



Third Thursdays with CDBG: “New” Contractor Clearance Form & Requirements

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Agenda

- Why The New Format?
- What The New Form Looks Like & How to Use It
- Question

Contractor Clearances

○ Why the Change?

- The CDBG and CDBG-DR staff have been combined again as one team with one team lead.
- The team is currently in the process of reviewing all its processes and procedures for both programs to streamline them where possible.
- The vision is to have more review up front than waiting for the site monitoring to happen halfway through the project. This will allow us the opportunity to work with our Recipients and Grant Administrators to find and fix issues prior to them becoming a detriment to the project's success.
- These changes will go into effect immediately after this training.

Contractor Clearances

- What is a Contractor Clearance?
 - The “**Contractor Clearance**” is fundamentally the process of ensuring that any contractor working on a federally-funded project is not prohibited from receiving federal awards.
 - “**Contractor**” means any entity holding a contract or agreement for CDBG funds. This would include, but not be limited to, council of governments, professional service vendors, and/or building-trades prime contractors and subcontractors.

IowaGrants Form

General Information - Status Report - Edit

 **Status*:**

 **Sub Type*:**

Title:

Due Date:

 **Report Dates*:**

Start Date

End Date

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Status Report: 062

Status Report Status: Editing

Grant Title: Test-12-HSG-001 - Test

Program Area: CDBG

Funding Opportunity: 32800-CDBG Housing Sustainability

Reporting Period: 10/01/2025 - 10/31/2025

Status Report Type: Contractor Clearance

Submitted By: -

Status Report PreviewAttachmentsAlert HistoryMapVersions

Status Report Details

Status Report cannot be Submitted Currently

- Status Report components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 22, 2025 8:22 AM - Joyce Brown
Contractor Clearance		-

IowaGrants Form_ First Section

Contractor Clearance is required for ALL contractors on a project. This does not necessarily mean a contractor in the construction sense; but rather, any entity holding a contract or agreement in a CDBG funded project. This could include, but is not limited to, administration, engineering, architecture, inspectors, construction, etc. However, it is only required once for each contractor on a project. The contractor does not need to be cleared for each property. If you have any questions, please contact your Project Manager.

**Anticipated Contract Award/Agreement
Date*:**

If this clearance is for a subcontractor, the Contract Award/Agreement Date should be the date of the agreement between the general contractor and the subcontractor.

Anticipated Contract/Agreement End Date:

You MUST search the [SAM database](#) **PRIOR TO** the contract award/agreement date to insure the contractor is NOT debarred and excluded from Federal procurement and non-procurement programs. For more information, visit the [Office of Federal Contract Compliance Programs](#).

Clearance Date Checked*:

If applicable, you must conduct a check on both the owner and the business entity.

Upload pdf of Debarment Check:

 Select file

If applicable, combine both documents into a single file for upload.

Upload MUST show date checked.

Opening Bid Date*:

If the contractor is directly contracted without a competitive solicitation (i.e. COG or sub-contractor), use 1/1/1900 as the Opening Bid Date.

Upload Draft Contract/Agreement:

 Select file

Ensure the contract contains all required federal language.

IowaGrants Form_ Second Section

What Appears When You Answer “NO”

Contract \$ Value:	\$0.00
Date of Contractual Substantial Completion:	
	Date of Contractual Substantial Completion should be included in the contract between the recipient and the contractor as a date to have the project substantially completed or at a punch list stage before completion. This is different than the "Anticipated End Date".
Is a Wage Rate required for this contractor?:	No
	Wage rates are required when a contractor is subject to follow the Davis Bacon regulations.
Wage Rate not required:	☐ (Labor Standards Officer Use Only)
Was procurement required for this contractor?:	No
Does this contract require adherence to Lead-Based Paint Regulations:	No
Section 3	
Is this a Section 3 business:	No
	A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last six-month period: ◦ At least 51 percent owned and controlled by low- or very low-income persons; ◦ Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or ◦ A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
Is this business engaging in demolition, rehabilitation, or construction on an eligible Section 3 project site?:	No
	A project site qualifies for Section 3 when it has received over \$200,000 in CDBG funds for demolition, construction, or rehabilitation activities. If you have questions about the project site for your program, contact your project manager.

IowaGrants Form_ Second Section

What Appears When You Answer “YES”

Contract \$ Value:	\$0.00
Date of Contractual Substantial Completion:	 Date of Contractual Substantial Completion should be included in the contract between the recipient and the contractor as a date to have the project substantially completed or at a punch list stage before completion. This is different than the "Anticipated End Date".
Is a Wage Rate required for this contractor?:	Y... Wage rates are required when a contractor is subject to follow the Davis Bacon regulations.
Wage Determination Number, including modification number:	 The wage determination number MUST EXACTLY MATCH a wage determination on a Wage Rate Form.
Was procurement required for this contractor?:	Y...
Upload procurement documentation:	Select file Include the RFP (Request for Procurement), Affidavit of Publication, copy of posting in newspaper, documentation of plan Room/Clearing House notification (Regular CDBG ONLY), the bid packet (including cost estimates, bid tabulation sheets and award letter).
Does this contract require adherence to Lead-Based Paint Regulations:	Y...
Upload State of Iowa Lead Certifications:	Select file

IowaGrants Form_ Second Section Continued

Section 3

Is this a Section 3 business:

A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last six-month period:

- At least 51 percent owned and controlled by low- or very low-income persons;
- Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or
- A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Upload Section 3 Business Certification
form:

Is this business engaging in demolition,
rehabilitation, or construction on an eligible
Section 3 project site?:

A project site qualifies for Section 3 when it has received over \$200,000 in CDBG funds for demolition, construction, or rehabilitation activities. If you have questions about the project site for your program, contact your project manager.

Upload signed Intent to Comply with
Section 3 form:

IowaGrants Form_ Third Section

Business Name:		
Contractor/Officer Name:		
Owner(s) Name:		
Contractor Address:		
Contractor Type:	Prime Contractor Subcontractor	New Construction Subst. Rehab Repair Service Project Mgmt Professional
Trade Type:		
IWD Contractor Registration Number:		
Iowa law requires all contractors working in construction, demolition, or rehabilitation services to be registered with Iowa Workforce Development.		
Upload Workforce Registration:		Select file
Upload PDF of Workforce Registration.		
Contractor Federal or State Taxpayer ID:		
This should be completed if the contractor is not required to have an Iowa Workforce Registration Number.		
Upload Certificate of Insurance:		Select file
A Certificate of Insurance is required when completing a rehabilitation project such as housing rehab.		

IowaGrants Form

UEI (Unique Entity Identifier):

All entities are required to have a UEI number. They are not required to have an "Active" SAMs registration.

Only the GRANTEE/RECIPIENT is required to have an active registration.

Don't have a UEI (Unique Entity Identifier)? Visit <https://www.SAM.gov> for more information.

Is the Contractor a Women-Owned Business
Enterprise/WBE:

Minority-Owned Business Enterprise/MBE:

Hispanic:

Is this business working on National Green
Build eligible project site:

Upload Signed National Green Build
checklist for trade:

Select file

Brief Description of Contract
(50 characters max.):

White
Black/African American
Asian
American Ind./Alaska Nat.
Nat. Hawaiian/Other PacIsl
White & Am. Indian/Alaska
Nat.

IowaGrants Form

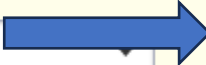
Final Documents

Final Signed Contract:

IEDA Internal Use Only

Reason for entering into Correction:

Project Manager Comments:



Waiting Final Signed Contract

UEI Update/Correction

Contract Language Correction/Update

IWD Update/Correction

Other

500 character(s) left

New Contractor Clearance Process.

- Contractor Clearances will now be reviewed by your Project Manager (PM).
- Initial Submission
 - The PM will review all information and uploads for accuracy.
 - IF CORRECTIONS ARE REQUIRED:
 - The PM will send a message through IowaGrants to the GA listing what needs to be corrected or uploaded.
 - The GA will make the necessary corrections and resubmit.
 - The PM will review the corrections.
 - If everything has been addressed, the PM will negotiate the Contractor Clearance back again with a message to upload the Final Signed Contract.
 - Once the Final Signed Contract has been uploaded and submitted, the PM can then APPROVE the Contractor Clearance.
 - NO CORRECTIONS REQUIRED:
 - The PM will negotiate the Contractor Clearance back with a message through IowaGrants to the GA to upload the Final Signed Contract.
 - Once the Final Signed Contract has been uploaded and submitted, the PM can then APPROVE the Contractor Clearance.

Questions!





THANK YOU

Name | Title

Iowa Economic Development Authority