

Developer Training Disaster Recovery Recipients

Iowa Department of Economic
Development

October 13, 2010

To Hear this Session Dial: 1-866-699-3239



Agenda

Donna Grgurich.....Getting Started
Julie Lunn.....Federal Language
Ben Quade.....Environmental Review
Dar Nair.....Financial
Julie Lunn.....Quarterly Reporting
Dan Narber.....Labor Standards/Wage
Darlene Brickman.....Acquisition/Relocation
Donna Grgurich.....Civil Rights /Fair Hsg
Julie Lunn.....Lead Safe Housing
Donna Grgurich.....Green Criteria



Project Managers

• Julie Lunn

– julie.lunn@iowa.gov; 515/725-3082

- Meadow Vista Parkside
- Fenway Manor
- Lancaster Place
- Southridge
- Marion Manor I
- Marion Manor II
- State Center Park
- Thunder Ridge Sr
- Village Park
- Nevada Elderly



Project Managers

- **Donna Grgurich**

- donna.grgurich@iowa.gov; 515/725-3066

- Cedarbrook Place
 - Cottages at Johnston
 - Afton Park/Creston Park
 - Mt. Pleasant Park
 - Prairie Village
 - Goodlife Retirement
 - Suncrest
 - Greenway of Burlington
 - East Des Moines Refi
 - Riverpoint Lofts



Iowa CDBG Management Guide

www.iowalifechanging.com/community/housing/housing.aspx



Submit to IDED

- Contract
- Filing System
- Submit DUNS #
- Administrative Plan
- Affirmative Fair Housing Marketing
- Signature Authorization Form
- Applicant/Recipient Disclosure Form
- Vendor Update Form



Next Steps

- Contract
- Environmental
- Marketing
- Wage Rate
- Construction
- Monitoring
- Acquisition

IOWA
life | changing

- Quarterly Performance Report
- Request for Payment Form

IOWA
life | changing

Federal Language in Contracts

- julie.lunn@iowa.gov
- 515/725-3082

IOWA
life | changing

Environmental Review

- benton.quade@iowa.gov
- 515/725-3073

IOWA
life | changing

Terms and Definitions

- **Project** – an activity or group of activities
- **Environmental Review** – review of the project
- **Recipient** – entity receiving assistance from HUD
- **Responsible Entity (RE)** – unit of general local government (In this case a For-Profit Agency)
- **Certifying Officer** – responsible official
- **Environmental Review Record (ERR)** – written record of review, decision-making and action.

www.iow
IOWA
life | changing

Environmental Review Record

- Written record of the environmental review undertaking for each project
- Shall be available for public review
- Shall contain all the environmental review documents, public notices, determinations or findings as evidence of review.

www.iow
IOWA
life | changing

Contents of ERR

- Project description including precise location or target area and maps.
- Photographs, site plans, elevations.
- Documentation of compliance with authorities and requirements.
- Reports, environmental assessment
- Written determinations and findings
- Public notices, RROF, correspondence, Authority to use grant funds (award letter)

www.iow



Step by Step

1. Award letter arrives
2. Procure: administrator, architect, engineer
3. Determine the scope of the project
4. Determine the level of review
5. Sign Lead Agency Agreement if local funding comes from USDA-RD or SRF

www.iow



Step by Step cont.

6. Complete Environmental Review
7. Distribute Notices
8. Submit Request for Release of Funds
9. Funds released by IDED

www.iow



Request for Release of Funds (RROF)

- **Send to Benton Quade:**
 - original, signed RROF and Certification
 - Copy of publication
 - SHPO documentation
 - Level of Determination Form
 - Statutory Checklist

www.iowa



Benton Quade
Iowa Department of Economic
Development
200 East Grand Avenue
Des Moines, IA 50309
515-725-3073
benton.quade@iowa.gov



Financial

- dar.nair@iowa.gov
- 515/725-3076



Labor Standards Compliance

- Designate an individual for compliance monitoring
 - Grant recipient is ultimately responsible overall compliance
 - Prime/general contractor is responsible for **full** compliance of all subcontractors and lower-tier contracts

IOWA
life | changing

www.iowalifech.org

Major Federal Laws

- Copeland Act (Anti-Kickback Act)
- Contract Work Hours and Safety Standards Act (CWHSSA)
- Fair Labor Standards Act (FLSA)
- Davis-Bacon and Related Acts (DBRA)

IOWA
life | changing

www.iowalifech.org

Davis Bacon and Related Acts (DBRA)

- Applies to contracts in excess of \$2,000 for construction, alteration or repair
 - Eight or more units

IOWA
life | changing

www.iowalifech.org

Labor Standards Compliance

- Contractor eligibility
- Obtaining a wage determination
- Additional classifications
- Weekly payroll submission
- On-site interviews
- Resolve wage issues
- Maintain documentation in project file

IOWA
life | changing

www.iowalifech

Questions?

- Contact Your Project Manager
- Labor Standards Specialist
Dan Narber
515.725.3072
dan.narber@iowa.gov

IOWA
life | changing

www.iowalifech

Acquisition/Relocation

- darlene.brickman@iowa.gov
- 515/725-3028

IOWA
life | changing

Civil Rights & Fair Housing

- donna.grgurich@iowa.gov
- 515/725-3066

life | changing

IOWA
life | changing

life | changing

IOWA
life | changing

Civil Rights & Fair Housing

- Race
- Color
- National Origin
- Religion
- Creed
- Age
- Sex
- Disability
- Familial Status
- Gender Identity
- Sexual Orientation

life | changing

IOWA
life | changing

Need to Do:

- Affirmative Actions
- Solicit Minority & Female Owned Businesses
- Accessibility (5% and 2% of units)



Lead Safe Housing

- julie.lunn@iowa.gov
- 515/725-3082



Green Criteria

- jeff.Geerts@iowa.gov
- 515/725-3069
- <http://www.iowalifechanging.com/community/downloads/green/Iowa-Green-Streets-Criteria.pdf>



Green Streets Criteria Forms

- Intent to Comply
- Construction Compliance
- End of Construction Compliance
- HERS Index Certification



IDED Will Be Sending

CDBG Management Guide

Supplement to the Guide on
Housing


