

2016 CDBG GRANT ADMINISTRATOR & RECIPIENT TRAINING

Presented by the Iowa Economic Development Authority
Community Development Division

IOWA
economic development

2016 CDBG PROGRAM UPDATES

Nichole Hansen, Team Leader
Leslie Leager, Division Coordinator

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Community Investments Staff

Tim Waddell – Division Administrator

Leslie Leager – Division Coordinator

Nichole Hansen – Team Leader

CDBG Project Managers:

Ed Basch, Joe Bohlke, Jeff Geerts, Dan Narber, Steven Benne

Contract Administration:

Don Dursky – Data Operations/IowaGrants.gov administrator

Tim Metz – Budget/ contract management and amendments

Hayley Crozier– Claims processing

Khristy Smith – Closeouts/ audits

Barb Harvey – Administrative support

Specialists:

Ann Schmid – Historic Preservation Specialist/ Disaster housing project manager



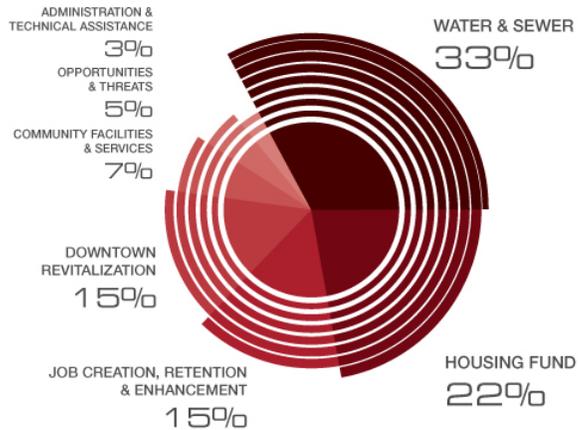
Community Development Block Grant

- » Main goal is to “develop viable communities by providing decent housing and suitable living environments and expanding economic opportunities, principally for persons of low- and moderate-income.”
- » Funded through the U.S. Department of Housing and Urban Development (HUD)
- » State’s program only for non-entitlement communities
- » National Objectives
 - Low- and Moderate-Income Benefit (70% of total funding)
 - Slum and Blight Elimination
 - Urgent Need



2016 Allocation Chart

PROPOSED ALLOCATION OF CDBG FUNDS

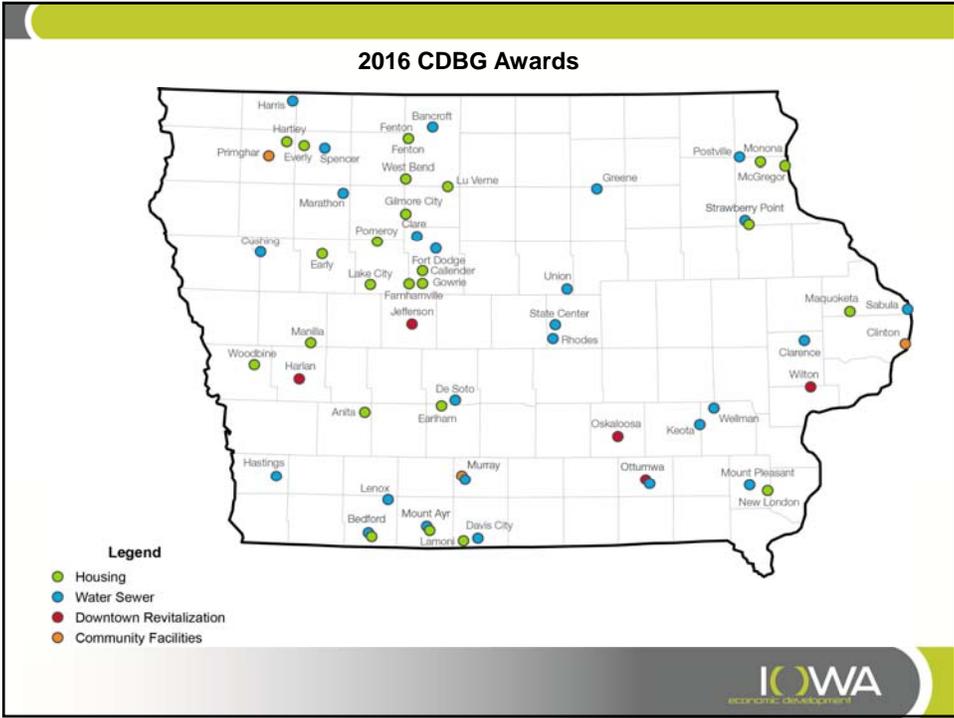


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CDBG Funding Status

- » Iowa's CDBG allocation has declined by about \$7 million since 2010
 - 2016- \$21.6 million
 - 2010 - \$28.51 million
- » Congress has approved 2016 funding for CDBG Program
- » Allocation agreement from HUD expected by mid- summer
- » Awards remain conditional until notified in writing. Can proceed with environmental and engineering work.
- » *TIMELY EXPENDITURE OF FUNDS MORE CRITICAL THAN EVER*

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2016 Water / Sewer Fund Requests and Awards

| | |
|-----------------|-----------|
| 53 applications | 27 awards |
|-----------------|-----------|

| | |
|--------------------------|------------------------|
| \$20.7 million requested | \$10.7 million awarded |
|--------------------------|------------------------|

Majority of awards for
sanitary sewer system improvements
(about 2/3 of awards)

2016 Water & Sewer- Project Assignments

Dan Narber

- Keota
- Ft. Dodge
- Fenton
- Spencer
- Rhodes
- Marathon
- State Center
- Greene
- Union
- Mt. Pleasant
- Mt. Ayr
- Murray
- Postville

Joe Bohlke

- Ottumwa
- Sabula
- Wellman
- Clare
- Clarence
- Bancroft
- Harris
- Cushing
- De Soto
- Bedford
- Davis City
- Lenox
- Hastings
- Strawberry Point



2016 Community Facilities Fund Requests and Awards

6 applications

3 awards

Over \$2.8 Million requested

\$1.6 Million awarded

1 Storm water Systems

2 Community Service Facilities



2016 Community Facilities- Project Assignments

Dan Narber

All 2016 Community Facility awards.

Includes:

- Clinton
- O'Brien County
- Murray



2016 Housing Fund Requests and Awards

| | |
|--------------------------|----------------------------|
| 48 applications | 24 awards |
| \$10.4 million requested | Over \$5.1 million awarded |
| 133 units | |



2016 Housing Fund – Project Assignments

Steven Benne

All 2016 Housing Fund awards.

Includes:

- Maquoketa
- Pomeroy
- Lake City
- Farnhamville
- Callendar
- Fenton
- Everly
- Early
- Lamoni
- Anita
- Manilla
- McGregor
- Gowrie
- Gilmore City
- West Bend
- Hartley
- New London
- Bedford
- Mt. Ayr
- Earlham
- Woodbine
- Monona
- Strawberry Point
- LuVerne



2016 Downtown Revitalization Requests and Awards

6 applications

5 awards

Over \$2.4 million requested

\$ 2.18 million awarded

78 building facades



2016 Downtown Revitalization- Project Assignments

Joe Bohlke

All 2016 Downtown
Revitalization awards.

Includes:

- Harlan
- Jefferson
- Oskaloosa
- Ottumwa
- Wilton

CDBG Program Updates

- » **Reminder: Application/ program changes taking place in 2017.**
More information will be required at the time of application.
- » **Water & Sewer applications will be accepted on a quarterly basis starting January 2017.**
- » **Quarterly due dates to be January 1, April 1, July 1 & October 1**
- » **All other CDBG program applications will be accepted on an annual basis. Due dates to be in January 2017**

2017 Water & Sewer applications

The following will be required for water and sewer applications, beginning in 2017:

- » If using SRF for match, must be on the approved IUP
- » If using USDA for match, must submit a USDA letter of conditions
- » Sewer projects must submit an approved facility plan
- » Water projects must submit an approved preliminary engineering plan

2017 Housing applications

The following will be required for housing applications, beginning in 2017:

- » Local administration plan must be submitted with application
(plan must be approved by city)

Note: New housing administrative plan to be released this summer. 2017 recipients must use new template

- » Grant administrator procured (if applicable)

2017 Community Facilities applications

The following will be required for housing applications, beginning in 2017:

- » Project must have site control, demonstrated by either:
 - Option on the property
 - Ownership of the property (as long as purchased before application was submitted)

2017 Downtown Revitalization applications

The following will be required for downtown revitalization applications, beginning in 2017:

- » Architect must be procured (architect to have experience with Secretary of Interior Standards)
- » Cost estimates must be completed by an architect
- » Must include minimum number of buildings (currently 10)

CDBG Program changes/ updates

- » New minimum housing rehabilitation standards to be implemented with 2016 awards.
- » NEW requirement- starting with 2016 projects, recipients to complete the status of funded activities (SOFA) hearing at 50% project completion. No draws will be processed until documentation of the hearing is uploaded to lowagrants.
- » Changes to federal procurement requirements and procedures will impact 2016 awards. More to come later this morning!

CDBG Reminders

- » Every CDBG recipient must complete mandatory and one optional activity related to affirmatively furthering fair housing. Implemented with 2015 awards and included in contract with IEDA.
- » Career Link program has been expanded to include employment related transportation for low to moderate income individuals.
- » Please refer to CDBG Management Guide and check IEDA website for most recent forms and documents.

Upcoming Events

July 20, 2016: Radon Testing/Mitigation training at the Botanical Center in Des Moines

September 26, 2016: Labor Standards Training in Ankeny

September 27, 2016: CDBG Application workshop in Ankeny



2 CFR PART 200 & PROCUREMENT CHANGES

Leslie Leager, Division Coordinator

515.725.3071

leslie.leager@iowa.gov



2 CFR 200 Changes

- » 2 CFR 200 replaced 8 previous Federal Circulars and consolidated guidance on federal requirements that apply to recipients of federal funds (including CDBG!)
- » Replaces HUD's 24 CFR Parts 85: federal procurement standards for States and Local Governments
- » Change includes new language regarding procurement that will impact 2016 recipients.

2 CFR 200 Changes

§ 200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements.

Agencies are NOT able to assist cities with preparing RFPs/ RFQs if they plan to bid on the work. Applies to grant administration, technical services (housing) and engineering/architectural work!

2 CFR 200 Changes

- » IEDA will provide templates for communities to use for procurement. Includes sample RFPs/RFOs for grant administration, technical services and engineering architectural work.
- » IEDA working on step by step instructions to communities on how to procure services. Will be on website.
- » COGs/ consultants should not provide instruction or examples to communities if they wish to respond to an RFP. Refer communities to IEDA's website.
- » Communities will sign off on a certification that 2 CFR 200.319 competition was followed properly.

2 CFR 200 Changes

- » A/E firms can no longer design and bid on building construction (No design-build)
- » Preference to geographic location are not allowed in RFP/RFO evaluation criteria (unless allowed under Section 3 or other federal requirement)
- » 2 CFR 200.320 establishes an additional procurement method allowed for "micro purchases" (under \$3,000)
- » IEDA staff to discuss changes at roundtables later today.

CDBG ADMINISTRATOR TRAINING & PERFORMANCE POLICY

Leslie Leager, Division Coordinator

515.725.3071

leslie.leager@iowa.gov

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ECONOMIC DEVELOPMENT

Administrator policy overview

- Administrator performance is directly related to the success of CDBG projects.
- Beginning with 2016 award, IEDA will implement an administrator training and performance policy.
- Policy outlines IEDA's commitment to training and expectations from administrators.
- Please be sure to review the full policy
(at registration table today)

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Administrator policy overview

- IEDA will offer annual training to grant administrators (in addition to workshops) in topics such as overall grant administration, Davis-Bacon, Environmental, and Fair Housing.
- Administrators should attend training as much as possible and new staff are required to attend prior to administering a CDBG award.
- IEDA has the expectation that agencies will also provide internal training to staff members (through IARC, peer mentoring, etc.)

Administrator policy overview

- IEDA will monitor administrator performance based on:
 - Overall knowledge of and compliance with CDBG requirements
 - Timeliness
 - Responsiveness
 - Project monitoring performance
- IEDA will notify administrators/ agencies with issues or concerns regarding performance
- Administrators must remain in good standing. If not in good standing, administrator will not be allowed to administer a CDBG award in the next funding round AND will be required to complete CDBG administrator training.

Labor Standards

4 Major Laws

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

Davis-Bacon and Related Acts

- » Applies to contracts in excess of \$2,000 for construction, alteration or repair
- » Requires payment of prevailing wages depending on the classification of work being performed
- » Weekly payroll submittal and compliance review

Labor Standards Training Session

- » September 26, 2016

Environmental Review

- » A training was held yesterday in Des Moines, thank you all who participated. The materials are available on the CDBG website
- » *Prior* to the completion of your environmental review and release of funds *no* acquisition, bidding, construction, or site preparation can take place by the recipient or ANY partners.
- » The **ONLY** activities that can take place prior to your environmental review and release of funds are architectural and engineering work, archeological or other surveys, and administrative duties.

Contract conditions & draw requests/ Audits

- » Only change to contract conditions is requirement to conduct SOFA hearing at 50% project completion
- » List of contract conditions that must be met before first draw is included in the CDBG Management Guide.
- » Audit and close out procedures remain the same; included in Appendix 1 of the CDBG Management Guide.

Civil Rights and Fair Housing

- » Training on Affirmatively Furthering Fair Housing was held in Des Moines on June 15th.
- » Some guides are still available and materials will be available online.
- » List of mandatory and optional fair housing activities are included in Appendix 2 of the CDBG Management Guide.

SHPO & new programmatic agreement

- » NEW: Programmatic Agreement
 - » Outlines new process for Section 106 Compliance for ALL CDBG projects funded through IEDA.
 - » PA open for public comment until July 1, 2016
 - » Anticipated execution and filing in August 2016
 - » New process is not in place until the agreement is executed
 - » Once Executed:
 - » ALL SECTION 106 DOCUMENTS ARE SENT TO IEDA – NOT SHPO
 - » PA Training for all administrators, Tuesday, August 30, 2016 in Des Moines.

Agenda for Today's Workshop

- » 10:50 to 11:45: CDBG Roundtables
 - Will include IEDA staff covering a variety of CDBG topics (see agenda)
 - Feel free to move around from table to table
- » Lunch from noon to 1 PM
- » CDBG Program Changes from 1 to 2:15 PM
 - Breakout sessions for Housing, Water/Sewer & Downtown Revitalization (DTR)
 - Program specific information and updates will be covered
 - If you are administering a DTR and another grant, please attend the DTR session