

March 6, 2023  
2 PM Central

# Updates to Contractor Clearance Form

**Steven Stransky**

Disaster Recovery Team Lead

# What is Contractor Clearance?

- » Contractor clearance is fundamentally the process of ensuring that the contractor working on a federally-funded project is not prohibited from receiving federal awards.
- » **“Contractor”** means **any entity holding a contract for CDBG funds**. It includes developers, councils of government, professional service vendors, and building-trades prime contractors and subcontractors.

# Contractor Clearance

- » IEDA utilizes the contractor clearance process to collect a variety of information required for HUD reporting. This includes:
  - Amount of the contract or agreement
  - Registration with Iowa Workforce Development for construction, demolition, & rehabilitation contractors
  - Section 3 compliance
  - Demographic information required for HUD reporting
  - Contract/agreement (CDBG-DR)
  - Green Streets contractor sign-off (CDBG-DR)
  
- » Not all of this information was being uploaded before; however, it has always been required.

# Debarment Check Requirements

- » Debarment checks (otherwise known as public searches) are required for:
  - The subrecipient of CDBG funds (City/County generally)
  - Any entity that holds a contract with the subrecipient. This includes:
    - Prime construction contractor who holds an agreement with the CDBG subrecipient
    - Construction subcontractor
    - Business owner of any contractor
  
- » Debarment checks are not required for vendors providing supplies or materials and are not installing or providing labor to the federally-funded project.

# Debarment Check Demo

**Beth Brincks**

Internal Controls Project Manager

[Beth.Brincks@IowaEDA.com](mailto:Beth.Brincks@IowaEDA.com)

515.348.6206

# UEI Number Requirements

- » Unique Entity Identifiers (UEI) replaced DUNS numbers in April 2022 as the federal unique identifier. These are required for federal award recipients and subrecipients.
- » UEI numbers are required for:
  - IEDA's subrecipient of CDBG funds (City/County generally)
- » UEI numbers are not otherwise required.

# Iowa Contractor Number

- » Registration with Iowa Workforce Development (IWD) is a state law requirement for contractors working in construction, demolition, and rehabilitation services.
- » Grant administrators should enter contractors' IWD number and a **screenshot** of IWD website showing their active registration.
- » If not doing **construction, demolition, rehabilitation services**, IWD contractor number is not required and a **federal or state tax ID** can be used instead.

# IWD Search Demo

**Beth Brincks**

Internal Controls Project Manager

[Beth.Brincks@IowaEDA.com](mailto:Beth.Brincks@IowaEDA.com)

515.348.6206



# Overview of Numbers & Debarment Checks Necessary

Entity	UEI #	Debarment Check	Iowa Contractor #	Federal Tax ID
City/County or other IEDA vendor	Yes	Yes	No	Yes
Prime construction contractor of City/County	No	Yes	Yes	No
Subcontractor (construction)	No	Yes	Yes	No
"Contractor" (not construction, aka vendor) of City/County. Including COG, professional services, etc.	No	Yes	No	Yes
<b>Business owner</b> of any contractor/vendor. Upload separate screenshot of SAMS.	No	Yes	No	No
Supplies/materials only (no labor/installation)	No	No	No	No

# Contractor Clearance Form

Section	Description
<b>Project Phase/Bid-Letting # (i.e. MC-BidLetting-001)</b>	<b>CDBG-DR Only.</b> Specific to the National Disaster Resiliency (NDR) program only.
<b>Contract Award/Agreement Date*</b>	Date of the contract or agreement between the subrecipient and the contractor. This is NOT the date of IEDA's award or contract with the subrecipient.
<b>Clearance Date Checked:*</b>	This is the date in which the grant administrator conducted a public search and debarment check.
<b>Upload screenshot of debarment check:</b>	This is an upload of the debarment check from the grant administrator. It should include the time and date of the check (normally included in the bottom right hand of the screen if using a Microsoft Windows computer).
<b>Opening Bid Date:*</b>	<b>Procurement.</b> Date in which the bids were opened. Required for procurement. 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.
<b>Wage Determination Number, Including modification number:</b>	<b>Davis Bacon.</b> Required for contractors subject to Davis Bacon prevailing wages
<b>Wage Rate Not Required</b>	<b>IEDA Internal Only Question.</b> Dan Narber checks this off.
<b>Contract \$ Value</b>	Total dollar value of the contract.
<b>Amount of CDBG Funds Used for this contract:</b>	<b>CDBG-DR Only.</b> How much CDBG funds are being used to cover the contract.

# Contractor Clearance Form

<b>Upload contract/agreement</b>	<b>CDBG-DR Only:</b> This is an upload of the contract/agreement covered in the contract
<b>Was procurement required for this contractor?</b>	Was the project subject to procurement?
<b>Upload procurement process documentation</b>	<b>CDBG-DR Only:</b> Documentation of the procurement process.
<b>Is this a Section 3 Business?</b>	Is this a Section 3 Business Concern as defined in 24 CFR Part 75
<b>Upload a Section 3 Business Certification Form</b>	If yes, the contractor is a Section 3 business concern, upload of IEDA Section 3 Business Certification Form is required.
<b>Is this business engaging in demolition, rehabilitation, or construction on an eligible Section 3 project site?</b>	Is the contractor works in construction, demolition, or rehabilitation, and is working on a project site subject to Section 3 as defined in program guidelines
<b>Upload signed Intent to Comply with Section 3 form</b>	If the contractor is working in construction, demolition, or rehabilitation on a Section 3 project site, upload of IEDA Intent to Comply with Section 3 form is required.

# Contractor Clearance Form

<b>Business Name</b>	Name of the contractor
<b>Owner/s Name</b>	Name of the owner of the contractor
<b>Contractor/Officer Name</b>	Point of contact for the contractor
<b>Contractor Address</b>	Address for the contractor
<b>Contractor Type</b>	Prime Contractor or Subcontractor
<b>Trade Type</b>	(New Construction, Substantial Rehabilitation, Repair, Service, Project Management, Professional, Tenant Services, Education/Training, Architectural/Engineering/Appr., Other
<b>Contractor Registration Number</b>	<b>Demolition, Rehabilitation, Construction.</b> State of Iowa contractor registration number for construction, demolition, and rehabilitation activities. Required for primes and subs.
<b>Upload IWD Contractor Registration Screenshot</b>	Screenshot of proof of registration from Iowa Workforce Development for construction, demolition, rehabilitation contractors.
<b>Contractor Tax ID</b>	<b>Not Demolition, Rehabilitation, Construction.</b> Federal or State Tax ID.

# Contractor Clearance Form

<b>UEI (Unique Entity Identifier):</b>	Required for subrecipients and State vendors
<b>Contractor MBE:</b>	Minority Business Enterprise race
<b>Contractor WBE:</b>	Women-owned business
<b>Hispanic:</b>	Yes, No, Not Applicable. (This is required for HUD reporting)
<b>Is this business working on a Green Streets eligible project site?</b>	Yes, No, Not Applicable
<b>If yes, upload signed Green Streets checklist for trade”</b>	<b>CDBG-DR Only:</b> Signed copy of the applicable Green Streets Checklist for the trade the contractor is working in.
<b>Brief Description of Contract</b>	Describe the services being provided by the contractor

# Contacts

## Regular CDBG & CDBG-CV

Beth Brincks  
Internal Controls Project Manager

[Beth.Brincks@IowaEDA.com](mailto:Beth.Brincks@IowaEDA.com)

515.348.6206

## CDBG-DR

Your IEDA project manager  
(Jacob Levang, Jared Morford, or  
Katie Shelton)