



Form Creator

National Objectives / Project Progress

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

National Objective / Project Progress

Form fields for National Objective / Project Progress including Person(s) Interviewed, Monitoring Notification Date, Site Visit Final Report Date, Notification Type, Original Signatures on documents, National Objective of the project, If project benefits LMI how was it determined, If other, please specify, Do project files include adequate documentation to support LMI determination, Does this project require a survey at project completion?, If yes, what was the result of the LMI survey, Is the project complete, If no, what is the project progress and estimated completion date, How many facades have been completed? (DTR Projects only), How many facades remain to be completed? (DTR Projects only), General Monitoring comments.

Missing Components

Form fields for Missing Components including Subject*, Missing Component, Due Date, Status, Component Status, Status Date, Comments.



Form Creator

Citizen Participation

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Citizen Participation

Have you (recipient) conducted a public hearing on the status of funded activities? Yes

Public Hearing: Date Time

Date the notice of the public hearing published or posted?

Was the public hearing published no less than 4 days and no more than 20 days before the date of the hearing?

Publication/Location where notice of public hearing was posted?

Where did recipient conduct CDBG-related public hearings and meetings?

Is this location accessible to persons with disabilities? Yes

If necessary, the recipient must make reasonable accommodations to enable persons with disabilities to participate in public meetings. If not requested, mark Not Applicable

Reasonable accommodations made?

The recipient should provide translation services for non-English speaking persons who requested them in order to participate in public meetings. If not requested, mark Not Applicable.

Translations services provided?

Did the recipient provide citizens with the address, phone number, and times for submitting complaints and grievances?

Does the recipient provide timely written answers to written complaints and grievances within 15 working days where practicable?

Additional Comments:

Do the public hearing minutes reflect discussion of the following points:

Need for the activities?

Funding of the proposed activities and sources of funds?

Amount of CDBG funds included in the project?

Estimated portion of federal funds that will benefit low- and moderate-income persons?

Location of proposed activities?

Plans to minimize displacement of persons and businesses resulting from funded activities?

Plans to assist persons actually displaced?

Were the nature of and status of the proposed activities discussed?



Form Creator

Environmental

[Preview Co](#)

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Did recipient set up an environmental file?

Are all components present, including original signatures on ERR?

Release of Funds letter in file:

If mitigation was necessary, is it complete?

What did they need to mitigate (section 106 MOA, wetlands, floodplain, etc)

Was a Categorically Excluded Subject to 58.5 Final Review uploaded to IowaGrants in the Environmental Section (Housing ONLY)?

Additional comments:



Form Creator

Financial Management

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Document responses by spot-checking financial transactions and recording information on Draw Review form.

When answering questions below regarding duties, please use the NAME and TITLE of the individual responsible.

Does the recipient maintain an adequate financial management system? [dropdown]

Is the system in compliance with all requirements outlined in the CDBG Management Guide? [dropdown]

Are local effort funds incorporated into budget and accounting records? [dropdown]

Are expenditures made according to the CDBG/local effort ratio shown in the contract? [dropdown]

Does the recipient disburse funds within 10 working days of receipt? [dropdown]

Does the recipient provide for adequate internal control and segregation of duties? [dropdown]

Who is responsible for receiving funds? [text area]

Who prepares checks and warrants? [text area]

Who is responsible for approving bills? [text area]

Who is authorized to sign checks? [text area]

Who is the bookkeeper?

Who reconciles the bank statements?

Was program income received?

What was the source of program income?

Was it recorded as a receipt in program records?

Was it spent on current program activities before additional CDBG funds were requested?

If land was part of the local effort, how was the value of the land determined?

Is force account labor being used?

If yes, do time sheets document time allocated to the CDBG program?

Are all CDBG records being maintained in compliance with 2CFR part 200.333?

Is the recipient maintaining original signatures on claim forms?

Does the recipient have original signatures on Alternate Signatory forms?

Additional comments:

Misc. Financial Documents

To attach documents, please save the form, click Add, Save the form again, then click the "+".

[Download](#) the Draw Review form.

To upload a scanned document, provide a description for the document, save the form, then click the "+" link.

Description*

File No file chosen



Form Creator

Procurement

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Organization that prepared the RFP/RFQ materials?

Did the entity that prepared the RFP/RFQ materials bid on the proposed work? Prohibited under 2 cfr 200

Does the recipient have written procurement procedures? Date Adopted:

Does the recipient have a written code of conduct? Date Adopted:

Has the recipient verified the eligibility of ALL contractors, including Architectural, Professional Services, Engineering, Construction, etc.?

Did the recipient use the small purchase method of procurement for services, supplies and other property costing in the aggregate not more than \$100,000?

If so, were price or rate quotations obtained from a number of qualified sources?

Admin Procurement

Did the recipient solicit proposals for administrative or other professional services?

Were an adequate number of proposals solicited through a Request for Proposals?

How was the RFP publicized?

Were proposals evaluated on established criteria?

A/E Procurement

Did the recipient solicit qualifications for engineering/architectural services?

Were an adequate number of qualifications solicited through a Request for Qualifications or proposals?

How was the RFQ/RFP publicized?

Were qualifications evaluated on established criteria?

Did the recipient negotiate fair and reasonable compensation with selected engineer/architect if using the RFQ process?

Construction Procurement

Did the recipient used competitive sealed bids?

Name of the paper where the bid was publicized:

Were contracts awarded to the lowest responsible bidders?

Are there bid tabulation sheets?

Sole Source Procurement

Did recipient receive approval for any sole source procurement under 24 CFR 85.36(d)(4)?

If yes, which one of the following criteria was used:

If IEDA approved a sole source procurement, was a cost analysis performed?

If IEDA approved a sole source procurement AND the contract value for the sole source transaction was \$25,000 or more, did the recipient receive a formal approval letter from the IEDA?

Did the recipient send bid notification to the clearinghouses for minority- and women-owned businesses?

If no, what other actions did the recipient take to solicit participation:

Was a cost or price analysis performed to determine cost reasonableness?

a. Independent estimate prior to receipt of bids or proposals?

b. Cost analysis performed for professional, consulting, or architectural engineering services contract?

c. Adequate price competition lacking?

d. Contract modifications/change orders?

If yes to any of the above, provide specific information related to the transaction:

Additional comments:



Form Creator

Administration

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Did the recipient contract for administrative services? [dropdown]

If yes, name of entity: [text input]

Date of executed contract for administrative services: [calendar icon]

What is the contract maximum or \$0.00

Does the contract include all required language including:

- Access to pertinent records by recipient and government agencies? [dropdown]
Providing for maintenance of records for five years after project close-out? [dropdown]
Title VI (1964) or Title VIII (1688) of the Civil Rights Act? [dropdown]
Executive Order 11063? (housing) [dropdown]
Section 109 of the Housing and Community Development Act of 1974? [dropdown]
Age Discrimination Act of 1975 (not required if Section 109) [dropdown]
Section 504 of the Rehabilitation Act of 1973 Not required if Section 109) [dropdown]
Section 3 of the Housing and Urban Development Act of 1968? [dropdown]
Executive Order 11246 (if contract is greater than \$10,000)? [dropdown]
Americans with Disabilities Act? [dropdown]
Section 306 of the Clean Air Act (contracts greater than \$100,000)? [dropdown]
Section 508 of the Clean Water Act (contracts greater than \$100,000)? [dropdown]
Executive Order 11738 (contracts greater than \$100,000)? [dropdown]
EPA Regulation 40 CFR Part 15 (contracts greater than \$100,000)? [dropdown]
Policies relating to energy efficiency - Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871) [dropdown]
Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting? [dropdown]
Termination clauses? [dropdown]
Are the terms of the contract appropriate (not [dropdown]
Does the contract specify an hourly rate? [dropdown]
Does the contract provide for optional services at additional costs (hourly, [dropdown]

lump sum or actual)?

Additional comments:



Form Creator

Hsg Administration

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Person(s) Interviewed

Date Administrative plan received

Progress Summary (as of this monitoring visit)

Number of individual housing rehab projects completed:

Number of individual housing rehabilitation projects currently under construction:

Number of applications for assistance pending:

Total dollar amt expended: \$0.00 Federal \$0.00 Local \$0.00 Other

Total dollar amt Obligated: \$0.00 Federal \$0.00 Local \$0.00 Other

1. Has the grantee established and adopted written Program Guidelines for its housing rehab activity?

Dropdown menu

2. Has the grantee established, in writing, the geographical area(s) for the operation of its housing activity and/or has a current map which depicts the area(s) been incorporated into the guidelines?

Dropdown menu

3. Has the grantee established, in writing, the income limits for housing rehabilitation which are intended to primarily benefit low and moderate income? Are they current?

Dropdown menu

4. Has the grantee advertised the availability of its housing rehabilitation activity?

Dropdown menu

How? [Text area]

5. Has the grantee marketed its housing rehabilitation activity adequately?

Dropdown menu

6. Difficulty in obtaining qualified applicants?

If yes, please describe: [Text area]

7. Does the grantee have adequate administrative capacity to carry out the housing rehabilitation activity?

Dropdown menu

How many staff involved?

8. Is the grantee providing adequate supervision of its housing rehabilitation program staff (including third party) to assure early detection and correct potential deficiencies or problems?

9. Are there adequate checks and balances in the grantees administrative system to prevent any potential fraud, waste, or mismanagement?

10. Training Opportunities available?

11. Are the program records maintained by the staff current, complete and accurate?

12. What is the average processing time for an application (including the income verification process)?

13. Is the length of time to process an application reasonable?

14. Is the housing rehabilitation activity being conducted in a flood hazard area?
(IDED will not allow Housing Fund recipients for owner occupied Rehabilitation to have a project site located in a floodplain.)

15. Is the grantee performing the housing rehabilitation activity on any historic properties and/or within a designated historic preservation district?

If so, is the grantee following any historic preservation rehabilitation guidelines?

16. Is the request for SHPO comment included on project?

17. Are energy conservation standards included as a part of the grantee's rehabilitation standards or housing rehabilitation program guidelines?

18. Please explain other community development activities being carried out in the designated housing rehabilitation area(s)?

19. Does the grantee maintain demographic data, which provides the numbers and types of owners (racial, gender, age, handicapped, female head of households, etc.) of the applicants and of the properties that are being assisted?

20. Demographic/beneficiary status of the housing rehabilitation activity as of the date(s) of this monitoring visit:

Program Year

Household

NOTE: More than one category may apply.

a. Elderly (62 yrs. or older)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Apps in Progress	Rehab Cases in-progress	Rehab Cases Completed

b. Small Family (4 person or less)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Apps in Progress	Rehab Cases in-progress	Rehab Cases Completed

c. Large Family (5 or more persons)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Apps in Progress	Rehab Cases in-progress	Rehab Cases Completed

d. Handicapped

<input type="text"/>	<input type="text"/>	<input type="text"/>
Apps in Progress	Rehab Cases in-progress	Rehab Cases Completed

e. Female head of household

<input type="text"/>	<input type="text"/>	<input type="text"/>
Apps in Progress	Rehab Cases in-progress	Rehab Cases Completed

f. Minority

<input type="text"/>	<input type="text"/>	<input type="text"/>
Apps in Progress	Rehab Cases in-progress	Rehab Cases Completed

21. Who prepares the work write-ups/project specifications?

22. Are standard specifications and/or a performance manual(s) used in preparing the work write-ups/project specifications?

23. Who prepares the cost estimate?

24. Are cost estimates reviewed by someone else prior to contractor procurement

25. Does the grantee require itemized (per item) bids on all projects?

26. Are there an adequate number of contractors participating in the grantee's housing rehab program?

If not, please explain:

27. How are contractors procured/selected?

28. How many (on average) contractors bid?

29. Are rehabilitation contracts let by unit? (Choose No if let by groups)

30. Has the grantee used any minority-owned or women-owned contractor under its housing rehabilitation program?

If so, list names, addresses, number of contracts, and respective dollar amounts.

31. Does the grantee have an effective method for resolving contract and/or work quality disputes?

If yes, how is this handled?

32. Does the grantee have effective methods for approving and controlling change orders?

If yes, who approves change orders?

33. Does the grantee require that all participating rehabilitation contractors be insured and/or bonded?

If so, specifics:

34. Does the grantee have within its program guidelines a mechanism to prevent any potential collusion or kickbacks from occurring?

Are certification forms used for this purpose?

35. Are contractors paid:

a lump sum following completion/acceptance of the work performed?

by progress payments based on percentage of construction completed?

Other? Explain:

36. What is the percentage of the total billing(s) submitted by housing rehabilitation contractors the grantee retains until final completion/acceptance?

37. How often are work-in-progress inspections conducted? Please explain:

38. Who conducts the inspections?

39. Are inspections adequately documented?

Please explain:

40. Does the grantee require all contractors to guarantee/warranty their work?

If so, for how long?

41. Are lien waivers obtained following completion of each individual housing rehabilitation unit?

42. Under the grantee's housing rehabilitation program, what model housing code or standards of building construction have been adopted for use? (Rehabilitation Standards)

43. What have been the most work items to date (this program year)?

44. Had the grantee fulfilled the community development objectives stated in the application for CDBG funds?

Are the performance targets specified in the grantee's contract with IEDA being met?

45. What type(s) of housing rehabilitation assistance is available to eligible applicants?

a.) Grants

b.) Deferred payment loans

c.) Forgivable loans

d.) Direct loans

e.) Other

46. Please explain the maximum dollar amount limitations on available assistance.

47. If direct loans are involved, how are the loans serviced?

48. If a private sector lending institution is involved, has the grantee signed an agreement or contract with this entity? Does the agreement or contract specify the services to be provided, fees charged, and the liabilities for failure to perform?

49. Is there a method and composition to loan paybacks/defaults?

Please explain:

Is the grantee using escrow accounts (or line of credit)?

a.) Are escrow accounts or Line of Credit established on an individual account basis?

b.) Are the escrow accounts or line of Credit interest bearing?

c.) Is the interest earned being properly handled by the grantee?

d.) Does the rehab construction contract provide for payments to the contractor through an escrow account or line of credit?

e.) Was the contract between the contractor and property owner fully executed prior to the deposit of funds into the escrow account or payment from the line of credit?

f.) Have funds been disbursed from the escrow account or line of credit within ten (10) days of deposit of funds into the account?

g.) Are the escrow account or line of credit funds expended and work accepted within the terms of the construction contract?

51. Is the grantee maintaining adequate records on direct housing rehabilitation administrative costs?

How is this accomplished?

52. What is the total dollar amount of direct housing rehab administrative costs to date?

53. Are direct administrative costs within allowable limits?

54. Has a sub-agreement been approved by IEDA (applicable to third-party administration)?

If so, date approved:



55. Has a financial Re-Use Plan been approved by IEDA?

If so, date:



56. Where a financial Re-Use Plan is in place for program income receipts:

a.) Has a separate account been established?

b.) Is the account interest bearing?

c.) Is the program income used prior to additional draws?

d.) Has the program income been reported to IEDA?

57. Text to be included in monitoring letter under Administration.

58. Additional Comments



Form Creator

Architectural/Engineering

[Preview Co](#)

Program Area: CDBG

Module: Site Visit

Form Type: Standard

Instructions

Not applicable for housing contracts.

Architectural/Engineering

Did the recipient contract for architectural/engineering services?

With whom is the contract for architectural/engineering services?*

What is the executed date of the contract for architectural/engineering services?

What is the contract maximum or "not to exceed" amount?

Does the contract include all required language including:

Access to pertinent records by recipient and government agencies?

Providing for maintenance of records for five years after project close-out

Title VI (1964) or Title VII (1968) of Civil Rights Act?

Exec. Order 11063 (housing)?

Section 109 of the Housing and Community Development Act of 1974?

Age Discrim. Act of 1975 (Not req. if Section 109)?

Section 504 of the Rehabilitation Act of 1978 (Not req. if Section 109)

Section 3 of the Housing and Urban Development Act of 1968?

Executive Order 11246 (if contract > \$10,000)?

Americans with Disabilities Act?

Section 306 of the Clean Air Act (contracts greater than \$100,000)?

Section 508 of the Clean Water Act (contracts greater than \$100,000)?

Executive Order 11738 (contracts greater than \$100,000)?

EPA Regulation 40 CFR Part 15 (contracts greater than \$100,000)?

Policies relating to energy efficiency – Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871)

Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting?

Termination clauses?

Are the terms of the contract appropriate (not a percentage of cost or cost plus percentage of cost type of contract)?

Does the contract specify an hourly rate?

Does the contract provide for optional services at additional costs (hourly, lump sum or actual)?

Additional comments:



Form Creator

Other Professional Services

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Other Professional Services

Did the recipient contract for any other professional services?

With whom is the contract for professional services?*

What is the executed date of the contract for professional services?

What is the contract lump sum or price per house maximum or "not to exceed" amount? \$0.00

Does the contract include all required language including:

- Access to pertinent records by recipient and government agencies?
Providing for maintenance of records for five years after project close-out?
Title VI (1964) or Title VII (1968) of Civil Rights Act?
Executive Order 11063?
Section 109 of the Housing and Community Development Act of 1974?
Age Discrim Act of 1975 (Not req. if Section 109)?
Section 504 of the Rehabilitation Act of 1978(Not req. if Section 109)?
Section 3 of the Housing and Urban Dev. Act of 1968?
Executive Order 11246 (if contract is > \$10,000)?
Americans with Disabilities Act?
Section 306 of the Clean Air Act (contracts greater than \$100,000)?
Section 508 of the Clean Water Act (contracts greater than \$100,000)?
Executive Order 11738 (contracts greater than \$100,000)?
EPA Regulation 40 CFR Part 15 (contracts greater than \$100,000)?
Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting?
Termination clauses?
Are the terms of the contract appropriate (not a percentage of cost or cost plus percentage of cost type of contract)?
Does the contract specify an hourly rate?
Does the contract provide for optional services at additional costs (hourly,

lump sum or actual)?

Additional comments:



Form Creator

Civil Rights

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Is the recipient maintaining beneficiary demographic data? [dropdown]

Is the recipient maintaining Section 3 records in order to prepare and submit the Opportunities for Low-income Persons with Assisted Projects form at program completion? [dropdown]

Have program contractors hired local, low-income persons to work specifically on program activities? [dropdown]

Has the recipient made contractors aware of Section 3 requirements? [dropdown]

Have any project area businesses been utilized by the recipient or contractors? [dropdown]

Does the recipient have a current Equal Employment Opportunity Policy? [dropdown]

Date policy adopted? [calendar]

Does the policy prohibit discrimination on the bases of race, sex, color, national origin, age, religion, disability and familial status? [dropdown]

How was the policy made public? [text box]

Name and title of local official responsible for implementation of the EEO policy: [text box]

How does the recipient advertise job vacancies? [text box]

Do job advertisements contain equal employment opportunity language? [dropdown]

Does the recipient have 15 or more employees? [dropdown]

If yes, does the recipient have a current workforce analysis? [dropdown]

Does the recipient have an affirmative action plan? [dropdown]

Is the recipient meeting affirmative action goals? [dropdown]

If any employment discrimination complaints were filed against the recipient in the last 5 year period, have they been satisfactorily resolved? [dropdown]

Affirmatively Furthuring Fair Housing

Has the recipient adopted an Affirmative Fair Housing Policy? [dropdown]

Is the recipient a member of a Fair Housing Authority? [dropdown]

Did the recipient conduct mandatory activities to promote Fair Housing, as required in the CDBG Management

Guide (Applies to 2015 and later projects)

Did the recipient advertise, publicize, and pass an affirmative fair housing policy

Date of the policy 

Did the recipient identify and publish the name and contact information of a Discrimination Complaint Officer within the agency or jurisdiction?

If the recipient received housing discrimination complaints, did they refer and assist in filing complaints with the Iowa Civil Rights Commission, the U.S. Department of Housing and Urban Development, or a local civil rights commission?

Did the recipient conduct one optional Fair Housing Activity, as required in the CDBG Management Guide?

If yes, date of activity? 

Activity Description

Other actions recipient has taken to further affirmative fair housing:

Minority Business Enterprise/WomenBusiness Enterprise (MBE/WBE)

a.) have any contracts been awarded to MBE and/or WEB firms?

b.) List the specific actions taken by the recipient to advertise for, attract or otherwise demonstrate a good-faith effort to utilize MBE/WBE firms.

Does the recipient use Equal Opportunity language and logos in handbooks, manuals, advertisement of jobs, etc.?

Additional comments:



Form Creator

Section 3

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Section 3 requirements apply to a project when:

- 1. Recipient's CDBG contract is over \$200,000 and involves housing or public construction
2. Recipient has contracted with contractors for professional/administrative services and contract amounts are over \$100,000

Does Section 3 apply to this project? [dropdown]

Did the recipient utilize HUD's Section 3 Business Registry to identify Section 3 businesses? [dropdown]

Were businesses identified through HUD's Section 3 business registry informed of bid opportunities? [dropdown]

Does the file include documentation of outreach efforts to Section 3 businesses? [dropdown]

Does the recipient's file document how the Section 3 business was given priority during the evaluation process? [dropdown]

Do minutes/notes from the pre-award meeting indicate that discussion regarding Section 3 requirements took place? [dropdown]

While Section 3 may have applied to this project, Section 3 is ONLY triggered when the normal completion of the CDBG project creates the need for NEW employee contracting or training opportunities.

Did this contract trigger Section 3 requirements? [dropdown]

If no, does the file include documentation from the contractor/subcontractor that no employment/training opportunities will result from the CDBG project? [dropdown]

If yes, did the recipient send notice of the opportunities to the Iowa Chapter of the National Association of Housing and Redevelopment Officials (NAHRO) as described in the CDBG management Guide? [dropdown]

If applicable, date notice sent to NAHRO: [text input]

Does the file include documentation of outreach efforts to Section 3 residents? [dropdown] Only applicable when Section 3 requirements are triggered.

Do the recipient's files document how the contractor/subcontractor gave preference to Section 3 residents during the hiring process? [dropdown]

Does the file include "Section 3 New Hire Compliance Reports: from all contractors/subcontractors working on the project? [dropdown] Reports are required annually even if there were no new hires.

Is there any evidence of non-compliance with Section 3 requirements from contractors? [dropdown]

If yes, name of contractor(s):

Additional comments:



Form Creator

Construction

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Construction

With whom is the construction contract?*

Date of executed contract:

What is the contract amount? \$0.00

Does the contract include all required language, including:

- Access to pertinent records by recipient and government agencies
Providing for maintenance of records for five years after project close-out?
Title VI (1964) or Title VII (1968) of Civil Rights Act?
Executive Order 11063 as amended by EO 12259?
Section 109 of the Housing and Community Development Act of 1974?
Age Discrim Act of 1975, as amended (42 U.S.C. 1601 et seq.) (Not req. if Section 109)?
Section 504 of the Rehabilitation Act of 1978(Not req. if Section 109)?
Section 3 of the Housing and urban Development Act of 1968, as amended (42. U.S.C. 5309)
Executive Order 11246 as amended by EO 11357 (if contract is > \$10,000)?
Americans with Disabilities Act?
Copeland Anti-kickback Act (contracts greater that \$2,000)?
Are the terms of the contract appropriate (not
Davis-Bacon and Related Acts (contracts > \$2,000)?
Contract Work Hours and Safety Standard Act (contracts > \$2,000)?
Section 306 of the Clean Air Act (contracts greater than \$100,000)?
Section 508 of the Clean Water Act (contracts > \$100,000)?
Executive Order 11738 (contracts > \$100,000)?
EPA Regulation 40 CFR Part 15 (contracts greater than \$100,000)?
Policies relating to energy efficiency – Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871)
Notice of Awarding Agency

**Requirements and Regulations
Pertaining to Reporting?**

Termination clauses?

**Does the contract include the
appropriate wage rate determination?**

**Has the recipient verified the eligibility
of contractors and subcontractors?**

Also Include State requirements:

**Iowa Civil Right Act of 1965 (EO 34
and Iowa code Chpt 19B.7)**

Do recipient construction records include the following (in compliance with CDBG limits):

Bid guarantees (5%)

Performance Bonds (100%)

Payment Bonds (100%)

Additional comments:



Form Creator

Labor Standards

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Instructions

Not applicable for housing projects.

Recipient's Labor Standards Compliance Officer:

Does the recipient have a labor standards enforcement file for each construction activity?

Have contractor payrolls been submitted weekly?

Are payrolls signed by CEO or designee?

If no, is there a letter of authorization provided?

Were deductions not required by law specified correctly or provided with employee's signed voluntary willingness for the deductions (i.e., personal contributions to insurance, pension etc.)

Were there any self-employed subcontracting owners?

If yes, were their payrolls correctly executed and certified?

Was a classification provided for each employee in compliance with the labor standards and wage determinations?

Has Compl. Officer reviewed and accptd payrolls?

Were employee interviews cross-referenced with the applicable weekly payroll?

Did the recipient conduct interviews for a broad cross-section of contractors and construction activities?

Are fringe benefits being paid according to the wage rate determination and in compliance with labor standards?

Is overtime computed on the basic hourly rate shown on the wage rate determination?

Describe any wage discrepancies/violations of labor standards and how they were resolved.

Are any contractors or subcontractors using apprentices?

If yes, does the recipient have on file the required Department of Labor Bureau of Apprenticeship and Training Certificate for each apprentice?

Additional comments:

Payroll Form Review

Contractor/Subcontractor Name*

Payroll Number

Date of Payroll



Comments



Form Creator

Individual File Review (Housing)

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Homeowner File Review

Form fields for Homeowner File Review including: Homeowners Address*, Date of signed application, Date of application approval, Is documentation from county assessor used to ensure the applicant is owner of record, If not, what was used?, Does the application include the names of the homeowners(s), family size, and other demographic information?, Does the application include information on female head of household status?, Is the application form signed and dated?, Did the household meet the 80% LMI requirement?, What was the applicant's gross annual income?, List source documents verifying applicant's income:, Number of household members?, Date of LMI Chart used?, Is personal financial information maintained in a separate file with adequate security for the data?, What is the total amount of forgivable loan to applicant?, Does the forgivable loan equal hard cost (not including lead hazard reduction nor project delivery cost)?, Date of loan agreement or promissory note signed by owner:, Date mortgage lien was recorded with amount of forgivable loan?


Initial Inspection / Bidding

Form fields for Initial Inspection / Bidding including: Is a copy of the signed (initialed in ink) initial inspection form in the file?, What is the date of initial inspection?, Are standard specifications and/or performance used in preparing the work write-ups/project specifications?

Who prepares work write-up/project specifications?

Who prepares cost estimates?

Are cost estimates reviewed by someone else prior to contractor procurement?

Date of publication for bids? 

Are bid tabulation sheets in file?

How many contractors bid on project?

Was the lowest responsible bidder selected?

Was bid selected cost reasonable (within 10% of the original cost estimate)?


Were all bids itemized?

Were permits in file?

Hard Construction	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
	Total	Total with Change Orders	Owner
LBP Hazard Reduction	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
	Total	Total with Change Orders	Owner
Temporary Relocation	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
	Total	Total with Change Orders	Owner
Technical Services	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
	Total	Total with Change Orders	Owner

Lead Based Paint

Was this specific rehab project evaluated for applicability of the Lead Safe Housing Rule (pre Jan 1, 1978) [24 CFR 35.115]


What is the date the homeowner received the EPA pamphlet or IDPH pamphlet-Acknowledgement of Receipt? 

Was a Visual Risk Assessment of Lead Based Paint Hazards Used?

Was a XRF machine used to assess Lead Based Paint Hazards?

Was notification that LBP or LBP hazards are presumed to be present and Notification of a visual Risk Assessment provided?

Was a notification of LBP inspection and risk assessment provided?

Date the State of Iowa Notification Prior to Renovation, Remodeling or Repainting: 

Were interim controls used?

Were abatement controls used?


If yes, name of abatement contractor:


Registration number from Iowa Dept of Public Health:

Was temporary relocation assistance provided?

Date of temporary relocation provided:

Name of lab where samples were sent:

Date of clearance from lab: 

Date written notification of LBP Hazard reduction completion and final visual risk assessment and clearance testing results to homeowner: 

Summary of description of work completed and final visual risk assessment:

Environmental (per property)

U.S. Environmental Protection Agency has set an action level of 4 pCi/L or greater.

Has Radon testing been completed?

Was the test result within acceptable range?

If Radon test levels were greater than the acceptable range, has Radon abatement been completed?

Have site specific reviews been completed for noise?

Have site specific reviews been completed for contamination?

Property Inspection

Are all rehab work items eligible under the program?

Does the site inspection confirm that the work was done according to the work write-ups and the construction contract specifications (including change orders)?

Does the unit meet property standards upon completion (cities with population over 15,000 needs to comply with locally adopted and enforced codes, standards and ordinances; all other must use the Iowa's Minimum Housing Standards)?

Does the unit meet the decent, safe and sanitary test?

Does the site inspection confirm reasonable costs, including change orders?

Does the site inspection reveal professional quality work, including the change orders?

Comments:

Contractor Information

Date of executed contract:* 





Contractor's name, Company Name and Address

Registration number from Iowa Dept. of Public Health:

Date of pre-construction conference: 

State date of construction: 

Original contract amount

	<input type="text" value="\$0.00"/>
Hard construction cost:	<input type="text" value="\$0.00"/>
LPB Hazard Reduction cost:	<input type="text" value="\$0.00"/>
Is a copy of the contractor's insurance in the file?	<input type="text" value=""/>
Was it current during construction?	<input type="text" value=""/>
Is there documentation of contractor clearance certification?	<input type="text" value=""/>
Is there a record of the dates and amounts of disbursements to the contractor(s) in the file?	<input type="text" value=""/>
Does the grantee have effective methods for approving and controlling change orders?	<input type="text" value=""/>
Were there cost adjustments with the change orders?	<input type="text" value=""/>
Are the change orders numbered and properly executed?	<input type="text" value=""/>
Are lien waivers, including partial waivers, in the file?	<input type="text" value=""/>
How often are work-in-progress inspections conducted?	<input type="text" value=""/>
Who conducts the inspections?	<input type="text" value=""/>
Are inspection reports available in the file?	<input type="text" value=""/>
Did the recipient retain a percentage of the contract until final inspection and acceptance?	<input type="text" value=""/>
What percentage is held until final payment?	<input type="text" value=""/> %
Date the administrator conducted the final inspection with the homeowner:	<input type="text" value=""/> 
Date the homeowner accepted the work and signed the acceptance of work completed:	<input type="text" value=""/> 
Date of the construction completion and/or acceptance:	<input type="text" value=""/> 
Date of final payment, including retainage, to the contractor:	<input type="text" value=""/> 
Does the contractor offer guarantee/warranty on work?	<input type="text" value=""/>
If no, explain how recipient is guaranteeing work and for how long:	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>

Review of Construction Contract

Does the contract include the following required federal contract provisions?

Access to all records pertinent to that contract by the recipient and/or the appropriate federal and state agencies?	<input type="text" value=""/>
Providing for maintenance of records for five years after project close-out?	<input type="text" value=""/>
Title VI (1964) or Title VII (1968) of Civil Rights Act?	<input type="text" value=""/>
Executive Order 11063 as amended by EO 12259?	<input type="text" value=""/>
Section 109 of the Housing and Community Development Act of 1974?	<input type="text" value=""/>
Section 3 of the Housing and urban Development Act of 1968, as amended (42. U.S.C. 5309)	<input type="text" value=""/>

Age Discrim Act of 1975, as amended
(42 U.S.C. 1601 et seq.) (Not req. if
Section 109)?

Section 504 of the Rehabilitation Act
of 1973, as amended (P.L. 93-112, 29
U.S.C. 794) - *Not required if section
109*

Executive Order 11246 as amended by
EO 11357
(if contract is > \$10,000)?

Americans with disabilities Act (P.L.
101-336, 42 U.S.C. 120021-12213).

Federal Executive Order 11375
(contracts over \$10,000).

Termination Clause.

Also include the following State Requirements.

Iowa civil Right Act of 1965 (Iowa EO
34 and Iowa code chapter 19B.7)

Title VIII of the Civil Rights Act of
1968 (Fair Housing Act)

Lead Safe Housing Regulations (24
CFR Part 35).

Certification regarding Government-
wide Restriction on Lobbying.

Comments:



Form Creator

Acquisition and Relocation

[Preview Co](#)

Program Area: CDBG

Module: Site Visit

Form Type: Standard

Instructions

Not applicable for Housing or DTR projects.

Did the recipient acquired any real property, including temporary and permanent easements?

Complete this section only if Volunatry Acquisition

Did the recipient advise property owners of their rights under the Uniform Act either by certified return receipt mail or hand delivery?

Did the recipient meet all the qualifying criteria to use a voluntary transaction?

Did the recipient notify seller in writing that the property would not be taken through condemnation if negotiations fail?

Was notification of fair market value provided prior to the signing of a purchase offer?

If not, was the seller allowed to withdraw from the purchase agreement once notified of the fair market value?

Complete this section only if Property Donated

Did the recipient advise property owners of their rights under the Uniform Act either by certified return receipt mail or hand delivery?

Was an appraisal conducted?

If no, did the recipient get an approved waiver of appraisal statement from property owners?

Complete this section only if Involunatry Acquisition

Did the recipient advise property owners of their rights under the Uniform Act either by certified return receipt mail or hand delivery?

Was the property appraised by a qualified appraiser prior to negotiations?

Date the appraisal conducted:

Date the review appraisal conducted:

What appraisal method was used?

Were appraisal standards followed?

If no appraisal, was property valued at less than \$10,000 or \$25,000 if the recipient obtained an approved waiver of appraisal statement from property owners?

Did the recipient provide the property owner a written Notice of Just Compensation (written purchase offer) for each acquisition taking into account the value of allowable damages or benefits to any remaining property?

Was the written offer equal to the appraised fair market value?

Was a summary statement issued with the written offer?

Was the written offer greater than the appraised fair market value?

Was there documentation of an administrative settlement (proof that offer does not exceed the cost of taking property by eminent domain) in the recipient's file?

Was the offer negotiated after the offer to purchase was made?

Did the recipient exercise its power of eminent domain to acquire the property?

Was the purchase payment made prior to the property owner transferring the property to the agency?

Is there a final closing cost summary sheet showing the recipient reimbursed property owner for:

recording fees, transfer taxes, title opinions, etc.?

prepayment penalty on a mortgage

the pro rata share of property taxes?

litigation expenses?

Was the acquired property vacant?

If the vacant structures acquired were determined occupiable to low- and moderate-income persons, did the recipient follow its adopted Residential Anti-displacement and Relocation Plan?

Did the recipient inform the occupant of the basic eligibility requirements and relocation benefits?

Was notification hand delivered or mailed by certified/return receipt mail?

Did the relocatee receive:

a fixed payment for moving expenses?

actual moving expenses?

a housing payment (rental assistance payment of up to \$5,250 for 90-day tenants or owner-occupants or replacement housing payment of up to \$22,500 for 180-day owner-occupants)?

a payment equal to or less than property relocation costs for direct losses of personal property as a result of moving or discontinuing a business or farm operation, equal to the average annual earnings not less than \$1,000 and not more than \$20,000?

a payment for actual reasonable expenses in searching for a replacement business or farm?

a re-establishment payment for

expenses of re-establishing the business not to exceed \$10,000?

Did the recipient determine that the displacee was eligible for alternative assistance (under Section 104(d) of the Uniform Act)?

What was the type of assistance provided ?

What was the level of assistance?

If the recipient provides Relocation Assistance Advisory Services are they adequate (Describe)?

If the recipient provided

If relocation was carried out under a third-party contract, how was it done?

Additional comments:



Form Creator

Career Link - Participant Trainee Status

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Number of participant applications approved
Number of participants currently enrolled in approved classes/training
Number of participants who have completed listed vocational classes/training
Number of participants who have taken a job as listed in the Career Link application
Number of participants who have been offered and accepted other full time employment not listed in application
Number of participants who have chosen to continue their education towards a degree

Number of participants in the following applicable county median income:

0 - 30%
31 - 50%
51 - 60%
61 - 80%

Number of participants who have dropped out of program prior to completion

To date, what is the total cost per person who has completed training:

CDBG \$0.00
Other: \$0.00

What is the anticipated completion date for all training?

Individual Trainee File Review

Name of Individual



Form Creator

Administration & Project Administration

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Administration & Project Administration

Administration

Did the recipient contract for administrative services? [dropdown]

If yes, name of entity: [text box]

Date of executed contract for administrative services: [calendar icon]

What is the contract maximum or \$0.00

Does the contract include all required language including:

Access to pertinent records by recipient and government agencies? [dropdown]

Providing for maintenance of records for five years after project close-out? [dropdown]

Title VI (1964) or Title VIII (1688) of the Civil Rights Act? [dropdown]

Executive Order 11063? (housing) [dropdown]

Section 109 of the Housing and Community Development Act of 1974? [dropdown]

Age Discrimination Act of 1975 (not required if Section 109) [dropdown]

Section 504 of the Rehabilitation Act of 1978 Not required if Section 109) [dropdown]

Section 3 of the Housing and Urban Development Act of 1968? [dropdown]

Executive Order 11246 (if contract is greater than \$10,000)? [dropdown]

Americans with Disabilities Act? [dropdown]

Notice of awarding agency requirements and regulations pertaining to reporting? [dropdown]

Termination clauses? [dropdown]

Are the terms of the contract appropriate (not [dropdown]

Does the contract specify an hourly rate? [dropdown]

Does the contract provide for optional services at additional costs (hourly, lump sum or actual)? [dropdown]

Additional comments: [text area]

Project Administration

Number of individual housing rehab projects completed:

Number of individual housing rehabilitation project currently under construction:

Number of applications for assistance pending:

How has the grantee advertised the availability of its housing rehabilitation activity?

Advertised Activity

Describe

Difficulty in obtaining qualified applicants?

If yes, please describe:

5. Is the grantee providing adequate supervision of its housing rehabilitation program staff (including third party) to assure early detection and correct potential deficiencies or problems?

Adequate Supervision?

9. Is there adequate documentation that houses were not rehabed in flood plains? (IEDA will not allow Housing Fund recipients for owner occupied Rehabilitation to have

a project site located in a floodplain.)

14. Is the grantee using escrow accounts

(or line of credit)?

a.) Are escrow accounts or Line of Credit established on an individual account basis?

b.) Are the escrow accounts or line of Credit interest bearing?

c.) Is the interest earned being properly handled by the grantee?

d.) Does the rehab construction contract provide for payments to the contractor through an escrow account or line of credit?

e.) Was the contract between the contractor and property owner fully executed prior to the deposit of funds into the escrow account or payment from the line of credit?

f.) Have funds been disbursed from the escrow account or line of credit within ten (10) days of deposit of funds into the account?

g.) Are the escrow account or line of credit funds expended and work accepted within the terms of the construction contract?



Form Creator

Property Management

Preview Co

Program Area: CDBG
Module: Site Visit
Form Type: Standard

Instructions

Not applicable for housing projects.

If the recipient acquired any equipment (non-expendable personal property) with an aggregate purchase price of \$5,000 or more, did it first receive authorization from IEDA?

Does the recipient maintain records on equipment purchased with federal funds?

Did the recipient dispose of any equipment acquired with CDBG funds?

If the fair market value was greater than \$5,000 at the time of disposition (or at the time when recipient transferred use of equipment to activities not currently or previously supported by a federal agency), was IEDA reimbursed an appropriate share?

Did the recipient dispose of any real property acquired with CDBG funds?

If so, did the recipient request and follow disposition instructions from IEDA?

Additional comments: [Text area]