



# **Water/Sewer & Community Facilities and Services Grant Administration Workshop Session**

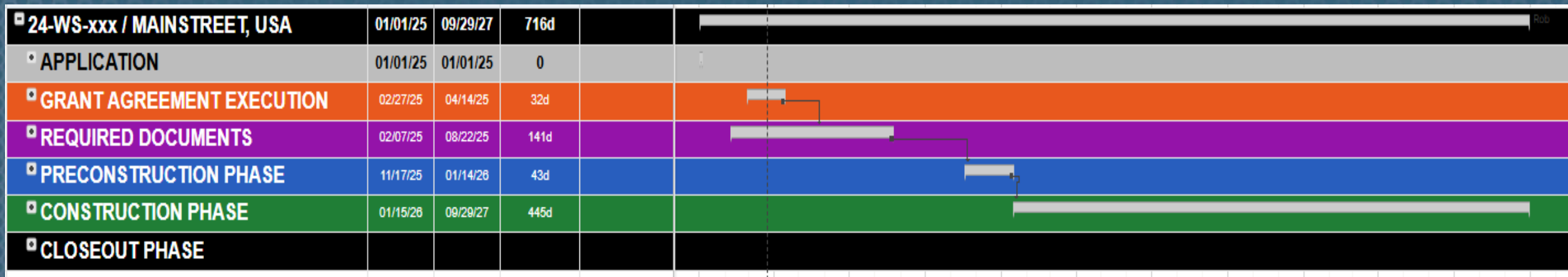
Chad Sands | CDBG Project Manager   Rob Wick | Federal Programs Team Lead  
Iowa Economic Development Authority

# Agenda for the Water & Sewer Breakout Session

- Expectations
- CDBG Requirements
- Project Phases:
  - Preconstruction Phase
  - Construction Phase - Claims, Monitoring
  - Closeout Phase

# EXPECTATIONS

## ○ Timeliness of Project Execution





# EXPECTATIONS

- Project Execution Timeliness
  - Agreement & Required Documents Uploads < 30 days
  - Environmental / Release of Funds < 120 days
  - Construction to Start < 270 days (Including approved DNR Permit)



# **CDBG REQUIREMENTS**

- **CDBG Contract**
- **Required Policies – adopt new policies if older than 5 years**
- **Contract Conditions**
- **Construction Procurement**
- **Labor Compliance**



# CDBG REQUIREMENTS

<b>24-WS-xxx / MAIN STREET, USA</b>	<b>01/01/25</b>	<b>09/29/27</b>	<b>716d</b>		
• APPLICATION	01/01/25	01/01/25	0		
<b>GRANT AGREEMENT EXECUTION</b>	02/27/25	04/14/25	32d		
SAM Verification	02/27/25	02/27/25	0		
Award Letter	03/03/25	03/03/25	0		
Executed Grant Agreement	04/14/25	04/14/25	0	18FS +30d	
<b>REQUIRED DOCUMENTS</b>	02/07/25	08/22/25	141d		
DNR Permit	02/07/25	02/07/25	0		
Subrecipient Agreement					
(RARA) Residential Anti-displacement and Relo. Ass	05/26/25	05/26/25	0	19FS +30d	
Excessive Force	05/26/25	05/26/25	0	19FS +30d	
EEO Cert	05/26/25	05/26/25	0	19FS +30d	
Fair Housing	05/26/25	05/26/25	0	19FS +30d	
Code of Conduct	05/26/25	05/26/25	0	19FS +30d	
Procurement Policy / Certificate	05/26/25	05/26/25	0	19FS +30d	
2 CFR 200.319 Comp. Cert. Compliance	05/26/25	05/26/25	0	19FS +30d	
ERR Acknowledgement	05/26/25	05/26/25	0	19FS +30d	
• PROF SVCS CONTRACTS & CLEARANCES	05/26/25	05/26/25	0		
Section 106 / Environmental Review	05/26/25	08/15/25	60d	30	
RELEASE OF FUNDS	08/18/25	08/22/25	5d	34	
<b>PRECONSTRUCTION PHASE</b>	11/17/25	01/14/26	43d		



# CDBG REQUIREMENTS

## Contract Conditions

- DNR Permit & Environmental Review
  - Need for DNR up-front



# PRECONSTRUCTION

▣ 24-WS-xxx / MAINSTREET, USA	01/01/25	09/29/27	716d		
▣ APPLICATION	01/01/25	01/01/25	0		
▣ GRANT AGREEMENT EXECUTION	02/27/25	04/14/25	32d		
▣ REQUIRED DOCUMENTS	02/07/25	08/22/25	141d		
▣ PRECONSTRUCTION PHASE	11/17/25	01/14/26	43d		
▣ CON DOC REVIEW	11/17/25	11/26/25	8d		
CON DOCS Received	11/17/25	11/21/25	5d	35FS +60d	
DBRA Wage Schedule	11/24/25	11/26/25	3d	38	
▣ BIDDING PHASE	11/27/25	01/14/26	35d		
BID ADVERTISEMENT TERM	11/27/25	12/24/25	20d	39	
DBRA 10-day	12/10/25	12/10/25	0	41FS -10d	
PRECON MEETING	01/14/26	01/14/26	0	41FS +15d	
▣ CONSTRUCTION PHASE	01/15/26	09/29/27	445d		



# PRECONSTRUCTION

- Construction Documents Checklist Tool will be available in the next couple weeks;
- Includes links to BABA Example Certifications;



## CDBG CONTRACTS REQUIREMENTS CHECKLIST

- ☐ ➤ Required Contract Language and Provisions (ALL Contracts)
  1. Access to Maintenance of Records
  2. Civil Rights
    - Title VI of the Civil Rights Act of 1964 (Non-Discrimination)
    - Title VII of the Civil Rights Act of 1968 (Fair Housing)
    - Federal Executive Order 11063, as amended EO 12259
    - Iowa Civil Rights Act of 1965
    - Section 109 of Title 1 of the Housing and Community Development Act of 1974 (Non-Discrimination)
    - Age Discrimination Act of 1975, as amended (42 USC 1601)
    - Section 504 of the Rehabilitation Act of 1973, as amended (PL 93-112, 29 USC 794)
    - Americans with Disabilities Act (PL 101-336, 42 USC 1201-12213)
    - Section 3 of the Housing and Urban Development Act of 1968, as amended (12 USC 1701u)
  3. Termination Clause
  4. Certification Regarding Government-wide Restriction on Lobbying
  5. Lead-Safe Housing Regulations (as required)
  6. Recycled Materials (IA Code Ch 8A 315-317 & Ch 11-117.6(5))
  7. Notice of Awarding Agency Requirements & Regulations Pertaining to Reporting
  8. Build America, Buy America Act Requirements
- ☐ ➤ All Contracts in Excess of \$10,000.00
  1. Federal Executive Orders 11246 & 11375 (Anti-Discrimination)
- ☐ ➤ All Contracts in Excess of \$100,000.00
  1. Clean Water Acts:
    - Section 306 / 42 USC 1857(h)
    - Section 508 / 33 USC 1368
    - Executive Order 11738
- ☐ ➤ All Construction Contracts in Excess of \$2,000.00
  1. Federal Labor Standards:
    - Davis Bacon and Related Acts
    - Contract Work Hours & Safety Standard Act
    - Copeland Anti-Kickback Act
- ☐ ➤ Section 3 Language for Procurement Documents & Contracts Document

- ☐ ➤ Section 3 – Contractor Intent to Comply Form (to be completed & returned by Bidder)
  1. Link: <https://www.iowaeda.com/UserDocs/2022cdbg-intent-to-comply-fillableform01232023.pdf>
- ☐ ➤ HUD-4010 Federal Labor Standards Provisions Document
  1. Link to Form: [www.hud.gov/sites/dfiles/OCHCO/documents/4010.pdf](http://www.hud.gov/sites/dfiles/OCHCO/documents/4010.pdf)
- ☐ ➤ Labor Standards Forms:
  1. Payroll form: <https://www.dol.gov/sites/dolgov/files/WHd/legacy/files/wh347.pdf>
  2. Federal Labor Standards Compliant Intake Form:  
<https://www.hud.gov/sites/dfiles/OCHCO/documents/4731.pdf>
  3. Record of Employee Interview (i.e., Davis Bacon labor interview), instructions and form, in
    - English: <https://www.hud.gov/sites/dfiles/OCHCO/documents/11.pdf>
    - Spanish: <https://www.hud.gov/sites/dfiles/OCHCO/documents/11SP.pdf>
- ☐ ➤ Approved Wage Rate Schedule
- ☐ ➤ Job Site Posters & Federal Labor Standards Provisions:
  1. WHD 1321 -- Employee Rights Poster – English  
<https://www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf>
  2. WHD 1321 -- Employee Rights Poster – Spanish  
<https://www.dol.gov/whd/regs/compliance/posters/davispan.pdf>
  3. OSHA -- Job Safety and Health – It's The Law – English  
<https://www.osha.gov/Publications/OSHA3165.pdf>
  4. OSHA -- Job Safety and Health – It's The Law – Spanish  
<https://www.osha.gov/Publications/OSHA3167.pdf>
  5. OFCCP Equal Employment Opportunity Is The Law – English  
[https://www.eeoc.gov/sites/default/files/migrated\\_files/employers/eeoc\\_self\\_print\\_poster.pdf](https://www.eeoc.gov/sites/default/files/migrated_files/employers/eeoc_self_print_poster.pdf)
  6. OFCCP Equal Employment Opportunity Is The Law – Spanish  
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  7. HUD Form 928.1 -- Equal Housing Opportunity – English  
<https://www.hud.gov/sites/documents/928.1.PDF>
  8. HUD Form 928.1A -- Equal Housing Opportunity – Spanish  
<https://www.hud.gov/sites/documents/SPANISH.PDF>
- ☐ ➤ Build America Buy America Act Requirements Document
  1. Language to include in the Body of Bids / Subcontracts
  2. BABAA Claim Compliance Certification Form
    - [https://www.iowaeda.com/UserDocs/baba\\_claim\\_compliance\\_certification\\_form.pdf](https://www.iowaeda.com/UserDocs/baba_claim_compliance_certification_form.pdf)
  3. **Template OEM Letter for BABAA Product Certification**
- ☐ ➤ CDBG Project Sign Design Specifications
  1. Link: [https://www.iowaeda.com/UserDocs/cdbg\\_projectsign.pdf](https://www.iowaeda.com/UserDocs/cdbg_projectsign.pdf)



# PRECONSTRUCTION

- Wage rates will not be approved until the IEDA PM has reviewed the (final draft) ConDocs and concurred final project scope;
- IEDA will review ConDocs only for scope vs application, inclusion of current-year Federal language and correct co-funding alignments;
- IEDA will update the website with a checklist that has the necessary minimum contract elements,



# CONSTRUCTION

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PRECONSTRUCTION PHASE		11/17/25	01/14/26	43d																													
CONSTRUCTION PHASE		01/15/26	09/29/27	445d																													
CONTRACTOR CLEARANCES		01/15/26	01/28/26	10d																													
BABA COMPLIANCE		02/19/26	05/06/26	55d																													
BABA Materials List		02/19/26	03/04/26	10d	45FS +15d																												
BABA WAIVERS (as required)		03/05/26	05/06/26	45d	51																												
ISSUE NOTICE TO PROCEED		05/06/26	05/06/26	0	52																												
CONSTRUCTION CONTRACTS DELIVERY		05/07/26	09/29/27	365d	53																												
MONITORING		01/19/27	03/01/27	30d	54FS -182d																												
CONSTRUCTION CONTRACT DELIVERY																																	
CLOSEOUT PHASE																																	



# CONSTRUCTION

- **BABA**

- Questions
- Real Life Experiences

# MONITORING

- Up-front data collection should make monitorings easier
- IEDA will open the monitoring page on IG and set date
- Grant administrator will fill out checklist supplied by IEDA and upload all required documents
- ~ 50% Claim Request
  - at PM discretion based on Project performance



# CLOSEOUT

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▣ CONSTRUCTION PHASE	01/15/26	09/29/27	445d			
▣ CLOSEOUT PHASE						
MONITORING COMPLETE						
FINAL DRAW COMPLETE						
▣ FINAL PAYMENTS						
CONTRACTOR RETAINANGE PAID						
DBRA: ALL RESTITUTIONS PAID						
▣ COMPLIANCE REPORTS COMPLETE						
SECTION 3						
OTHERS AS REQUIRED (URA, LMI, etc.)						
AUDITS COMPLETED						
RISK ASSESSMENTS COMPLETE						
UPLOADS COMPLETE						

# CLOSEOUT

On or before the Contract End Date, ALL documents should be submitted so the project can be closed out.

60 days is ONLY to allow the Recipient time to submit the final claim.



# RESOURCES

- CDBG Management Guide

- [www.opportunityiowa.gov/community/community-infrastructure/cdbg-resources/management-guide](http://www.opportunityiowa.gov/community/community-infrastructure/cdbg-resources/management-guide)

- Davis-Bacon and Labor Standards - Agency/**Contractor Guide**

- [Davis-Bacon and Labor Standards: Agency/Contractor Guide \(hudexchange.info\)](http://hudexchange.info)

- Davis-Bacon and Labor Standards – Contractor **Guide Addendum**

- [Davis-Bacon and Labor Standards: Contractor Guide Addendum\(hudexchange.info\)](http://hudexchange.info)



# RESOURCES

- Federal Labor Standards Requirements in Housing and Urban Development Programs (1344.1 Rev. 3)
  - [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/handbooks/sech/13441](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/sech/13441)
- Wage Determinations Online Website
  - <https://sam.gov/search>



# Any Questions?





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THANK YOU





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Iowa Economic Development Authority