

**2017**

**Community Development  
Block Grant (CDBG)  
Application Workshop**

September 27, 2016

Ankeny, Iowa

**IOWA**  
economic development

# Agenda

- » CDBG Program update
  - Application deadlines
  - CDBG program changes (income surveys, SHPO review)
  
- » Breakout Sessions
  - Water/Sewer & Community Facilities overview
  - Housing overview
  - DTR overview
  - SRF/ USDA update
  - CDBG Economic Development programs
  - 2 CRF 200 roundtable
  
- » Overview of [lowagrants.gov](http://lowagrants.gov) (optional)

# **Overview: State of Iowa CDBG Program**

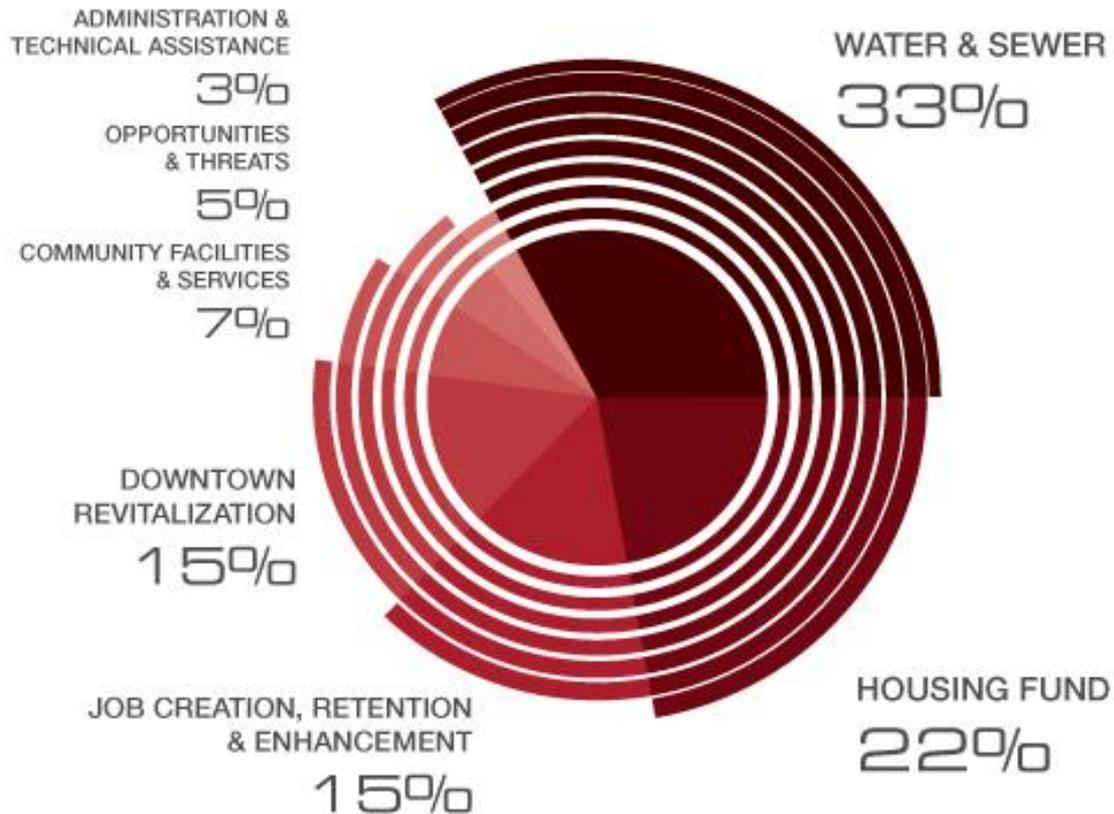
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# State of Iowa CDBG Program

- » 2016 Allocation = \$21.6 million- Allocated among several programs
  
- » Every CDBG project must meet a national objective:
  - Benefit to low- and moderate-income persons (70% of allocation or greater)
  - Slum & blight elimination
  - Urgent need
  
- » Eligible Applicants
  - All cities under 50,000 population (including Cedar Falls)
  - All counties
  - City or county on behalf of non-profit entity

# Method of Distribution

## PROPOSED ALLOCATION OF CDBG FUNDS



# Method of Distribution

- » Do not yet have an amount for Iowa's 2017 CDBG allocation. Assume it will be similar to 2016.
- » Using 2016 allocation, approximate amounts available under each program would be:
  - Water and sewer fund: \$7.1 million
  - Community facilities: \$1.5 million
  - Housing \$4.75 million
  - DTR \$3.2 million

# 2017 CDBG Application deadlines

## 2017 Application Cycle

Water & Sewer deadline:

January 1, 2017

April 1, 2017

July 1, 2017

October 1, 2017

Housing application deadline:

**January 13, 2017 at 11:59 PM**

Community Facilities application deadline:

**January 20, 2017 at 11:59 PM**

Downtown Revitalization application deadline:

**February 3, 2017 at 11:59 PM**

# CDBG Program Requirements

**All CDBG applications will need to include:**

- » Low- and Moderate Income Survey (or ACS LMI data)
- » Community Development and Housing Needs Assessment
- » Minority Impact Statement
- » Federal Assurance Signature Page
- » Applicant/Recipient Disclosure/Update Form
- » Public Hearing Documentation
  - Notice, Signed Minutes and Proof of Publication or Affidavit of Posting

# CDBG Program Requirements

**All CDBG applications will need to include:**

- » Resolution Committing Funds
- » Documentation of other funding sources
- » Target Area Map
- » Any program specific items- Including Iowa Green Streets Criteria  
*(Addressed later today in breakouts)*

# Program Requirements

- » Applications now available at [www.iowagrants.gov](http://www.iowagrants.gov)
- » Applications must be submitted by 11:59 PM on application due date. The system will not accept applications after this date/time.
- » **If an application is incomplete it will NOT be reviewed.** Complete means all required documents are uploaded and include all necessary information.

# **Changes to the CDBG Application Process**

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# Changes to the application process

- » Starting with 2017 applications, certain items are now required with CDBG applications. Required items are program specific.
- » If not submitted with the application, the application will not be funded.
- » IEDA released this guidance in 2015 and informed administrators these changes would be implemented in 2017.
- » Details will be covered in program breakouts this afternoon
- » Document outlining these changes can also be found in the IEDA website

# Changes to Procurement (2 CFR 200)

- » 2017 applications must follow new 2 CFR 200 procurement standards/ requirements
- » Consultants/ COGs may not be involved with procurement of services if they plan to bid on those services. (applicable to all service providers)
- » Cities will need to sign off on a form stating these requirements were followed (Will be uploaded into lowagrants.gov with application)
- » IEDA has developed a FAQ on procurement requirements
- » We will have a roundtable on 2 CFR 200 this afternoon

# **LOW AND MODERATE INCOME (LMI) BENEFIT AND SURVEY PROCESS**

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# Requirements of the CDBG Program

## » Eligible Activity

## » National Objective

- Benefit to low- and moderate-income persons (LMI)
- Slum & blight elimination
- Urgent need

# Types of LMI Benefit

## » Limited clientele

- Benefiting a specific group of people
- Presumed to be 51% LMI without conducting a survey

## » Area benefit

- Targeted project area
- Community-wide project area

# Limited Clientele

- » Groups defined by CDBG regulations
  - Abused children
  - Elderly persons
  - Battered spouses
  - Homeless persons
  - Adults meeting census definition of “severely disabled adults”
  - Illiterate adults
  - Persons living with AIDS
  - Migrant farm workers

# Methods to Determine LMI Benefit

- » Limited clientele (presumed 51%)
- » HUD LMI percentage based on 2006-2010 American Community Survey data (on IEDA website)
- » Income survey
  - New process
  - Surveys completed in 2014, 2015 or 2016

# HUD Guidance

## » Guidance from HUD Notice CPD-14-013

– Complete copy can be found at:

- [Notice CPD-14-013: Guidelines for Conducting Income Surveys to Determine the Percentage of LMI Persons in the Service Area of a CDBG-Funded Activity](#)

# What's Changed?

- » Number of households required for sample
- » Sample Size Calculator
- » 80% response rate not applicable
- » Consideration will be given to the HUD 2006 – 2010 ACS data LMI % in comparison to income survey LMI %

# Conducting an Income Survey

## » New survey guidelines

- No longer using 300 households as threshold
- Minimum sample size of **500**, if total number of households is 3000 or more
- 80% response rate is no longer applicable

## » Determine number of households required

- Use the link to Sample Size Calculator (SSC)
- Set confidence level equal to 95%
- Set confidence interval to 4



# THE SURVEY SYSTEM

Customize Your Surveys with Our Packages

[Request Your Free Quote](#)



## Research Aids

### Research Aids

- [Sample Size Calculator](#)
- [Sample Size Formula](#)
- [Significance](#)
- [Survey Design](#)
- [Correlation](#)

### "Best Survey Software"



**TopTenReviews** selected The Survey System as the Best Survey Software.

"The Survey System gains our highest marks for survey creation, analysis and administration methods, making it the best survey software in our ranking... This is the only product in our lineup that offers all features and tools we considered. For these reasons, The Survey System earns our TopTenREVIEWS Gold Award." [Read More](#)

## Sample Size Calculator

This Sample Size Calculator is presented as a public service of Creative Research Systems [survey software](#). You can use it to determine how many people you need to interview in order to get results that reflect the target population as precisely as needed. You can also find the level of precision you have in an existing sample.

Before using the sample size calculator, there are two terms that you need to know. These are: **confidence interval** and **confidence level**. If you are not familiar with these terms, [click here](#). To learn more about the factors that affect the size of confidence intervals, [click here](#).

Enter your choices in a calculator below to find the sample size you need or the confidence interval you have. Leave the Population box blank, if the population is very large or unknown.

**Determine Sample Size**

Confidence Level:  95%  99%

Confidence Interval:

Population:

Sample size needed:



**Find Confidence Interval**

Confidence Level:  95%  99%

Sample Size:

Population:

Percentage:

Confidence Interval:



# Conducting an Income Survey

- » Survey sample
  - Households must be selected randomly
  - Utility billing list to select households
  - Random numbers generator
- » Group quarters are not considered households
  - Dormitories
  - Jails
  - Care facilities
- » Contact IEDA if you have questions concerning sampling technique prior to completing survey

# Conducting an Income Survey

- » Acceptable survey methods
  - House-to-house
  - Telephone
  - Mail out/pick-up
- » Unacceptable/unusable methods
  - Mail-out/mail-in survey with low response rate
  - Third party estimates of household income
  - Income assumptions about classes of people

# Sample Survey Form

## » Use a simple survey form

- Brief explanation of the survey
- Assurance of anonymity
- Name of local official or responsible party
- Household size
- Household income
- Citizen support
- Racial and ethnic data
  - Neighborhood projects
  - Direct beneficiary projects such child care facilities

**2016 CDBG Median Income Levels (MFI) from HOME Income Limits effective June 6, 2016**  
[\[MS Excel:58k\]](#)

46	Howard County, IA	\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800	\$62,850	\$66,900		
47	Humboldt County, IA	\$35,750	\$40,850	\$45,950	\$51,050	\$55,150	\$59,250	\$63,350	\$67,400		
48	Ida County, IA	\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800	\$62,850	\$66,900		
49	Iowa County, IA	\$42,250	\$48,250	\$54,300	\$60,300	\$65,150	\$69,950	\$74,800	\$79,600		
50	Jackson County, IA	\$35,500	\$40,550	\$45,600	\$50,650	\$54,750	\$58,800	\$62,850	\$66,900		
51	Jasper County, IA	\$36,500	\$41,700	\$46,900	\$52,100	\$56,300	\$60,450	\$64,650	\$68,800		
		2016 30% MFI	2016 60% MFI	2016 50% MFI	<b>2016 80% MFI</b>	2016 100% MFI	2016 120% MFI				

READY



**Note:** This link contains an Excel spreadsheet with all HUD income categories. Be sure to use the **80% MFI** tab to access the correct income figures for your LMI survey.

# Unavailable Persons/Non-responses

- » Non-respondents are classified as non-LMI persons
- » At least two different attempts to contact a household should be made for door-to-door surveys
- » At least three calls should be made if doing telephone surveys
- » Only after these attempts, a replacement household should be selected
- » If there are still non-respondents after all attempts to contact and replacement selection, persons in remaining households must be counted as non-LMI.

# Racial and Ethnic Data

- » Collect as part of the survey process
- » Generally applies to CF&S fund projects
  - Direct beneficiaries
- » Racial/ethnic categories

## Household Racial and Ethnic Information

Racial/Ethnic Group	Number of Persons	
	Each Group	Hispanic Origin
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other Multi-Racial		
<b>TOTAL PERSONS SERVED</b>		

# Survey Tabulation

## » Survey Tabulation

- Complete survey tabulation results sheet and maintain in your files
- Maintain a copy of the actual survey instrument used
- Include LMI % based on the 2006-2010 ACS data

## » LMI Verification

- Maintain separate list of those completing survey
- Keep all survey responses completely confidential
- Maintain surveys in file

## » Re-survey for some funded projects

- CF&S fund projects with direct beneficiaries
- Potential changes in users
- LMI benefit must be documented at project completion

Please provide the City and Township \*LMI % based on 2006-2010 American Community Survey data: \_\_\_\_\_

*\*This LMI percentage can be found at "City and Township LMI based on 2006-2010 American Community Survey:" under the heading "Recipient Income Requirements and Census Information" at the following link: <http://www.iowaeconomicdevelopment.com/Community/CDBG>*



### SURVEY TABULATION RESULTS

**Month and year** the survey was conducted: \_\_\_\_ / \_\_\_\_



Description of the survey method used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

A. Total number of **households** in the project area \_\_\_\_\_

B. Number of **\*\*households** in the project area that were contacted  
(includes contacts with no answer) \_\_\_\_\_

**\*\*NOTE:** *The number of households required to be contacted is based on the number generated from the Sample Size Calculator.*



C. How many **persons** were **below** the LMI income figure? \_\_\_\_\_

D. How many **persons** were **above** the LMI income figure? \_\_\_\_\_

E. Total number of **persons** responding (C + D) \_\_\_\_\_

F. What percent of **persons** were **below** the LMI income figure? (C/E) \_\_\_\_\_

G. What percent of **persons** were **above** the LMI income figure? (D/E) \_\_\_\_\_

H. Total number of **\*\*\*persons** in the project area  
**\*\*\*For community-wide benefit projects, use most current certified population figure** \_\_\_\_\_



I. Total number of **LMI** persons benefiting (F x H) \_\_\_\_\_

If respondents were asked other questions in addition to income, provide a breakdown of responses by number and percent of the total responding.

## LMI Survey for Direct Benefit Projects

You are being asked to complete this survey as a beneficiary of a project funded with federal Community Development Block Grant funds. Using the table below, please indicate the range your household income falls into in relation to the 30%, 50%, 60% and 80% of median income levels listed for your size household. You are not required to put your name on the survey, and all information collected will be kept strictly confidential. If you have questions concerning this survey, please contact \_\_\_\_\_ at the following number: \_\_\_\_\_.

Income Limits		1 person household	2 person household	3 person household	4 person household	5 person household	6 person household	7 person household	8 or more persons
A	30% of Median Income								
B	50% of Median Income								
C	60% of Median Income								
D	80% of Median Income								

**My Household Size is:** \_\_\_\_\_

*Please check the box below that represents your household income in relation to the 30%, 50%, 60%, and 80% income levels (in rows A-D) that appear immediately below your household size in the table above.*

**My Household Income is: (check only one box below)**

- Below Row A income level (<30%)                       Between Row C & D income levels (<80%)  
 Between Row A & B income levels (<50%)             Above Row D income level (non-LMI)  
 Between Row B & C income levels (<60%)

### Household Racial and Ethnic Information

Racial/Ethnic Group	Number of Persons	
	Each Group	Hispanic Origin
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other Multi-Racial		
<b>TOTAL PERSONS SERVED</b>		

# In Summary...

- » Surveys must be completed prior to application submittal
- » Use Sample Size Calculator to determine sample size.
- » Sample size of 500 households when total number of households in defined project area is 3000 and more
- » All households must have equal chance of being surveyed
- » 80% response rate no longer applicable
- » Maintain survey instrument and tabulation results in your files
- » Surveys must be available for review at monitoring
- » Contact IEDA with any questions about survey methodology or sampling

# Questions?

# Section 106 Process

## » PA and PMOU

- » Programmatic Memorandum of Understanding (PMOU)
  - » No longer in Use
- » Programmatic Agreement (PA)
  - » Executed August 23, 2016
  - » Valid for all Current and Future CDBG funded projects administered by IEDA except 2008 Disaster Awarded Projects which will continue to comply with the 2008 Disaster PA (as amended).

# Section 106 Process

» PA

**PROGRAMMATIC AGREEMENT AMONG  
THE IOWA ECONOMIC DEVELOPMENT AUTHORITY,  
THE IOWA STATE HISTORIC PRESERVATION OFFICER, AND  
THE ADVISORY COUNCIL ON HISTORIC PRESERVATION REGARDING  
RESPONSIBILITIES DELEGATED UNDER 24 CFR § 58**

**WHEREAS**, the U.S. Department of Housing and Urban Development (hereinafter, HUD) allocates funds to the Iowa Economic Development Authority (hereinafter, IEDA) through various programs including the annual Community Development Block Grant Program (hereinafter, CDBG), authorized by Title I of the Housing and Community Development Act of 1974, in accordance with Section 104(g) (42 U.S.C. 5304(g)) and the allocation of future CDBG Disaster funds, should such funding be made available to the State of Iowa; and,

**WHEREAS**, Section 106 of the National Historic Preservation Act of 1966, as amended (U.S.C. §300101 *et seq.*, hereinafter, NHPA), requires federal agencies to take into account the effect of their undertakings on historic properties and to afford the Advisory Council on Historic Preservation (hereinafter, ACHP) a reasonable opportunity to comment on such undertakings; and,

**WHEREAS**, pursuant to 24 CFR § 58.2(7), the Responsible Entity (hereafter, RE) is defined as the recipient or grantee of CDBG funds provided by HUD for the implementation of an eligible program activity; and,

**WHEREAS**, pursuant to 24 CFR § 58.5, the RE must assume responsibilities for environmental review, decision-making, and action that would apply to HUD under Section 106 of the NHPA and its implementing regulations at 36 CFR § 800; and,

**WHEREAS**, the IEDA has consulted with the Iowa State Historic Preservation Officer (hereinafter, SHPO) and the ACHP and has determined that certain CDBG actions have the potential to cause effects to historic properties while others do not; and,

**WHEREAS**, given the breadth and number of Iowa's non-entitlement community funding recipients and the need for timely and efficient delivery of governmental assistance, the IEDA, SHPO, and ACHP have agreed that the Section 106 process for undertakings where the RE must assume HUD environmental review responsibilities pursuant to 24 CFR § 58.4, and where IEDA administers the CDBG program, may be addressed programmatically in order to effectively and expeditiously meet regulatory obligations as an alternative to standard Section 106 procedures, as allowed by 36 CFR § 800.14; and,

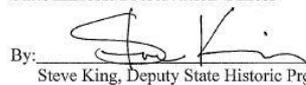
**WHEREAS**, the RE, in the interest of streamlining, will enter into lead federal agency agreements pursuant to 36 CFR § 800.2(a)(2) and 24 CFR § 58.7 when any other federal agency shares a role in an undertaking and such agreements are applicable and mutually advantageous and of net benefit to

## SIGNATORIES

### Iowa Economic Development Authority

By:  Date: 8-1-16  
Tim Waddell, Division Administrator

### State Historic Preservation Officer

By:  Date: 01 AUG 2016  
Steve King, Deputy State Historic Preservation Officer

### Advisory Council on Historic Preservation

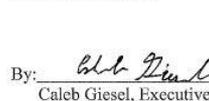
By:  Date: 8/23/16  
John M. Fowler, Executive Director

## CONCURRING PARTIES

### Office of the State Archaeologist

By:  Date: 7/29/16  
John Doerschuk, State Archaeologist

### Preservation Iowa

By:  Date: 7/27/16  
Caleb Giesel, Executive Director

# Programmatic Agreement

## » PA

- » Specifies the Roles and Responsibilities of IEDA, the RE, SHPO and ACHP for Section 106 Compliance for IEDA awarded CDBG funds.
- » Outlines Programmatically Excluded Activities
- » Allows for IEDA to have qualified staff complete the Section 106 review for undertakings resulting in:
  - » No Potential to Cause Effect
  - » No Historic Properties Affected
  - » No Adverse Effect
- » Involves the SHPO in Standard Review of all undertakings resulting in Adverse Effect
- » Creates Data Sharing between IEDA and SHPO to further expand the inventory

# Programmatic Agreement

## » PA

- » How IEDA Processes and Documents Section 106 Compliance
  - » iowagrants.gov
  - » Status Report ([SHPO, Section 3, Contractor Clearance, Environmental Reviews, Wage Rate, 3-D](#))
    - » Tired Review – same place as before
    - » Environmental Assessment (EA) – \*NEW PROCESS\*

<p>10. Historic Preservation [36 CFR 800]</p>		<p>According to the Programmatic Agreement, CDBG recipients are to consult with IEDA's Section 106 Coordinator instead of the SHPO. The section 106 consultation with IEDA was concluded on ####. They agreed with the "no historic properties affected" finding. List of tribes interested in the project county are located here: <a href="http://egis.hud.gov/tadat/Tribal.aspx">http://egis.hud.gov/tadat/Tribal.aspx</a> Tribes consulted on ####. Letters to the tribes and IEDA consultation memo are located in the appendix.</p> <p>OR (for HSG &amp; DTR projects)</p> <p>According to the Programmatic Agreement, CDBG recipients are to consult with IEDA's Section 106 Coordinator instead of the SHPO. Each house/building as it is identified will be submitted to the IEDA Section 106 Coordinator for section 106 consultation. No rehabilitation will occur on the house/building prior to conclusion of this consultation. Due to the nature of the activity, the Tribes were not consulted. The "when to consult tribes" memo are located in the appendix.</p>
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Grant Tracking

**Instructions**  
 Print to PDF will convert the Status Report plus any PDF attachments into a single PDF file. **Edit Approval** allows internal approval. **Negotiation** will allow you to attach one or more annotations of the Status Report and route the Status Report back to the grantee for further editing. **Annotations** allow internal staff to add notes that are visible to internal staff only. The grantee cannot see these notes. **Versions** will display all component versions that were created as a result of the negotiation process. **Feedback** allows staff to enter feedback about the Status Report to the grantee. The feedback text will appear at the bottom of the Status Report and will be visible to anyone who has access to the Status Report. **Withdraw** changes the status of the Status Report to **Withdrawn** and removes the Status Report from further processing.

Status Report | Print to PDF | Withdraw | Negotiation | Edit Approval  
 Details | Annotations(0) | Versions | Feedback

Test-12-HSG-001-Test

**CDBG**

Award Year: 2012 Status: Submitted  
 Contract Number: Iow-12-HSG-001 Approved By:  
 Status Report Number: 10 Approved Date:  
 Submitted By: Don Dunky Approved Date:  
 Submitted Date: 01/30/2012  
 Status Report Type: SHPO (Housing and UIH Only)  
 Title: 200 E. Grand  
 Report Period: From Date To Date

**Primary Contact and Organization**

Primary Contact: Don Dunky  
 AnA User ID: don.dunky@iowa.gov Organization Information:  
 First Name: Don Organization Name: Iowa Economic Development Authority  
 Title: Middle Name: Last Name: Organization Type: State Government  
 Email: don.dunky@iowa.gov DUNS:  
 Address: 200 E. Grand Organization Website:  
 Address: 200 East Grand Avenue

City: Iowa 50319 City: Iowa 50309  
 Phone: 515-725-3045 Phone: 515-725-3045 Ext.:  
 Program Area of Interest: CDBG Agency: Economic Development, Iowa Department of  
 Fax: Vendor Number

**Status Report Approval**

Level	Approved By	Approved Date	Approval	Comments

**SHPO**

Unique Property ID: 5  
 Last Name: Property Address: 200 E. Grand Ave.  
 City: USA Zip: 50309  
 Build Year: 2000  
 Number of acres in project:  
 Legal Location:  
 Section(s): Township(s): Range(s):  
 Site Inventory Number: If previously evaluated and in the SHPO inventory

**PMOU**  
 This section is only to be complete prior to the effective date of the Programmatic agreement with SHPO.  
 PMOU Exempt? No  
 If this project IS PMOU Exempt, provide exempt date signed and PMOU Finding:  
 Exempt Date Signed: Exempt Date Signed: PMOU Finding:  
 If this project IS NOT PMOU Exempt, please provide the SHPO Concurrence date and concurrence finding:  
 SHPO Concurrence Date? Finding: Concurrence Date: Concurrence Finding:  
 R&C: Review & Compliance Number:

**Programmatic Agreement**  
 This section should only be completed after the Programmatic Agreement with SHPO has been agreed.  
 PA Exempt? No  
 If this project IS PA Exempt, provide exempt date signed and PA Finding:  
 Exempt Date Signed: Exempt Date Signed: PA Exemption:  
 Exempt Form: Exempt Form:  
 If this project IS NOT PA Exempt, please provide the finding and supporting documents in the section below:  
 Finding: Finding:  
 If No Adverse Effect or Adverse Effect, please describe what historic resources are in the APE and how the RE came to the finding.

**Supporting Documentation**

Document	Document Description	File
	200 E. Grand SHPO Doc	

# Programmatic Agreement

- » Use the SHPO Status Report form in IowaGrants.gov to document and submit your Section 106 compliance information.
- » Previously this form was used to collect the SHPO Concurrence documents for all tiered projects (DTR & HSG)
- » Now – this form will be used for all CDBG funded projects.
- » DO NOT SEND ANY PACKETS TO THE SHPO!
- » Status report changed from “SHPO” to “NHPA Section 106”

# Programmatic Agreement

lowaGrants.gov

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GrandProject Tracking

Status Report: Test-12-HSG-001 - 10

Grant: Test-12-HSG-001-Test  
 Status: Submitted  
 Program Area: CDBG  
 Grantee Organization: Iowa Economic Development Authority  
 Program Manager: Barb Harvey

**Instructions**

How to use SHPO Status Report Form: Once you have finished consultation with SHPO or determined if it is exempt from SHPO review for EACH individual address please complete the following information about each address. A new Status Report will be required for EACH property. Also, update the corresponding documentation within the SHPO Concurrence or the Exempt from SHPO form for each address.

After editing SHPO information, please e-mail Ann Schmitt.

This form is undergoing changes to accommodate the new Programmatic Agreement with SHPO. Training on the new requirements is scheduled for August 2012. If you have questions or comments on the form prior to the training, please contact Ann Schmitt at (515) 281-3078.

SHPO Unique Property ID: 5  
 Last Name:  
 Property Address: 200 E. Grand Ave.  
 City: DSM  
 Zip: 50309  
 Build Year: 2000  
 Number of acres in project:  
 Legal Location: Section(s) Township(s) Range(s)  
 Site Inventory Number: If previously evaluated and in the SHPO inventory

**PMOU**

This section is only to be complete prior to the effective date of the Programmatic agreement with SHPO.

PMOU Exempt: No  
 Exempt Date Signed: PMOU Finding:  
 SHPO Concurrence Date/Finding: 08/16/2012  
 R&C: Review & Compliance Number

**Programmatic Agreement**

This section should only be completed after the Programmatic Agreement with SHPO has been signed.

PA Exempt: PA Exception  
 Exempt Date Signed: Exempt Form: PA Exception  
 Finding: Finding

**Supporting Documentation**

For all submissions, please provide sufficient documentation to support the Responsible Entity's Finding (selected in the drop-down list above). Be sure that as necessary the following documents are provided in the drop-down below. Please include all identification and evaluation documents, which, depending on the project they may provide multiple uploads for some of the document types listed in the drop-down. Please also include the Signature Authorization Form to document the administrator can make determinations on behalf of the responsible entity. For any new documents that support the Section 106 packet but are not identified below, simply select "Other" and upload the supporting documentation.

**Archaeology**

- 1/4 mile Quad U.S.G.S. (1/4-mile radius) with quad name and APE outlined (maps on-line at <http://ortho.gsa.state.ia.us/>)
- Site plan showing limits of proposed activities or general aerial photograph
- Aerial photos (zoom to project area) (photos on-line at <http://ortho.gsa.state.ia.us/>)
- Description of earth and depth of proposed excavation and owned conditions of project area
- USA site file search; Please JA, or Please I Archaeological Survey

**Architecture**

- Previous site information available (include Iowa Site Inventory Coordinator)
- Location map (no larger than 11x17) with APE clearly defined (Quad map or city plat map)
- Detailed description of proposed action, including copy of project specifications, if applicable
- Interview (no more than 5 years old) of one Iowa site inventory form (available on-line at [www.iaahistorical.org/evaluation](http://www.iaahistorical.org/evaluation)) form must include the following items scanned as a single pdf:
  - Property completed ISD Form with narrative description and statement of significance
  - Clear photos of property and surrounding area
  - Map showing the location of the home within the city
  - Copy of county or city assessor's land record or other acceptable property information
  - Historic photographs if available

Document | Document Description | File

200 E. Grand SHPO Use | Last Updated by: Ann Schmitt, 10/10/12

SHPO

Unique Property ID: 5  
 Last Name:  
 Property Address: 200 E. Grand Ave.  
 City: DSM  
 Zip: 50309  
 Build Year: 2000  
 Number of acres in project:  
 Legal Location: Section(s) Township(s) Range(s)  
 Site Inventory Number: If previously evaluated and in the SHPO inventory

**PMOU**

This section is only to be complete prior to the effective date of the Programmatic agreement with SHPO.

PMOU Exempt: No  
 Exempt Date Signed: PMOU Finding:  
 SHPO Concurrence Date/Finding: 08/16/2012  
 R&C: Review & Compliance Number

**Programmatic Agreement**

This section should only be completed after the Programmatic Agreement with SHPO has been signed.

PA Exempt: PA Exception  
 Exempt Date Signed: Exempt Form: PA Exception  
 Finding: Finding

OLD PROCESS Don't use

PA Exempt YES or NO

Section 1. a; Section 1. b.; Section 1 c.;  
 Section 2. a.; Section 2. b.;  
 Section 2 Excluded Activities;  
 Section 3. a.; Section 3. b.;  
 Section 3. Excluded Activities;

# General Application Reminders

- » Please review for accuracy & completion before you submit your application!
- » If you are revising a previous year's application, make sure information is updated as needed.
- » Expenditures = Sources of funds
- » Public hearing **MUST** cover the 9 required points. These must be reflected in the hearing minutes. This is a federal requirement.
- » Clear and concise.

# Post Award Compliance

- IEDA's Administrator Training and Performance policy in effect
- Based on:
  - Overall knowledge of/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
- Be sure you know required timeframes for activities!

# Questions?

## Thank You!

We look forward to great  
applications...

**IOWA**  
economic development