

CONTRACTING

Responsible personnel or unit: IEDA Chief Legal Council & Disaster Recovery Team

The IEDA will utilize written and executed contracts for the award of all funds administered by the IEDA under this federal grant program. All contracts will stipulate the recipient entity, the budget, the eligible activities and performance targets. Additionally, contracts stipulate articles including but not limited to those regarding definitions, funding, terms of grant, performance target achievement, use of funds, conditions to disbursement of funds, default and remedies, etc. A sample contract is included as Appendix B to this document.

Contracts

The IEDA will utilize contracts for services both directly procured by the IEDA and as recipient agreements with grantees to administer programs at the local level. As such, terms and stipulations of contracts may vary based on applicability. IEDA Chief Legal Council will review and approve contracts.

Contracts will be sent to recipients for signature. Signed contracts will be returned to IEDA for signature and full execution. Once contracts are executed, they are scanned and uploaded into iowagrants.gov. All original documents are stored with IEDA's Fiscal Team.

If changes to a contract are required within the contracts period of performance, the following steps will be taken to successfully amend a contract.

Minor Amendment

- Recipient submits a request to revise Attachment A, "Project Description" uploads a letter requesting change with supporting documentation through IowaGrants.
- Project Manager receives notice through IowaGrants of request.
- Project Manager notes the reason for the amendment in the comments section and approves or disapproves Recipient request. Notifies Division Coordinator via IowaGrants.
- Division Coordinator approves or disapproves request and notifies DRGR Coordinator.
- DRGR Coordinator makes any revisions to DRGR Action Plan
- Iowa Grants notifies Recipient of final Action.

Major Amendment

- Recipient submits a request to revise "Budget Activity" or "Project Description" including either/or federal budget, direct leverage, or supporting leverage amount. Recipient uploads a letter requesting change with supporting documentation through IowaGrants.
- Project Manager receives notice through IowaGrants of request.
- Project Manager notes the reason for the amendment in the comments section and approves or disapproves Recipient request. Notifies Division Coordinator via IowaGrants.
- Division Coordinator approves or disapproves and notification is sent to Contract and Compliance Manger.
- Contract and Compliance Manager prints "Contract Amendment Details", attaches proposed revision to A-log and routes to DA and Fiscal for signatures.
- Contract and Compliance Manager uploads signed "Contract Amendment Details" to Iowa Grants (Contract Amendment Details) and notifies (e-mail) DRGR Coordinator.
- DRGR Coordinator reviews documents in IowaGrants and makes revisions in DRGR and Iowa Grants.
- DRGR Coordinator notifies (e-mail) Contract and Compliance Manager that changes in DRGR are complete.
- Contract and Compliance Manager approves amendment in IowaGrants which notifies Recipient.
- The approved version of Budget becomes the active version. If changes are made to the A-Log note date A-Log is changed.
- Result of Budget Revisions: A-Log = IowaGrants = DRGR

IEDA/Project Manager initiated Amendment

- Reasons for an amendment include a Unilateral Modification to accommodate any change in the applicable Act, Federal, State or local laws, regulations, rules or policies. These may be a minor or major amendment. A unilateral modification will be given to the Recipient as an amendment.
- Project Manager may initiate either a minor or major amendment and amendments will be processed similar to the recipient initiated amendment process.
- A minor amendment could be for reasons such as an update to the guidelines, citation changes, clarification received from HUD, a revision or addendum to guidelines or Project Description, etc.
- An example of a major amendment would be for a change to the contract such as adding or removing language incorporating Guidelines, conditions, or attachments. These may or may not require a signature by both parties. Changes will be appended to the original contract found in IowaGrants.gov.
- IEDA major amendments require same sign-off as Recipient initiated major amendment.

Any other requests for changes outside of the of the above state will be made through IowaGrants in consultation with IEDA's management. The IEDA contract specialist can provide a detailed list of the steps required for data entry in iowagrants.gov.

Recipient Closeout Procedures with State

When a contract reaches the established end date or upon notification by the project manager, the closeout coordinator generates the Final Project Closeout Checklist. The checklist assesses total expenditures, satisfactory compliance with contract terms, and the contract status for audit compliance. The closeout coordinator completes the first part of the checklist by verifying contract award and spent amount in IowaGrants and DRGR. They also note if any funds will be de-obligated. The checklist is then forwarded to the project manager that verifies satisfactory compliance and that the contract has been monitored and that all monitoring findings have been cleared. The project manager returns the form to the closeout coordinator, who ensures the activities associated with the contract are then closed in IowaGrants, the action plan and DRGR. The closeout coordinator then issues the Contract Completion letter to the recipient and uploads the signed form into IowaGrants. Notification is then sent to the compliance team leader who ensures the Allocation Log records the final amount spent, date contract was closed, and de-obligates any unspent funds so that the balances of the allocation can be updated. This gives IEDA the ability to know how many funds are available for future awards to recipients.

As allowable within the project timeline, funds deobligated by a recipient will be made available to other recipients to further support efforts directly related to existing project goals and deliverables.