

Developer Training Disaster Recovery Recipients

**Iowa Department of Economic
Development**

October 13, 2010

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

IOWA
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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**

- **Quarterly Performance Report**
- **Request for Payment Form**

Federal Language in Contracts

- julie.lunn@iowa.gov

- **515/725-3082**

Environmental Review

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

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.

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.**

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)**

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**

Step by Step cont.

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

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

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**

Request for Payment Form

COMMUNITY DEVELOPMENT BLOCK GRANT
REQUEST FOR PAYMENT
 Disaster Recovery Rental with Tax Credits

Recipient: _____
 Contract Number: _____
 Report Number: _____
 Period Ending: _____

ACTIVITY CODE/TITLE	Federal CDBG Budget	CURRENT EXPENDITURES			TOTAL
		Expended Since Last Report	Less Program Income Applied	CDBG Reimbursable	CDBG Requested to Date
TOTALS					
				Less: IDEED Funds Received	
				Less: IDEED Payments Pending	
				NET REQUEST	

DUNS # _____
 List the Address(es) that pertain to this request

Back of Draw Form - GAX

Attach supporting documentation to the back of this form

STATE OF IOWA **GAX**

BUDGET FY	General Accounting Expenditure				DOCUMENT NUMBER										
	<small>WARRANT</small>	<small>7000000000 (00000)</small>													
<small>VENDOR NAME</small>			<small>AGENCY NAME</small>												
<small>TELEPHONE AND ADDRESS</small>		<small>DEL TO ADDRESS (SCHOOL, RESIDENT)</small> Iowa Department of Economic Development 200 E. GRAND AVE. DES MOINES, IOWA 50309		<small>DEL TO ADDRESS</small>											
<small>TERMS</small>	<small>FOR</small>	<small>IDENTIFY FUND BY</small>		<small>CHECKS BEING DEPOSITED</small>											
		Report Number: _____		<small>DATE</small>	<small>PERFORMED INITIALS</small>										
QUANTITY															
<small>ORDERED</small>	<small>RECEIVED</small>	<small>UNIT OF MEASURE</small>	<small>UNIT PRICE</small>	<small>TOTAL PRICE</small>											
		Request for Payment under CDBG Housing Contract Number: _____													
DOCUMENT TOTAL															
CLAIMANT'S CERTIFICATION			AGENCY CERTIFICATION												
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE ACCOUNTING, AND THAT THE AMOUNTS ARE CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.			I CERTIFY THAT THE ABOVE DEPENDABLE SECURED AND THE AMOUNTS ARE CORRECT, AND THAT THE AMOUNTS ARE CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.												
<small>DATE</small>			<small>CODE OR CHAPTER SECTION(S)</small>												
<small>CLAIMANT'S SIGNATURE</small>			<small>AUTHORIZED SIGNATURE</small>												
<small>THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY</small>															
<small>DOC TYPE</small>	<small>DOC NUMBER</small>	<small>DOC DATE</small>	<small>RECEIVED</small>	<small>QUANTITY</small>	<small>AGENCY NUMBER</small>	<small>INSTR</small>	<small>TYPE</small>	<small>ISS</small>	<small>TR SCHEM</small>	<small>TR SCHEM</small>	<small>TR SCHEM</small>				
GAX															
<small>RFI DOC TYPE</small>						<small>RFI DOC NUMBER</small>	<small>RFI DOC LINE</small>	<small>COM IN</small>	<small>WARD SYMBOL</small>	<small>COMBILITY CODE</small>	<small>IS CONTRACT</small>				
<small>LINE</small>	<small>FUND</small>	<small>AGCY</small>	<small>ORG</small>	<small>SUB ORG</small>	<small>ACTY</small>	<small>FUND</small>	<small>OBJT</small>	<small>SUB OBJT</small>	<small>JOB NUMBER</small>	<small>REP CAT</small>	<small>QUANTITY UNITS</small>	<small>NO</small>	<small>DESCRIPTION</small>	<small>AMOUNT</small>	<small>FD PR</small>
01	0340	269	4610				4128								
02															
03															
04															
05															
06															
07															
DOCUMENT TOTAL															
GAX		WARRANT #		AMOUNT BY		PAID DATE									

Quarterly Reporting

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

Quarterly Report Form

HOUSING RECIPIENT QUARTERLY PERFORMANCE REPORT – ACTIVITY STATUS - Part 1 – Narrative

RECIPIENT: _____ CONTRACT #: _____

QUARTER END DATE: _____ CONTRACT END DATE: _____

NOTE: Information must be provided by address.

Activity #: _____ Title: _____

Activity units : Total: _____ Section 504: _____ :

PROJECT STATUS	
PROJECT NUMBER / ADDRESS:	
# OF UNITS: YEAR BUILT: [*]	
START DATE:	
COMPLETION DATE:	
PROJECT NUMBER / ADDRESS:	
# OF UNITS: YEAR BUILT:	
START DATE:	
COMPLETION DATE:	
PROJECT NUMBER / ADDRESS:	
# OF UNITS: YEAR BUILT:	
START DATE:	
COMPLETION DATE:	
PROJECT NUMBER / ADDRESS:	
# OF UNITS: YEAR BUILT:	
START DATE:	
COMPLETION DATE:	
PROJECT NUMBER / ADDRESS:	
# OF UNITS: YEAR BUILT:	
START DATE:	
COMPLETION DATE:	
PROJECT NUMBER / ADDRESS:	
# OF UNITS: YEAR BUILT:	
START DATE:	

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Labor Standards/Wage Rates

- dan.narber@iowa.gov
- **515/725-3072**

Labor Standards Compliance Resources

- **Management Guide**
 - Chapter 2
 - Appendix 2
- **Communicate with architect early**
- **Talk with your Project Manager**

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

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)**

Davis Bacon and Related Acts (DBRA)

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

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

Questions?

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

Acquisition/Relocation

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

Civil Rights & Fair Housing

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

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Civil Rights & Fair Housing

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

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