *group examined a sample closing statement from title compared to a qualified budget amount for the house plan/family builder and we discussed processes among grantees – processes vary slightly, there can be some slight variation between qualified amount and final loan amount; also some issues with grantees being provided with title paperwork, which they need as custodians, to ensure accurate accounting of the funds.*
 - Fiscal Conference – Region wide or Regional? Topics survey coming soon!

Goals for FY22/23:

SF 425 Close Out - estimated Apr '23

Financial Policies & Procedures workgroup - estimated Apr-Jun 2023

Board of Director's Training

1944-I Compliance Training - estimated May 2023

Budget Vs. Actual & Other Financial Reporting - estimated Jul 2023

Fiscal Sections of 523 Application - estimated Aug 2023

Processes & Internal Controls - FY23/24

Others?

- **Financial Toolkit – are you checking out the Uniform Guidance hide 'n seek each month?**
RCAC's SH Resources Financial Toolkit
- **Self-Help Employees Orientation** next session Weds 5/17/23 1:30 – 3 PM

HOT Topics on the Back Burners:

- **Any burning issues???**
- Wellness Tip: *Gimme a Break!*

Next A-TEAM Meeting: scheduled for Tues 4/25/23 @ 1 PM

Other Trainings/Resources:

- [usda502directpackagingtraining](#)
- SAVE THE DATE 10/24-10/27/23 [HAC's National Rural Housing Conference](#)
- [HAC Newsletter](#)
- [4/4/23 Receiving Feedback? Free Training!](#)

DNP/DOL review & report:

Requirements for self-help grantees to receive Department of Treasury's Do Not Pay (DNP) clearance and report any single contract of \$10,000 or more to the U.S. Department of Labor (DOL) have been re-emphasized in the new special self-help section of HB-1-3550, Appendix 13 (link Appendix 13 here). Both the DOL notification and the DNP checks are completed through online portals. These are unrelated to SAM.gov and the notification and clearance checks are initiated by Self-Help grantees and completed in the portal by USDA – RD, not by the grantees or subcontractors.

Do Not Pay for checking (Sub)Contractors– The DNP system checks for delinquency on any federal debt, among other things. This needs to be completed for any subcontractor with a contract for \$25,000 or more. This is also done for the title company, the applicant, and the self-help housing grantee. Once submitted to RD, you will need to wait for clearance before entering into any contracts. If it is determined a subcontractor is on this list, you will be unable to award them the contract (or pay for any of their services using Section 502/federal funds). This is checked before entering into a contract and needs to be conducted again within five days prior to any payments being made for Custodial Accounts (disbursements from a Supervised Bank Account (SBA) are exempt). As a result, this may require a change in the way that you regularly execute contracts. If the self-help participants are reviewing bids and selecting subcontractors, you will need to request the DNP check once the contractor has been selected but prior to executing the contract. Once entered by USDA – RD staff into the portal, DNP results are almost instantaneous. Additionally, you may want to include information about the DNP clearance requirements in your (sub)contracts.

Do Not Pay for Grantees - Before grant obligation, grant closing and at each draw, RD is required to check the grantee organizations TIN through DNP and its 'principal' members. Principal members are the Chief Executive Officer (CEO)/Director/Executive Director, Chief Financial Officer (CFO), and any person who will be accepting/distributing the Federal Funds; plus, Chairman/President and Treasurer of the governing board. Prior to grant obligation and again before grant closing, the RD staff responsible for processing your Section 523 grant (re)application in the State office will send a request for the principal's Social Security Numbers (SSN) for the DNP checks. These should be sent to the RD representative in a password protected document/email and the password should be sent in a separate email. RD will then maintain these for DNP clearance prior to any subsequent draw requests. If a principal member changes, you must notify your RD state representative and provide updated information and SSN's before any future draws can be requested.

Reporting to DOL – This needs to be completed within 10 days of entering into any single contract or subcontract that will exceed \$10,000 to a single homeowner. Group contracts exceeding \$10,000 only require notification if the individual charge to any one homeowner exceeds the threshold. Once submitted to RD, you will not need to wait for any kind of response or "clearance" from RD or DOL. More information about Notification of Construction Contract Award and the DOL portal can be found here: [Notification of Construction Contract Award Portal | U.S. Department of Labor \(dol.gov\)](#)

To request DNP and DOL notification, it is recommended that this be done simultaneously, when applicable, by providing the following to your state USDA RD office:

We submit the following information relative to a construction contract in excess of \$10,000 per homeowner for DOL notification and/or \$25,000 per homeowner for Do Not Pay clearance per RD Instruction 1901-E, Exhibit C, Rural Development Financed Contract:

1. Contractor's Name:

Address:

Telephone Number:

Email:

EIN:

(In addition, the below is only required if you are submitting DOL notification)

2. Contract for: (dollar amount)

Starting Date:

Completion Date:

Contract Number:

County/City/State:

DOL Region: