State of Iowa

Community Development Block Grant

Disaster Recovery

Policies and Procedures Manual

December 2022

IOWA economic development

PURPOSE

The Iowa Economic Development Authority (IEDA) (formerly the Iowa Department of Economic Development (IDED) Accounting and Community Investments teams are committed to the effective administration and financial management of the Flood Supplemental Community Development Block Grant (CDBG-DR) program associated with the recovery from the 2008 Midwest Floods and associated disasters. The purpose of this policy and procedures document is to establish and communicate guidelines for the IEDA Accounting and Community Investments teams related to cash management, reporting, budgeting, and internal controls. This document will be updated periodically to incorporate policy and procedure changes in the CDBG program; however as regulations change over the duration of this program, some examples referenced in this document may include regulation in place at the time of the disaster. IEDA has updated policies to take into consideration regulatory changes, but some procedures and examples referenced in this document have been retained as documentation of policies at the time of recovery.

Subsequent policies and guidance are provided through IEDA's CDBG Management Guide found on the Community Development section of the website. Any areas of compliance not covered in this policy may be covered by other IEDA issued policies and guides.

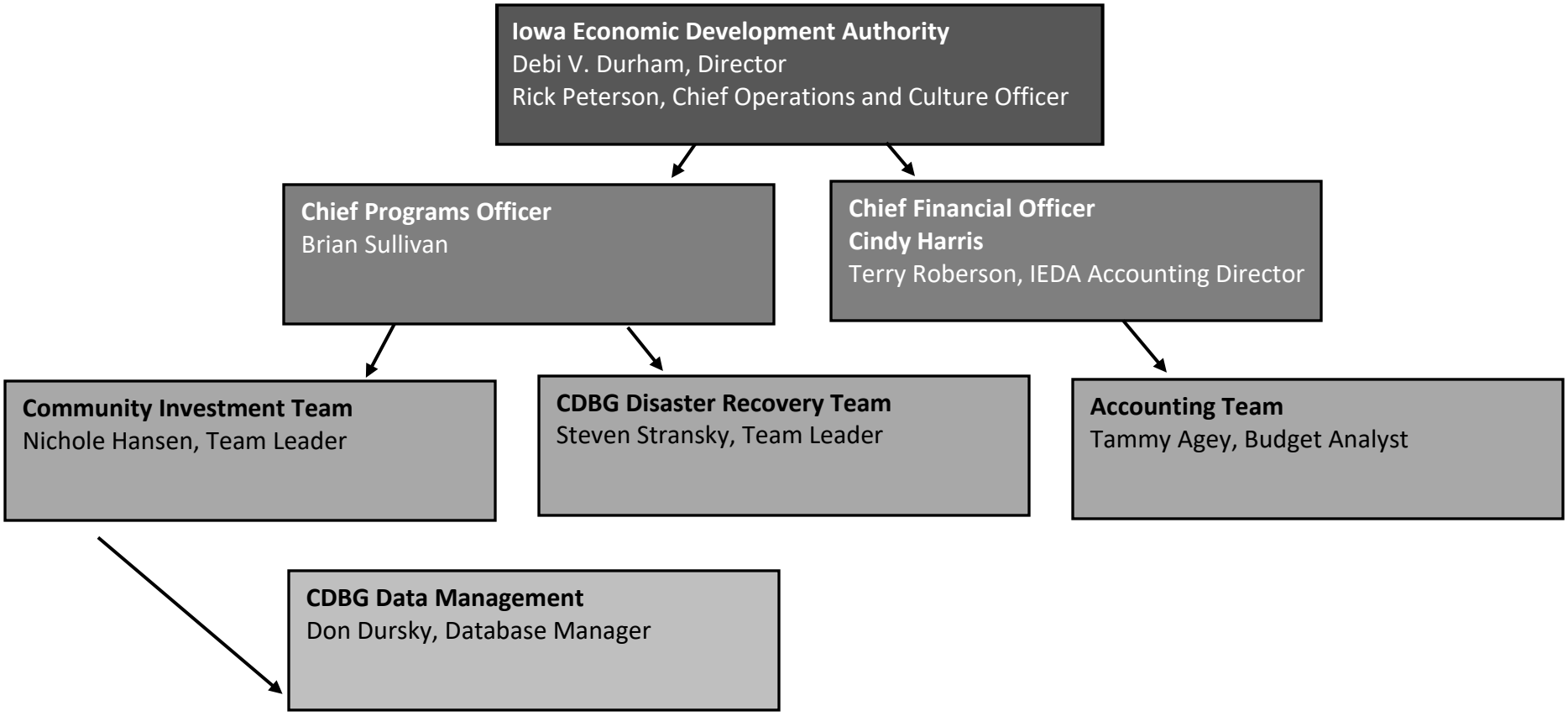
TABLE OF CONTENTS

STATE OF IOWA CDBG-DR POLICY AND PROCEDURES MANUAL

- Organizational Structure - Page 4
- Financial Policies - Page -6
    - Fraud and Waste Policy
    - Cash Management
        - Request for Payment
        - Grant Management System Process
        - Request for Federal Funds
        - Program Income, Collections & Recapture
        - Reporting/Financial and Performance Review
        - Citizen Participation
        - Planning for Audit Costs
        - Audits Process (A-133 / 2CFR200)
    - Financial Procedures
    - Closeout
    - Audit Tracking Management Plan
- Program Specific Guidelines - Page 77
    - Infrastructure
    - HMGP Match
    - Buyout
    - Section 106 Planning
    - Business
    - Housing
    - Lead Based Paint
    - Watersheds
    - Conducting a Low-to-Moderate Income Survey
- Duplication of Benefits - Page 286
    - IMA DOB
    - Housing DOB Process
    - CDBG Buyout DOB Process
    - Buisness DOB Manual
    - Watershed DOB
- Pre-Funding Eligibility Check -Page 289
    - BRAP
    - EBRAP
    - CRRG
    - LISP
    - RLBS
    - FIRP
    - ERAP
    - RAP
    - Steam Conversion
    - Buyout Program
- Monitoring - Page 397
    - General Policies
    - Risk Assessments
    - DOB Monitoring Policy
- Appendices
    A. Activities and Budgets - Page 409
    B. Intermediary Recipient Listing - Page 412
    C. Service Point Sample - Page 414
    D. DOB Manual - Page 419
    E. Monitoring Checklists - Page 507
    F. CDBG-DR Programmatic Agreement with SHPO - Page 640

ORGANIZATIONAL STRUCTURE

The teams responsible for the financial administration of the CDBG-DR program report to their respective team leaders, Program Officer, and ultimately the Department Director. Below is the reporting structure of the Department.



Community Development:

Disaster Recovery (DR) & Community Investments (CI): Team members split their time between the CDBG program and the CDBG-DR program. Some also work on NSP.

Name	Title	Area	funding
Brian Sullivan	Chief Programs Officer	Oversees all Community Development Programs in both the Iowa Finance Authority and the IEDA.	DR, CDBG, HOME, ESG, etc.
Steven Stransky	Disaster Recovery Team Leader	Team Leader for all of the CDBG-DR funds.	CDBG & DR & NSP
Nichole Hansen	CI Team Leader	Team Leader	CDBG & Treasury
Don Dursky	Data Operations Manager	CDBG, DR, NSP	CDBG & DR & NSP
Ed Bash	Project manager	CDBG owner-occupied housing, CDBG economic development projects	CDBG & ED
Joyce Brown	Project manager	CDBG owner-occupied housing & Upper story housing	CDBG
Hayley Crozier	Draw processor	Endow Iowa/DR DOB/CDBG & DR draw processing	CDBG & DR & Endow Iowa
Khristy Landphair / Smith	Audit/close-out coordinator	DRGR data entry, Audits, Close-outs, IDIS data entry	NSP&CDBG&DR
Vacant	Project manger	CDBG-DR Housing	CDBG&DR
Joe Bohlke	Project manager	DR & CDBG infrastructure	CDBG & DR
Dan Narber	Project manager	CDBG infrastructure & DR + CDBG davis bacon compliance	CDBG & DR
Amy Hootman	Envr. & Historic Pres. Specialist	Environmental & Historic Preservation Specialist	CDBG & DR &NSP

FINANCIAL POLICIES:

Iowa Economic Development Authority
Fraud and Waste Policy

The Authority has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse. Allegations of such acts will be investigated and pursued to their logical conclusion, including legal action where warranted. All employees are responsible for reporting suspected instances of fraud, waste, and abuse in accordance with this Policy.

Management is responsible for the effectiveness and efficiency of operations, including the protection of Authority assets from fraud, waste, and abuse. Management has the responsibility for the implementation of internal controls to deter and detect fraud and also responsible for assisting in the deterrence and detection of fraud, waste, and abuse in government by examining and evaluating the adequacy and the effectiveness of the Authority's systems of internal control, commensurate with the extent of the potential risk in the various segments of the organization. Management has primary responsibility for the request for investigation of fraudulent acts committed by or against the Authority.

Scope

This policy applies to all employees. The provisions of this policy apply to any instance of fraud, waste, or abuse involving not only employees, but also external organizations doing business with the Authority and Authority-sponsored events.

Commitment to Confidentiality and Anonymity

The Authority will attempt to ensure that anonymity of the reporter is maintained. When you report, please remember the following concerning confidentially and anonymity:

- Even if you report anonymously, once the report has been made and the investigation begins, your coworkers or others who are familiar with the situation you are reporting may still be able to guess your identity.
- Whether you report anonymously or not, the Authority will treat your report confidentially.
- It is not possible to guarantee absolute confidentiality in all circumstances. Disclosure to others inside or outside the Authority may be required by law in certain cases.

Please do not let these possibilities discourage you from reporting an incident.

Protection

Retaliation against an employee who in good faith reports a violation of law or rule, mismanagement, a gross abuse of funds, an abuse of authority, or substantial and specific danger to public health or safety is a violation of state law per Iowa Code Chapter 70A.29. Please note that this section does not apply if the disclosure of the information is prohibited by statute. See also Code of Iowa 8A.417, 70A.28 and 685.

Definitions

Fraud consists of an illegal act (the intentional wrongdoing), the concealment of this act, and the deriving of a benefit (converting the gains to cash or other valuable commodity). Legally, fraud can lead to a variety of criminal charges including theft, embezzlement, and larceny – each with its own specific legal definition and required criteria – each of which can result in severe penalties and a criminal record.

Waste means the thoughtless or careless expenditure, consumption, mismanagement, use, or squandering of resources owned or operated by the Authority to the detriment or potential detriment of the Authority. Waste

also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls. Waste does not normally lead to an allegation of “fraud”, but it could.

Abuse means the excessive, or improper use of something, or the use of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the Authority; or extravagant or excessive use so as to abuse one’s position or authority. “Abuse” does not necessarily lead to an allegation of “fraud”, but it could.

Examples of fraud, waste, and abuse activities include, but are not limited to:

- Forgery or alteration of documents (checks, contracts, purchase orders, invoices, time sheets, leave records, etc.).
- Misrepresentation of information on documents (employment history, time sheets, leave records, travel reimbursement requests, financial records, etc.).
- Theft, unauthorized removal, or willful destruction of records, property, or the property of other persons (to include the property of employees, customers, or visitors).
- Misappropriation of funds, equipment, supplies, or any other asset.
- Improprieties in the handling and reporting of financial transactions.
- Serious abuse of Authority time such as unauthorized time away from work, falsification of work hours reported, or excessive use of Authority time for personal business.
- Authorizing or receiving payments for goods not received or services not performed.
- Vendor kickbacks.
- Authorizing or receiving payment for hours not worked.
- Misuse of authority for personal gain.
- Any computer-related activity involving the alteration, destruction, forgery, or manipulation of data for fraudulent purposes.
- Inappropriate use of Authority owned electronic devices such as computers, PDAs, cell phones, pagers, or e-mail.

Responsibilities

Any employee who has knowledge of fraud, waste, or abuse, or who has good reason to suspect that such conduct has occurred, shall adhere to the procedures outlined below.

When suspected fraudulent activity, waste, or abuse is observed by, or made known to, an employee, the employee shall immediately report the activity to their direct supervisor. If the employee believes that the supervisor is involved with the activity, they shall immediately report the activity to the CFO or Director’s Office. If the employee believes that the CFO or Director’s Office (or staff of) may be involved with the activity, the employee shall report the activity to the State Auditor’s Office.

The employee shall not make any attempt to investigate the suspected activity prior to reporting it. The CFO or Director’s Office shall coordinate investigations of fraud, waste, or abuse with the State Auditor’s Office, Federal Oversight Agency or State Ombudsman’s Office.

An employee shall not destroy, or allow to be destroyed, any document or record of any kind that the employee knows may be relevant to a past, present, or future investigation

The Authority cannot compel citizens and customers (non-employees) to report suspected instances of fraud, waste, or abuse. However, the Authority strongly encourages them to do so.

CASH MANAGEMENT

Cash management includes requests for payments from recipients, subrecipients, and direct payments to vendors, as well as management of funds drawn down on the CDBG-DR from the U.S. Department of Housing and Community Development (HUD), while remaining in compliance with the Cash Management Improvement Act (CMIA) and the Treasury-State Agreement. Both the Community Investments team and the Accounting Team are responsible for review and approval of the funds requested and for properly entering those transactions into both the Disaster Recover Grant Reporting System (DRGR) and the State of Iowa's Accounting System (I/3).

Request for Payment

Recipients and subrecipients must submit a General Accounting Expenditure (GAX) form. Direct payments to vendors are paid from submitted invoices.

Recipient/Subrecipient Requests

The General Accounting Expenditure (GAX) form is used by recipients and subrecipients based on expenditures to request funds – both administrative and program funds. The GAX form is submitted as funds are needed by recipients and subrecipients to make payment. The following are considered allowable expenditures for which funds may be requested:

- An allowable CDBG-DR expenditure which has been incurred (paid out) by the recipient or subrecipient.
- An allowable CDBG-DR expenditure for which the recipient or subrecipient has a bill on hand. For example, if the subrecipient has an approved award to an individual, the subrecipient may request the funds to pay out the award without first expending the funds.

The above applies to both program and administrative expenses. The GAX form serves as the documentation of a cost incurred. In addition to the GAX form, a listing is attached documenting the recipients or addresses funded with the request. Copies of request forms and their instructions are contained in the Appendices to this document.

Recipients and subrecipients must mail or email the completed GAX form (with appropriate signature) and any required documentation to: Iowa Economic Development Authority, Attn: Data Analyst, 200 East Grand Avenue, Des Moines, IA 50309.

Recipients and subrecipients must ensure charges are valid, reasonable, and in compliance with contractual terms. Recipients and subrecipients complete the GAX form, sign the form, and submit it with appropriate documentation to the Community Development Data Analyst. Recipients and subrecipients are also tasked with submitting requests for reimbursement in a timely manner. If forms are to be signed by someone other than the individual(s) who signed the Grant Agreement, a "Signature Authorization for CEO Change" must be on file. Additionally, if recipients or subrecipients wish to name an alternative signatory, a "Signature Authorization for Alternative Signators" must be on file. (See Appendices to this document for copies of these forms.)

The Data Analyst inputs the information on the GAX form into the Community Development Database and generates a "Draw Review Disaster (DRD)" form. (See Appendices to this document for examples of these forms) The GAX and DRD form are reviewed by the Data Analyst for accuracy and budget adherence. The GAX and DRD form is then forwarded to the Project Manager. The Project Manager confirms whether expenses were submitted in a timely manner, signed by authorized parties, and contain adequate supporting documentation. The Project Manger also obtains Duplication of Benefit and State Historic Preservation Office clearance for each address or recipient listed. The Project Manager then signs the GAX and DRD form and returns them to the Data Analyst. The Data Analyst then forwards the completed GAX to the Budget Analyst on the Accounting Team. **The GAX submitted to the Accounting team is the GAX of record, and subject to audit by State and Federal auditors.** Once the GAX is submitted to Accounting for processing, it will not be returned to the Project Manager for changes. All documentation needed in the Project Files is retained prior to the GAX being forwarded to the Accounting team.

The Budget Analyst receives the GAX and validates that it has been authorized in accordance with the procedures noted above and reviews the funds requested for compliance with period of availability (contract in full force and effect) and budget restrictions. The GAX is also compared to the prior request and the contract to verify the vendor name, vendor code, request number, original grant amount, prior balance, and that remaining balance is adequate for the current request.

The GAX is entered into the State's accounting system (I/3) after it has been reviewed and approved by both the Community Development Division and Accounting staff and payment is issued. Approximately 99% of program funds are paid from accounting string 0340-269-4910.

Invoices

The Authority receives invoices for such items as office supplies, paper, furniture, newspaper publishing charges, and computer equipment. These items are purchased as needed.

When an invoice is received it is received by the person who ordered the items (or placed the newspaper ad) and a GAX form is completed. The GAX form and the invoice are forwarded to the Community Development Division Administrator or Coordinator for their review and approval, as evidenced by their signature on the GAX. This form is then forwarded to the Budget Analyst on the Accounting team for their review and approval, as evidenced by their initials. The GAX form is reviewed for allowability and appropriate coding. The GAX is entered into I/3 and payment is issued.

In several instances, office supplies, paper, and furniture are purchased through the State of Iowa's contract with Office Max. In instances of office supplies, a member of the Accounting team orders the requested items after a request form is received from the Community Development Division. When the supplies are received, the Accounting team member ensures that the supplies ordered and received match what was requested. Paper is ordered Department wide each month and furniture is ordered only if offices are moved or requested by the Division Administrator.

The Office Max bill is then entered into I/3 and payment is processed. Approximately 99% of administration funds are paid from accounting string 0001-269-4505.

Rebuild Iowa Office (RIO)

Early in Disaster Recovery, the Authority contracted with the RIO for Case Management services related to CDBG-DR. The Authority also passed through some CDBG-DR administration funds to RIO to provide support for disaster related activities.

The Authority received from RIO, on a monthly basis, a request for both administration and Case Management funds. These requests included charges for their billable time, travel expenses, other expenses and grant payments.

Each request was reviewed by the Budget Analyst to ensure that the charges were allowable, within the period of availability, within budget levels, and supported by proper documentation. Charges in question were reviewed with RIO to obtain additional supporting documentation. Additionally, each request was signed as true and accurate by Bonnie Rieder, Senior Budget Analyst, Homeland Security and Emergency Management Division.

Upon completion of the review, the Budget Analyst signed off on the request spreadsheet and completed an Internal Transfer Document. The document was entered into I/3 and the transfer was processed.

After the initial disaster response was in place, and the State moved into a long-term recovery effort, in mid-2011, the RIO was dismantled by State Legislators and all CDBG-DR Administration was absorbed by the Authority.

Timesheet Approval

Department Employees
Timesheets (personnel activity reports) are completed bi-weekly by each employee and show the breakdown of time spent by an employee on disaster related activities and other activities as applicable. Employees must sign/certify their timesheet and submit to the supervisor for approval. After supervisor approval the timesheets are submitted to the Human Resource Associate where they undergo review and employee leave balances, etc, are monitored and updated.

Per 2CFR 225, Appendix B, Selected Items of Cost 8-Compensation for Personal Services h-Support of Salaries, IEDA timesheets (personnel activity reports), including reporting for disaster recovery, are outside of the State of Iowa payroll system and meet the following standards:

- They reflect the after-the-fact distribution of the actual activity of each employee;
- They account for the total activity for which each employee is compensated;
- They are prepared bi-weekly and coincide with one pay period;
- They are signed (electronically) by the employee.

Merit Contract Employees
In initial disaster recovery, the Authority had a number of contracted employees working for the Community Development Division due to the need of additional staff to help with Disaster related activities. The Merit Contract employees completed a timesheet on a bi-weekly basis in additional to a Personal Activity Report (PAR). The PAR documented the activities contract employees have spent time on during the two weeks. The timesheets were collected by the Human Resources Associate and forwarded to the Community Development Division Coordinator for approval. Payroll costs were then allocated based on the PAR. The Accounting team then processed payment to the 3rd party contractor.

Grant Management System Process

The IEDA developed a grant management system to handle the myriad of functions needed to operate a federal program. Commonly referred to as the CDBG System, it is used to manage grants from application to closeout. It assists the IEDA in allocating money to various programs, making awards, producing contracts, monitoring compliance with both CDBG regulations as well as cross-cutting regulations such as environmental and DBRA.

Allocations and Obligations

Each grant from HUD is recorded in the CDBG System and program areas are funded in accordance with the Action Plan. Awards from each program area are then recorded (most often applications are transferred in to the recipient area in the CDBG System) with their contract numbers. For each contract, the activities are setup in the CDBG System in accordance with contract budgets. In addition to the CDBG System, the IEDA maintains an Allocation Log (ALOG) in Excel for each grant from HUD, portioning funds to the various programs areas. Contract award totals and administration amounts are recorded in this spreadsheet, as well as final costs. This log provides a cross check of the amount of money available in each program area, and the obligations of those funds. Each quarter, the amounts recorded in both the CDBG System and the ALOG are reconciled to the DRGR budget. Amendments to contract budgets are also recorded. At contract closeout, amounts remaining undisbursed in each activity and the contract are deobligated, returning the funds to the program and making them available for other eligible activities. An Allocation Log Summary and Allocation Log Detail are located in the Appendices to this document.

Draw Reviews

The Community Investments team is responsible for the maintenance of data in all three of these systems (CDBG System, ALOG and DRGR). Each draw is recorded by activity, and the review form (See Appendices to this document for examples of these forms) shows budget amounts, current draw activity, cumulative draws, and remaining funds. If a contract is suspended, the CDBG System allows that to be noted on the main records and a Draw review form marked as Draws on Hold is automatically produced (see Appendices for an example). After the review and approval of the draw, the Data Analyst sends it to Fiscal with an accompanying list of all draws sent over that day. An example of this form is also in the Appendices.

Progress Reports

Regular CDBG funds have several methods of reporting progress – quarterly reports are used in the Housing programs, progress is reported on each draw for the infrastructure programs, and annual reports of progress are made for the economic development programs. The infrastructure reporting is much the same for the disaster funding, but the IEDA has used another system, known as Service Point, to track progress for the housing and business disaster programs being operated by the recipients.

Information about the individual clients served by the disaster funds is maintained in Service Point. Service Point is an existing database technology the state employed to allow for the communication of extensive data concerning the individual clients. It is an external secure database available to both IEDA staff and recipient staff to exchange this information. Data from this database is downloaded and utilized by the IEDA staff in determining eligibility for the programs and determining if a duplication of benefits will exist by using our funds. This data is also used to track progress in a variety of ways – by recipient, by county, etc.

Recipient Closeout Procedures and Deobligation of Funds

When the disaster recovery efforts were at their largest, and the number of disaster recovery open contracts exceeded 100 the following process was in place: on or about the 15th of every month, the closeout coordinator would run the *Closeout Report with Completions* from the CDBG System. That report identifies all contracts that are expiring in the next month. The lists were printed for each project manager and distributed to them. They returned the lists to the closeout coordinator, marked for closeout or indicating that they will be extended the open contract. The project managers prepared necessary extension requests, which go through the contract review process. The closeout coordinator issues a Notice of Closeout to those contracts so marked, notifying the

recipients of required reports and the end date of the contract, and enters the date of the letter in the CDBG System.

Every month, the closeout coordinator generated *Closeout – Assessment Checklist*, which lists all the contracts that received a *Notice of Closeout* 60 days before they expired. For each contract on the list, the contract coordinator generates *Closeout Checklist Parts 1 & 2*. The closeout coordinator completes the first part of the checklist, assessing the contract status for audit compliance, and keeps that part for future use. The second part is attached to the contract file and forwarded to the project manager for completion.

The Project Manager assesses the contract for completion, noting that all needed reports are submitted, recording any additional data required, and commenting on overall compliance. After initialing, the file and *Part 2 - Financial Review/Predeobligation* of the assessment are given to the Contract Coordinator, who notes final costs and ensures the Allocation Log and CDBG System and the contract status are consistent.

With the number of open contracts diminishing, the Project Managers now work directly with the Closeout Coordinator to ensure all necessary documentation is organized and notices and closeout requirements are met at the time the Project Manager indicates the file is ready to close.

The file is forwarded to the Closeout Coordinator, who attaches Part I of the checklist, *Audit Assessment and Final Reviews*, and determines that audit requirements have been met. The Contract Coordinator then completes the DRGR records, marks all records in the CDBG System and ALOG as complete, and issues the Contract Completion letter to the recipient. The file is marked as complete and taken to the file room. After 6 months or more, the file is sent for scanning, unless a longer term-of affordability, is in place and the files will remain at IEDA until such term is concluded.

Compliance monitoring

In addition to financial and performance information, several areas of compliance are tracked in the CDBG System – environmental and SHPO review, monitoring visits and results, to name just two. A full explanation of the monitoring policies and procedures are contained in a separate section of this document.

REQUEST FOR FEDERAL FUNDS

The Accounting team group is responsible for drawing down funds on the CDBG-DR from HUD in compliance with CMIA.

Cash Management Improvement Act

CMIA was passed by congress in 1990 and amended in 1992 to ensure efficiency, effectiveness and equity in the transfer of funds between state and federal governments. The major provisions of CMIA are:

Federal agencies must make timely fund disbursements and grant awards to states.

- State and federal agencies must minimize the time between the transfer of federal funds to states and the presentation of states' check/warrants or settlement of EFT payments for CMIA program purposes.
- States are entitled to interest from the federal government from the day the state pays out its own funds, for CMIA program purposes, to the day federal funds are credited to the state's account.
- The federal government is entitled to interest from states for the time federal funds are in state accounts until the day funds are paid out for CMIA program purposes.
- Interest charges will be paid from operating budgets and not amounts available for CMIA program funding.
-

The Authority follows the State of Iowa's CMIA rules which state that funds received from the federal government must be expended within three working days. This timeline is reviewed by the State Auditor's Office as part of the Authority's annual audit. The Authority received no finding related to Cash Management in the fiscal year 2008 (the most recent year of completion) audit.

Draw Down of Funds

Program Funds

In addition to forwarding the GAX to the Budget Analyst for review and approval, the Data Analyst also prepares a "CDBG Funding, Draws – Disaster List of Requests to Fiscal" and a "CDBG-Funding, Draws-Disaster to FISCAL for DRGR."

Upon approval of the GAX, the Budget Analyst logs onto DRGR and enters the dollars for each activity based on the "Draws-Disaster to FISCAL for DRGR." The Analyst notes the voucher number on the "Draws-Disaster to FISCAL for DRGR" sheet and also initials the sheet. She then attaches the sheet to a screen print from DRGR of the draw. The sheet and the screen print are forwarded to the Community Development Division, EO2 or in their absence, the Administration Division Administrator (DA) for their approval. The EO2 or DA verifies the input into DRGR was done correctly and then approves the draw. The "Draws-Disaster to FISCAL for DRGR" is initialed to by the approver and a screen print of the draw approval from DRGR is attached. This information is then returned to Budget Analyst.

The Budget Analyst then prepares a Cash Receipt on the State's Accounting system (I/3). The cash receipt is approved by the Accounting Tech 3 and forwarded to the State Treasurer's Office. When the funds from HUD hit the state's bank account the cash receipt is approved by the State Treasurer's Office. The Budget Analyst then modifies the cash receipt to move the funds to the correct accounting string. The modified cash receipt is then approved by the Budget Analyst and Accounting Tech 3. State Accounting then approves the cash receipt. A copy of the completed cash receipts in addition to the DRGR printouts and "Draws-Disaster to FISCAL for DRGR" and "Draws – Disaster List of Requests to Fiscal" documenting all the approvals is maintained by the Budget Analyst.

Administration Funds

Administration accounts related to the CDBG-DR are reviewed on a bi-weekly basis by the Budget Analyst. The Budget Analyst must review all requests for payment that are processed through the administration account so all costs that have been incurred during the two weeks have been deemed proper and allowable.

Every other Thursday the Budget Analyst summaries all activity in the CDBG-DR administration account and determines how many dollars to draw. This determination is based on prior history and approximate payroll costs. The Budget Analyst completes a "Administration Draw" form and enters this information into DRGR. Supporting documentation for this amount is retained on a spreadsheet summarized by fiscal year. The voucher number from DRGR is noted on the "Administration Draw" form in additional to the date and the Analyst's initials. The "Administration Draw" form and a screen print from DRGR and then forwarded to the EO2 or DA for approval of the draw. Upon approval, the Budget Analyst prepares a CR which follows the same process as the Program Funds.

Funds are drawn every other Thursday to comply with the Cash Management Improvement Act payroll warrant requirements.

See Financial Procedures – Appendices for an example of the spreadsheet used to summarize the administrative costs.

Program Income, Collections and Recapture

Return of Net Proceeds

The Authority has developed a guidance document to assist applicants in returning funds when CDBG disaster funds are received and then other sources of funds are also received for the same activity. The funds flow from the recipient to the entity which awarded the funds (City or County/COG). The entity receiving the other sources of funds would be responsible for ensuring that the entity which awarded the funds receives the payment. These funds would then need to be returned to the Authority.

The Authority has had to implement the return of net proceeds procedure when CDBG disaster funds were received and then FEMA funds were received for housing buyouts. Please see an example of the process below:

- The City of Hudson (who has contracted with ABC Company to administer the FEMA award) receives FEMA buyout funding and determines that Mr. Paul Anderson is eligible to receive funding for his damaged property.
- ABC Company completed the "HMGP Replacement Housing Award Calculator" spreadsheet and it was determined that Mr. Anderson received net proceeds applicable to recapture of $5,000 (cell C45 on the spreadsheet)
- Mr. Anderson, upon receiving the FEMA funds from the City of Hudson (or the administrative entity) will need to cut a check to Iowa Northland Regional COG for $5,000. Please note that the City receiving the FEMA funds cannot retain a portion of the FEMA funds and then return these. The payment MUST be received from, in this case, Mr. Anderson.
- The City of Hudson (or the administrative entity) should make a copy of this check and maintain it with the award information on the homeowner. The original check should then be mailed to Iowa Northland Regional COG. Accompanying this check should be the form which is attached to this email. Instructions have also been included in the file.
- The COG will deposit these funds and then cut a check to the County which received the Housing award. This expenditure should REDUCE the amount of federal funds expended. Additionally, the COG should complete the applicable fields on the attached form.
- The County which received the Housing award will deposit the funds received from the COG and then cut a check to IDED for the amount. This expenditure should REDUCE the amount of federal funds expended. Additionally, the County will complete the applicable fields on the attached form.
- Should the Housing award recipient be a City rather than a County/COG, the funds will flow directly from the recipient to the City which received the Housing award. The entity which received the FEMA funds is still responsible for ensuring that the funds are captured and returned to the Housing award recipient.

The required entity must utilize an Authority provided spreadsheet to calculate the amount of funds to return. Then the entities will then fill out the return of funds form and attach a check. Upon receipt of the check, IEDA will revise the amount of CDBG funds drawn by the City or County/COG. IEDA will then communicate to the City or County/COG the new amount to be reflected as drawn on the next draw request.

The return of funds form asks for the name of the recipient of the other sources of funds, the applicant with service point client ID, address, and City; and recipient of the CDBG disaster funds. The reason for the return of funds is also included. This can be changed depending on the nature of the distributed funds.

Program Income

The Authority does not anticipate gross income earned by the Recipient that is directly generated by a supported activity or earned as a result of the CDBG-DR Award during the period of performance. If the situation arises;

- Recipient will report, via a normal claim process on a GAX, the amount of program income earned.
- Recipient will disburse and report through a GAX, funds available from program income prior to drawing additional program funds.

• The Authority will report and enter program income into DRGR
• For non-entitlement entities, if a DR funded project results in return of funds during or after the HUD closeout procedure, the funds will be held by IEDA and treated as program income. The funds will be expended through IEDA's regular CDBG program prior to the expenditure of additional regular program funds.
• For entitlement entities, if a DR funded project results in return of funds 5 years or more after closeout of their project with IEDA, the funds will be held by the entitlement entity and treated as program income. The funds will be expended through the entitlement entity's regular CDBG program.

Collections

In the event that the Authority disburses funds and subsequently determines that the funds were disbursed in error the following procedure will be followed:

The project manager will contact the recipient of the funds and determine if subsequent funds will be drawn for the same activity. If the award is still open and subsequent funds will be drawn the amount disbursed in error will be deducted from the next amount drawn.

If the award is closed or no subsequent funds will be drawn the Authority will send an invoice to the recipient of the funds for repayment.

Recapture process at Subrecipient Level:

1. Processes for detection and documentation of disaster funds to be recaptured are to be included in subrecipients' written recapture policy/procedures.
    a. Each Subrecipient will develop policies and procedures to address how the subrecipient will audit disaster awards to detect over disbursements due to eligibility discrepancies or general over disbursement of awards.
        i. Eligibility Over disbursement:
            1. Administrative entity disbursed funds to an applicant that was not eligible to receive assistance (e.g. church, home based business, not in business at the time of the flood) or
            2. Eligible applicant did not provide required program documentation or did not meet contract terms of forgiveness requirements (e.g. did not reopen in 12-months).
        ii. General Over disbursement: Administrative entity disbursed more than the applicant was eligible to draw (disbursed more than the award/contract amount or award was calculated incorrectly therefore the administrative entity disbursed more funds than the applicant was eligible to draw).
    b. Policy and procedures will also include collections policies.
2. If it is detected by the Subrecipient, IEDA, or HUD that the Subrecipient provided funds in excess of what the applicant was eligible to receive, the Subrecipient must return the excess funds to the state.
    a. The Subrecipient must also document the applicant file detailing the reason for the over disbursement of funds.
    b. The applicant file should clearly identify the name of the program through which the funds were provided to the applicant, the dollar amount provided to the applicant and the portion of the funds deemed over disbursed.
3. If the Subrecipient determines the applicant did not meet contract or program eligibility requirements, the Subrecipient must recapture the funds using their established policy/procedures. The Subrecipient's recapture policy/procedures must contain at a minimum the following:
    a. Documentation of reason(s) for recapture
    b. 30-day notice requiring repayment with repayment options and opportunity to cure:
        i. Full repayment
        ii. Partial repayment request for repayment plan (installments) –request is sent to state for approval (including financials supporting repayment plan). If approved the subrecipient will request assignment of enforceable contract to IEDA.

iii. Appeal process, contesting repayment. Subrecipient may allow the applicant to appeal based on the subrecipients appeal process. Subrecipient gathers additional information regarding the appeal and makes a determination. Subrecipient forwards appealed determination to the IEDA.

c. If a notice is returned the Subrecipient will take reasonable actions to locate the applicant.
d. 15-day notice & demand for repayment with opportunity to cure, if no response from 30-day notice.
e. If fraud is suspected, the file is turned over to IEDA immediately.

4. If Subrecipient has not recaptured funds by locating applicants and sending notices, Subrecipient may make a formal request to IEDA to initiate collection and/or legal actions for specific applicants. (note: IEDA will only take assignment on an enforceable contract). Subrecipient submits:
   a. A request to initiate collections and legal action for specific applicants, approved by the City Council for subrecipient cities, and the County Board of Supervisors for subrecipient counties;
   b. An "Assignment of Contract" signed by City/County official
   c. Summary of reason(s) for recapture of funds and collection actions taken by the Subrecipeint;
   d. Copy of applicant file including original signed contract between applicant and subrecipient, promissory note and additional contract attachments; applicant name and contact information; if the applicant is a business, include the business owner(s) name and address and whether business is open and operating; demand notices sent to applicant and correspondence and/or results of notices; copy of bankruptcy notification, if applicable.
5. Subrecipient sends repayment or the file (in the event the funds were uncollectable) to IEDA.
   a. Jumpstart business funds are returned via a check made out to the Iowa Economic Development Authority. The check should be sent to the following address:

      Attn: Peggy Russell
      200 E Grand Avenue
      Des Moines, Ia 50309

   b. All other disaster program funds are returned on a Draw Request accompanied by a completed Return of Funds form.

IEDA process for recapture of disaster funds

1. IEDA monitoring of the Subrecipient recapture process.
   a. The IEDA project manager will review the Subrecipient's recapture policies and procedures during an onsite or desktop monitoring.
   b. During a monitoring review a sampling of files determined to be over disbursed will be reviewed to ensure the Subrecipient's recapture process was followed.
2. IEDA Collections Manager follows IEDA collections process:
   a. If the Subrecipient has notified IEDA of suspected fraud. IEDA will provide information to the Iowa Attorney General.
   b. Following a formal request from the subrecipient to initiate collections, IEDA reviews the Subrecipient's collection/attempts to collect over disbursed funds to ensure an attempt to contact the recipient has been made.
   c. Where applicable, IEDA may attempt to recoup or recover funds or assets.
   d. IEDA reviews any requests for payment terms other than full and immediate repayment and request additional documents as applicable.
   e. IEDA may recommend a charge-off, if one of the following conditions occurs.
      i. Funds to be recaptured are less than $100.
      ii. Recipient of funds has very little or no means to repay with no assets that can be garnished.
      iii. Costs of collection would exceed the overpayment amount.
      iv. Recipient cannot be located.
   f. If legal action is required, IEDA Director approves prior to forwarding to collection attorneys.
   g. IEDA documents resolution of all State-handled collection cases.

REPORTING/FINANCIAL AND PERFORMANCE REVIEW

Internal Reporting

Monthly Reports to Management

The Accounting team is responsible for providing accurate and timely financial reports to both the Department Management and RIO (as applicable). The monthly budget vs. actual reports is prepared by the Budget Analyst to enable management to quickly analyze the financial position of the CDBG-DR program. The report shows the current budgeted amount in the action plan for each program and the amounts disbursed both by program and region. Total disbursed funds by region are split between program and administrative costs to monitor compliance with the administration allocation.

External Reporting

The Action Plan and Quarterly Performance Report (QPR) are submitted to HUD each quarter through the Disaster Recovery Grant Reporting (DRGR) system. HUD gathers information from the Iowa QPR and reports to the U.S. Congress.

The Action Plan is submitted to HUD through DRGR by the end of the last month in each quarter. The Action Plan lists all of the activities in each grant, the activity description, the total CDBG Disaster Recovery Grant Funds Budgeted for each activity and the expected performance measures. The budgeted totals for each program must not exceed the amount authorized in the DRGR system. After the Action Plan is updated in DRGR, it is then submitted to HUD to review and approve. Only after the Action Plan is approved, can the QPR be submitted.

The Quarterly Performance Report must be submitted to HUD through DRGR 30 days after the end of the quarter. The QPR contains financial information, performance measures achieved and an activity progress narrative for each activity. Actual amounts expended, drawn down (revenue) and obligated during the quarter are included in the financial information reported. The drawdown and obligated amounts are automatically updated from the DRGR drawdown module each quarter. However, the amounts expended have to be manually entered into the QPR. Information available from Service Point (for related activities while those activities are open) and regular report information entered into the CDBG System provide information used to complete quarterly performance measures and activity progress narratives that are entered into the DRGR system. After the QPR has been updated, reviewed by either the Disaster Team Leader or the Division Administrator, and reconciled, it is then submitted to HUD to review and approve. HUD will review the QPR and submit data from the report to the U.S. Congress by the 19th of the following month. The table below outlines the target dates for Disaster Recovery Grant Reporting.

Target Dates – Deadlines

	Jan 1st to Mar 31st Report	***Apr 1st to Jun 30th Report***	***Jul 1st to Sep 30th Report***	***Oct 1st to Dec 31st Report***
Grantee to submit Action Plan changes with new or modified activities	March 30	June 30	September 30	December 31
HUD to review Action Plan changes - approve or reject for modification	April 15	July 15	October 15	January 15
Grantee to submit Quarterly Performance Report (QPR)	April 30	July 30	October 30	January 30
HUD to submit QPR data in Reports to Congress	May 19	August 19	November 19	February 19

Reports Available to Public

The Community Investments team staff ensures that all DRGR quarterly reports that have been reviewed and approved by HUD are posted on the IEDA website for public review.

BUDGETING

The state fiscal year runs from July to June. The Budget Analyst is responsible for determining the CDBG-DR budgetary needs for inclusion in the overall Authority budget. The Authority budget is coordinated with the Department of Management, and is ultimately approved or denied by the State Legislature.

Budget categories are salaries and fringe, travel, supplies, postage, phone, rent, utilities, professional services, outside services, transfers, reimbursement to other agencies, equipment, indirect costs, refunds, and state aid.

Budget performance is monitored by the Budget Analyst and Division Administrators and Coordinators of the Community Development and Administration Division.

CITIZENS PARTICIPATION

Under the Supplemental Disaster Recovery funding the normal Citizen Participation requirements have been waived. The following information provides the necessary actions required by the applicant and recipient of these funds.

1. The streamlined requirements do not mandate public hearings, but do require the applicant to provide a reasonable opportunity (at least 7 days) for citizen comment prior to submittal of an application, and ongoing citizen access to information about the use of grant funds.

   Submit a copy of the published notice with the application. Also include information on how all public comments and concerns were addressed.

2. Applicants/recipients are encouraged to notify citizens by any other means, including public posting, postings on relevant Web sites, etc. to keep citizens informed about the project.

3. Ensure the public reasonable access to all local meetings, project records and information relating to the proposed and actual use of federal funds. Ensure equal access to information about the programs including persons with disabilities and limited English proficiency (LEP). Program information is available in the appropriate languages for the geographic areas served by the jurisdiction and the appropriate format for persons with disabilities

4. Provide citizens with names and addresses of the person(s) authorized to receive and respond to citizen questions and complaints concerning proposed and funded activities. A timely written response must be made to every citizen complaint, and the response must be provided within 15 working days of the receipt of the complaint, if practicable.

(sample)
Public Notice
NOTICE REGARDING SUBMITTAL OF AN APPLICATION FOR SUPPLEMENTAL CDBG DISASTER RECOVERY FUNDING FOR {PROJECT NAME).

The **{_____ City Council or _____ County Board of Supervisors (depending on the recipient}** intends to submit an application for Supplemental CDBG Disaster Recovery Funding for **{project name and brief project description}**. The application will be submitted on or after **{date (this date must be at least 7 days after publication of this notice) }**. The intent of this notice is to provide citizens the opportunity to comment on the proposed project and application prior to submittal. lf you have questions or comments concerning the proposed project and application, you may contact **{name of person}** at **{telephone number}**. Written comments may also be submitted to **{name of person}** at **{address}**.

PLANNING FOR AUDIT COSTS

Contracts under the Housing Fund may be subject to audit before the closeout of the contract can be completed. The Single Audit Act, as revised in 1996, mandates that the recipients of federal funds of $750,000 or more within a year must have these funds audited.

Local Governments/Nonprofit Organizations

For recipients of $750,000 or more in federal funds received from more than one source of federal funding in a fiscal year, an organization-wide audit must be performed.

For recipients of $750,000 or more in federal funds received from a single source of funding in a fiscal year, a project audit, targeting only transactions dealing specifically with the project, may be performed in lieu of an organization-wide audit.

Recipients of less than $750,000 in federal funds within a year are exempt from federal audit requirements.

IEDA reserves the right to request additional information as needed.

For-Profit Organizations

A project audit may be required of projects or activities accomplished by for—profit entities (recipients). Source documentation supporting actual costs may be requested from for-profit entities by IEDA. For example: for projects utilizing both IEDA funds and IFA Low-income Housing Tax Credits, IEDA will require the submission of the Form # 8609 Application Package. All other (non-tax credit) projects may be required to, at a minimum, submit a signed and dated Final Sources and Uses of Funds statement.

Audit-related costs should be considered and included in your application budget.

Pre-Award Audit

A Pre-Award Audit may be required of all for-profit and non-profit direct recipients of grant funds that exceed $150,000. Pre-Award Audits will be initiated by IEDA following awards. Completion of the Pre-Award Audit survey including satisfactory results or remedies must occur prior to contract execution and transfer of funds from IEDA.

AUDITS – PROCESS (2 CFR 200 Formerly known as A-133)

While some examples included in this manual continue to reference A-133, all process have been updated to comply with 2 CFR 200.

1. Set up in CDBG System – if IEDA is awarding more than $750,000 to a City/County the Closeout/Audit section of CDBG is checked that an audit is required.
2. July of each year closeout coordinator sends Audit letter and Single Audit Form to every recipient. The Single Audit Form must be returned to IEDA.
3. As audits are received, they are logged into the CDBG system by contract (for example the audit for Cedar Rapids for fiscal year ended June 30, 2010 listed 7 CDBG contracts)
   - Date audit received
   - Type of Audit (City, County)
   - Audit Year
   - Audits are maintained in File Cabinets marked "Audits"
4. If the audit has issues the project manager will follow up as outlined in 2 CFR 200 (formerly - OMB Circular A-133, Subpart D regulations).
5. At closeout recipient is sent a notice to close letter which
   - again states the audit requirements and
   - includes a Single Audit Form to be completed and returned to IEDA.
6. Prior to closing a contract, closeout coordinator
   - Verifies receipt of either Audit or Single Audit Form
   - If not received, the recipient is contacted or auditor's website is checked to see if audit is available. If available, print, update CDBG, file copy of audit and close out contract.
7. Check Federal Sudit Clearinghouse (FAC) to verify audit has been received. Log date received into CDBG.

FINANCIAL PROCEDURES

Request for Payment/
Activity Status

Business Assistance Programs - Federal Funding

Recipient: _____
Contract Number: _____
Report Number: _____
Period Ending: _____

Activity Code/Title	Budget	Current Expenditures: Expended Since Last Report	Current Expenditures: Less Interest Income Applied	Current Expenditures: Business Programs Reimbursable	Total: Business Programs Requested to Date
Program Costs Urgent Need	392,000	-	-	-	-
Program Costs Low to Moderate Income	392,000	-	-	-	-
Administrative Costs	16,000	-	-	-	-
TOTALS	**800,000**	-	-	-	-
				Less: Funds Received	-
				Less: Payments Pending	-
				Net Request	-

Funds Disbursed							
Program Code*	Service Point Client ID	Business Name	Federal Identification or Social Security Number	LMI Qualified? Y/N	Non Profit? Y/N	Award Amount	Amount Disbursed this request
						GRAND TOTAL (includes supplemental)	-

Administrative Costs

** - This amount can include bills on hand not yet paid

STATE OF IOWA

GAX

BUDGET FY	General Accounting Expenditure	DOCUMENT NUMBER
2010	DATE / ACCTG PERIOD (mm/yy)	

VENDOR CODE | AGENCY NAME

VENDOR NAME AND ADDRESS

BILL TO ADDRESS (ORDERING AGENCY)
Iowa Department of Economic Development
200 E. Grand Ave.
Des Moines, Iowa 50309

SHIP TO ADDRESS

TERMS | FOB | ORDER APPROVED BY | GOODS RECEIVED/SERVICES PERFORMED DATE / INITIALS

QUANTITY | VENDOR'S INVOICE NUMBER

ORDERED	RECEIVED	UNIT OF MEASURE		UNIT PRICE	TOTAL PRICE
			Request for Payment - Business Assistance Programs Contract Number: 08-DRB-20 Report Number: An original and two copies of the completed GAX form in addition to required supporting documentation should be submitted to: Iowa Department of Economic Development Attn: Meridith Marshall 200 East Grand Avenue Des Moines, IA 50309 For questions regarding the completion of the GAX form or required supporting documentation please contact Meridith Marshall at (515) 725-3012 or meridith.marshall@iowalifechanging.com		$ -

DOCUMENT TOTAL $ -

CLAIMANT'S CERTIFICATION

I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.

DATE | TITLE Mayor

CLAIMANT'S SIGNATURE

AGENCY CERTIFICATION

I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:

CODE OR CHAPTER SECTION(S)

AUTHORIZED SIGNATURE

THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY

DOC TYPE (PO or PV)	DOC NUMBER	DOC DATE	ACCTG PRD	BUDGET FY	ACTION NEW/MOD	PO SHIP ENTR	PV TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY
GAX					E		1			

VENDOR CODE	ADDR OVERRIDE	P/A INDICATOR	RPT IND	TEXT (prt on chg) (1/10)	TEXT (prt on chg)
2130796			Y		

REF DOC TYPE	REF DOC NUMBER	REF DOC LINE	COM LN	VEND INVOICE #	COMMODITY CODE	GS CONTRACT

LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/P
01	0340	269	4910				4125									
02																
03																
04																
05																
06																
07																

DOCUMENT TOTAL

GAX WARRANT # AUDITED BY PAID DATE

SL Page 1

Request for Payment/ Activity Status

Business Assistance Programs - Federal Funding

Recipient: ______________________
Contract Number: ______________________
Report Number: ______________________
Period Ending: ______________________

Funds Disbursed							
Program Code*	Service Point Client ID	Business Name	Federal Identification or Social Security Number	LMI Qualified? Y/N	Non Profit? Y/N	Award Amount	Amount Disbursed this request
						TOTAL	-

GAX Completion Instructions:

Please see the attached GAX form which will be used to request funds under the Business Rental Assitance Program.

If you are submitting your request via U.S. Mail, please include the following in your submission:

- An original signed (by the County or City designee) GAX and two copies
- All businesses submitted for payment will be checked against Service Point to determine if the appropriate documentation has been entered into Service Point. **If appropriate documentation is not in Service Point, reimbursement will NOT be made.** Paper copies of this support will not be accepted for reimbursement, the information must be entered into Service Point.

- The orginal signed GAX with two copies will need to be mailed to the following address:
  Iowa Department of Economic Development
  Attn: Meridith Marshall
  200 East Grand Avenue
  Des Moines, IA 50309

If you are submitting your request via e-mail, please include the following in your submission:

- A signed (by the County or City designee) GAX
- All businesses submitted for payment will be checked against Service Point to determine if the appropriate documentation has been entered into Service Point. **If appropriate documentation is not in Service Point, reimbursement will NOT be made.** Paper copies of this support will not be accepted for reimbursement, the information must be entered into Service Point.

- **An original signed GAX** will then need to be mailed to the following address:
  Iowa Department of Economic Development
  Attn: Meridith Marshall
  200 East Grand Avenue
  Des Moines, IA 50309

All email submissions are to be emailed to Meridith Marshall at Meridith.Marshall@iowalifechanging.com

All items highlighted in yellow are to be completed by the entity requesting the funds (City or County). Please see the information below for detailed instructions for completion of the information. Please do not type in any other cells (except those highlighted in yellow) as they contain formulas.

Field	Instructions
GAX Page 1	
Date	The date the form is being completed
Acctg Period	The month and year through which rental assistance payment are being requested. For example, if you are completing the form on 6/25/08 for rental payments to be paid to the Business Tenant in July 2009, the accounting period would be 7/09.
Report Number	Each GAX will need to be sequentially numbered
Date	Date of signature
Title	Title of the person signing the form; in most cases will be either Mayor or Chairman of the Board of Supervisors.
GAX Page 2	
Report Number	Each GAX will need to be sequentially numbered
Period Ending	The month, day, and year through which expenditures have been incurred. For example, if the form is completed on 6/25/09 for Business Rental Assistance payments to be paid to the Business Tenant on 7/1/09, the period ending would be 7/1/09.
Expended Since Last Report	Funds you have expended since the last reimbursement request.
Less Interest Income Applied	Any interest earned on Business Program funds must be spend for program activities. Any interest applicable to these funds must be deducted from the reimbursement

	requested.
Business Funds Requested to Date	Total amount of funds requested from IDED (regardless of if they have been received). Includes the current request.
Less: Funds Received	Amount of funds you have actually RECEIVED from IDED for the Steam Program.
Less: Payments Pending	Funds you have requested from IDED but not yet received.
Program Code	Designate here if the business is being funded under: BRAP Business Rental Assistance Program EBRAP Expanded Business Rental Assistance Program LIS Loan Interest Supplement CRRG Commercial Rental Revenue Gap RIBS Residential Landlord Business Support Please use the drop down menu to select
Business Name	The name of the entity being awarded funds
Federal ID or SS #	The Federal ID of the business or SS# if a sole proprietor.
LMI Qualified? Y/N	Designate here if the business is Low to Moderate Income - please use the drop down menu
Non Profit? Y/N	Designate here if the business is a Non Profit - please use the drop down menu
Award Amount	Total amount of the award to the Business.
Amount Disbursed this Request	Amount of funds included in the current reimbursement request. This amount includes any checks written by the City or COG to businesses for which they have not yet been reimbursed for. In addition, this may include any amount for which a signed agreement is in place and all conditions of disbursement have been met, but a check has not yet been cut by the City or COG
Administrative Costs	Please give a brief discription of the administrative costs for which you are claiming reimbursement

Notes:

- field to be completed by the entity requesting reimbursement

1 Any items not highlighted in purple should not be changed. In many cases, these cells contain a formula that should not be overwritten.

2 The tab titled Supplemental Listing Page 1 should be used to list additional businesses which will not fit on the GAX Page 2

Memo

From: IDED
Date:
Re: DRHB Draw Guidance

The following is guidance on how IDED would like to see draw requests submitted for DRHB contracts.

Along with this memo, I have attached a draw template. Please take note of the first three tabs at the bottom of the attachment, each of these tabs will need be completed and submitted with the draw request.

Tab 1 – Request Form GAX Side 1:
Only addresses for which you are requesting funds should be listed. It is important that project delivery costs for each activity are separated on the GAX as shown in the example.

Project delivery costs that are associated with each activity (for this program the approved activities are Acquisition, Demolition and Relocation) that can be allocated to an address (closing costs are a good example). If there is work that was done by a city employee where the employee's time is tracked on a property by property basis, that the city has paid for and needs to be reimbursed (employee time spent on a specific address) that too can be considered a project delivery cost. The city would need to provide documentation to support the draw amount for that. This could be something as simple as a list of the properties the employee worked on, the time spent on each property and the employee's hourly rate times the hours.

Administration fees are the costs that cannot be allocated to an address and associated with the overall administration of the project.

Tab 3 - Property Breakdown:
This tab on the draw form requests a breakout of the draw by address and activity. The addresses on this spreadsheet should match the addresses listed on the side 1 of the request form. You do not need to break out the administration by address. Please include an invoice for any costs associated with the acquisition of the property that are not listed on the closing statement. Also include the property type and occupancy.

What to include with your draw request:

- The most current verification award form issued to you by IDED (the numbers on this form should match the numbers on the Property Breakdown Tab 3).
- A copy of the signed closing statement.
- Any invoices for costs associated with the acquisition of the property that are not listed on the closing statement.
- HUD-1 Statement for new home (if applicable)
- Income documentation (if requested on verification form)
- Proof of citizenship (Oakville)

REQUEST FOR PAYMENT
DISASTER HOUSING FUNDS
COMMUNITY DEVELOPMENT BLOCK GRANT

Recipient:
Contract Num.:
Report Number:
Period Ending:

ACTIVITY CODE/TITLE	Federal CDBG Disaster Budget	CURRENT EXPENDITURES			TOTAL
		Expended Since Last Report	Less Program Income Applied	CDBG Reimbursable	CDBG Requested to Date
01 Acquisition					
01 Project Delivery					
75 Clearance/Demo					
75 Project Delivery					
81 Relocation					
81 Project Delivery					
0181 ADMIN					
TOTALS					
			Less: IDED Funds Received		
			Less: IDED Payments Pending		
				NET REQUEST	

FINANCIAL INFORMATION				List of Addresses requesting funds:
ACTIVITY CODE	Current Budget	Expended Since Last Report	Expended to Date	
TOTAL				

Attach supporting documentation to the back of this form

STATE OF IOWA

GAX

BUDGET FY

General Accounting Expenditure

DOCUMENT NUMBER

DATE | ACCTG PERIOD (mm/yy)

VENDOR CODE | AGENCY NAME

VENDOR NAME AND ADDRESS

BILL TO ADDRESS (ORDERING AGENCY)

Iowa Department of Economic Development
200 E. Grand Ave.
Des Moines, Iowa 50309

SHIP TO ADDRESS

TERMS | FOB | ORDER APPROVED BY | GOODS RECEIVED/SERVICES PERFORMED DATE INITITALS

QUANTITY | VENDOR'S INVOICE NUMBER

Report Number: _____

ORDERED	RECEIVED	UNIT OF MEASURE		UNIT PRICE	TOTAL PRICE
			Request for Payment under CDBG Disaster Housing Contract Number: _____		

DOCUMENT TOTAL

CLAIMANT'S CERTIFICATION

I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.

DATE | **TITLE**

CLAIMANT'S SIGNATURE

AGENCY CERTIFICATION

I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOUD BE PAID FROM THE FUNDS APPROPRIATED BY:

CODE OR CHAPTER SECTION(S)

AUTHORIZED SIGNATURE

THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY

DOC TYPE (GAX)	DOC NUMBER	DOC DATE	ACCTG PRD	BUDGET FY	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY
GAX										

VENDOR CODE	ADDR OVERRIDE	F/A INDICATOR	EFT IND	TEXT -po's only (Y/N)	TEXT (po's only)
			Y		

REF DOC TYPE	REF DOC NUMBER	REF DOC LINE	COM LN	VEND INVOICE #	COMMODITY CODE	GS CONTRACT

LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F
01	0340	269	4910				4125									
02																
03																
04																
05																
06																
07																

DOCUMENT TOTAL

GAX | **WARRANT #** | **AUDITED BY** | **PAID DATE**

						Buyout				
01 Acquisition	01 Project Delivery	75 Clearance / Demolition	75 Project delivery	81 Relocation	81 Project delivery	Household size	% of AMI	Service Point Client ID #, if applicatble	Property Type	Occupancy
01 Acquisition	01 Project Delivery	75 Clearance / Demolition	75 Project delivery	81 Relocation	81 Project Delivery	Household size	% of AMI	Service Point Client ID #, if applicatble		

FRONT SIDE OF FORM

Recipient name and contract number: Recipient name and contract number as they appear on the CDBG contract.
Report Number: Number each draw report in sequential order.
Period Ending: End date for which expenditure information is given. This date cannot extend past contract end date. Submit within 60 days. Final reports should be noted.

Table and Column Information

Activity Code/Title and Federal Budget: Enter code number, title and CDBG federal budget for each activity as they appear on Attachment A-1 of the contract. Any executed amendments to the budget should be reflected in the Federal Budget column.

Current Expenditures
Expenditures Since Last Report: Enter expenditures of federal shares by activity since last report rounded to whole dollars. $500 minimum, unless final draw.
Less Program Income Applied: Enter any program income that was received and used to cover activity expenses. (See Management Guide for further information on Program Income.) Amounts to be rounded to whole dollars.
CDBG Reimbursable: For each activity, subtract the Program Income amount from the Expended Since Last Report amount. This represents the amount of CDBG expenses that can be claimed from the contract.

Total-CDBG Requested to Date: Expenditures entered in this column are computed by adding the amount in the CDBG Reimbursable column to the amount shown in the TOTAL column of your preceding report. (Year-to-date total.)

Totals
Totals: Provide a final total for each column.

Net Request Lines
IDED Funds Received: Insert total of all CDBG Disaster payments received from IDED to date for this contract.
IDED Payments Pending: Insert total of previous CDBG requests from IDED for this contract for which payment has not been received.
Net Request: Total of this Current Request. Should match the total of column #9 (CDBG Reimbursable)

Local/FEMA Financial Information
Activity Code and Current Budget: Enter the FEMA amount committed to this contract by the activity code.
Expended Since Last Report: Enter expenditures of FEMA dollars by activity since last report.

Expended to Date: Expenditures entered in this column are computed by adding the amount in the Expended Since Last Report column to the amount shown in the Expended to Date column of your preceding report.
Total line: Totals of budget and expenditures columns.

List of Addresses Drawing Funds
List each address for which funds are being drawn.

BACK SIDE OF FORM
(GENERAL ACCOUNTING EXPENDITURE)

Date Form Completed

Accounting Period (Date from number 4 above)

Vendor: Name and address of recipient as they appear on the contract.

Vendor's Invoice Number: Current draw number.

Description of Item: Fill in contract number and amount of request in the spaces provided.

Claimant's Certification: Type in title, and have it signed and dated by contract signatory.

Submit a typed and signed original of both sides and 3 copies to:
Data Analyst
Iowa Department of Economic Development
Community Development Division
200 East Grand Avenue
Des Moines, Iowa 50309

DRAW REVIEW PROCESS

(Updated 4-18-2011)

1. Check to make sure the applicant has submitted the correct draw form. This should be a DRHB- Disaster Housing Funds form. If the incorrect form is used, email the administrative entity to request the correct form.

2. Check to make sure each address listed on the draw form is also listed on the attached spreadsheet. If these do not match, email the administrative entity.

3. Begin with the first address listed on the spreadsheet. Search address in Service Point. Find the address's award verification form. Make sure you use the most up-to-date award verification form that has been issued.

4. Move from left to right for each address, beginning with Acquisition costs. The Verification Form will have the CDBG Award Amount listed at the bottom of the page. This amount should match the Acquisition costs for the same address. If this matches, highlight the award amount and put a √ next to the Acquisition cost listed on the spreadsheet for the first address.

    a. If the award amount on the Verification Form (CDBG Award Amount) is different than the Acquisition cost listed on the spreadsheet, look for a deduction sheet. This form should include any items that were salvaged from the house, decreasing the overall award amount. Mark " – Ded" so you know how to account for the difference.
    b. Check the award verification form for notes in the Comments section. Most often this note will be that the file needs income documentation prior to closing. If so, make sure there is documentation with the draw that shows income level. Enter the AMI percentage in DOBApp and remove the note from the Comments box.

5. Project delivery costs may be associated with Acquisition, Clearance/Demo, and Relocation. A project delivery cost is any cost that can be directly associated with the address. For example, a project delivery cost for Acquisition may be time spent by employees specifically on this address. If that is the case, the City will need to submit a document showing what address the time was spent on, how much time was spent, and the hourly rate of pay per employee. If this amount matches, highlight the total amount and put a √ next to the project delivery costs for Acquisition listed on the spreadsheet for the first address.

    a. If the project delivery costs are not clearly found, put an * by the project delivery costs for Acquisition. On the spreadsheet, add up the amounts you found that correspond with the total amount for that address.
    b. Oftentimes, project delivery costs are listed on the HUD-1 as line 103, "Settlement Charges to Borrower".

6. Look for any costs listed in the clearance/demo section. Oftentimes these costs will come on one large invoice with multiple properties. Make sure it's clear how much is being requested per property. If this matches, highlight the award amount and put a √ next to the Clearance/Demo cost listed on the spreadsheet for the first address.

7. Relocation costs will be found on the Verification Form under RHA Eligibility. Moving costs will be counted in this amount as well (on the spreadsheet). If this amount matches, highlight the total amount and put a √ next to the Relocation costs listed on the spreadsheet for the first address.

    a. Relocation costs can also be found on the HUD-1, in line 109 "Dislocation Assistance". Similar costs will be found in this area on the HUD-1 for replacement housing allowances and moving expenses.

8. Check to make sure that for each address the household size, % of AMI, and Service Point number is listed. If any of these items are missing, email the administrative entity to correct the spreadsheet and send it back in. **Exception**: Files only seeking a replacement housing award of $15,000 may not always have a Service Point number. These may be FEMA acquisitions which are not entered in Service Point.

9. Repeat steps 3-7 for each address listed on the draw request/spreadsheet.

10. **For Cedar Rapids draws only:** Check all addresses against the "Active IMA" spreadsheet from Cedar Rapids. If an address is on this list and the draw, we will need to reissue the award with an updated amount of IMA toward principal.

11. Once all items have been accounted for, submit original draw form (and three copies) with one set of backup documentation to Dar. Write "All backup matches Date KG" on the original spreadsheet. This lets Dar know that the draw is ready to be approved.

12. Dar will review and enter into the system. The draws will then come back to you for final review.

13. If all dollar amounts requested match their budgets, and the RROF and Excessive Force dates have been entered, sign off on the draw. Initial and date on the front of the green sheet. Find 4 GAX forms: 3 copies, one original. Initial the copies, and fully sign the original.

14. Give draw back to Dar.

REQUEST FOR PAYMENT
DISASTER HOUSING FUNDS
COMMUNITY DEVELOPMENT BLOCK GRANT

Recipient:
Contract Num.:
Report Number:
Period Ending:

ACTIVITY CODE/TITLE	Federal CDBG Disaster Budget	CURRENT EXPENDITURES			TOTAL
		Expended Since Last Report	Less Program Income Applied	CDBG Reimbursable	CDBG Requested to Date
01 Acquisition					
TOTALS					
			Less: IDED Funds Received		
			Less: IDED Payments Pending		
				NET REQUEST	

LOCAL FINANCIAL INFORMATION				List of Addresses requesting funds:
ACTIVITY CODE	Current Budget	Expended Since Last Report	Expended to Date	
TOTAL				

Attach supporting documentation to the back of this form

STATE OF IOWA

GAX

General Accounting Expenditure

BUDGET FY	DOCUMENT NUMBER
2012	

DATE | ACCTG PERIOD (mm/yy)

VENDOR CODE | AGENCY NAME

VENDOR NAME AND ADDRESS

BILL TO ADDRESS (ORDERING AGENCY)
Iowa Economic Development Authority
200 E. Grand Ave.
Des Moines, Iowa 50309

SHIP TO ADDRESS

TERMS | FOB | ORDER APPROVED BY | GOODS RECEIVED/SERVICES PERFORMED DATE INITITALS

QUANTITY | VENDOR'S INVOICE NUMBER

Report Number: 1

ORDERED	RECEIVED	UNIT OF MEASURE		UNIT PRICE	TOTAL PRICE
			Request for Payment under CDBG Disaster Housing Contract Number: _____		
				DOCUMENT TOTAL	

CLAIMANT'S CERTIFICATION

I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.

DATE | **TITLE**

CLAIMANT'S SIGNATURE

AGENCY CERTIFICATION

I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOUD BE PAID FROM THE FUNDS APPROPRIATED BY:

CODE OR CHAPTER SECTION(S)

AUTHORIZED SIGNATURE

THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY

DOC TYPE (GAX)	DOC NUMBER	DOC DATE	ACCTG PRD	BUDGET FY	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY
GAX										

VENDOR CODE	ADDR OVERRIDE	F/A INDICATOR	EFT IND	TEXT -po's only (Y/N)	TEXT (po's only)
			Y		

REF DOC TYPE	REF DOC NUMBER	REF DOC LINE	COM LN	VEND INVOICE #	COMMODITY CODE	GS CONTRACT

LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F
01	0340	269	4910				4125									
02																
03																
04																
05																
06																
07																

DOCUMENT TOTAL

GAX | **WARRANT #** | **AUDITED BY** | **PAID DATE**

RECIPIENT: ____________________

DRMH CONTRACT #: ____________________

CDBG DRAW # ____________

		BUYOUT HOUSEHOLD DATA						CURRENT HOUSEHOLD DATA	
Buyout Address	Amount of Funds Requested from CDBG	% of Area Median Income	Hispanic? Y = Yes N = No	Code: Race/ Ethnicity of H/H	Household Size	Property Type (S/F or M/F)	Occupancy (Owner or Tenant)	Current Address	Occupancy (Owner or Tenant)

Code/Race
1 - Native American/Alaskan
2 -Asian
3 - Black/African American
4 - Intentionally Left Blank
5 - White
6 - Native Hawaiian/Other Pacific Islander
7 - Black/African American and White
8 - Native American/Alaskan and Black/African American
9 - Native American/Alaska & White
10 - Asian & White
11 - Other Multi-racial

FEDERAL JUMPSTART HOUSING
COMMUNITY DEVELOPMENT BLOCK GRANT
REQUEST FOR PAYMENT

Recipient: _____
Contract Number: _____
Report Number: _____
Period Ending: _____

ACTIVITY CODE/TITLE	Federal Jumpstart Budget	CURRENT EXPENDITURES			TOTAL
		Expended Since Last Report	Less Program Income Applied	Fed Jumpstart Reimbursable	Fed Jumpstart Requested to Date
181 GENERAL ADMIN					
TOTALS					
			Less: IDED Funds Received		
			Less: IDED Payments Pending		
				NET REQUEST	

Project Delivery Costs Included Above		
ACTIVITY CODE	Expended Since Last Report	Expended to Date
TOTAL	$0	$0

List of Addresses for which funds are being requested:			
Activity#/Service Pt.#	Address	Activity#/Service Pt.#	Address

Attach supporting documentation to the back of this form

STATE OF IOWA

GAX

BUDGET FY	General Accounting Expenditure	DOCUMENT NUMBER
	DATE / ACCTG PERIOD (mm/yy)	
VENDOR CODE	AGENCY NAME	
VENDOR NAME AND ADDRESS	BILL TO ADDRESS (ORDERING AGENCY): Iowa Department of Economic Development, 200 E. Grand Ave., Des Moines, Iowa 50309	SHIP TO ADDRESS
TERMS / FOB	ORDER APPROVED BY	GOODS RECEIVED/SERVICES PERFORMED — DATE / INITIALS
QUANTITY	VENDOR'S INVOICE NUMBER — **Report Number: _____**	

ORDERED	RECEIVED	UNIT OF MEASURE		UNIT PRICE	TOTAL PRICE
			Request for Payment - Federal Jumpstart Housing **Contract Number: _____**		
				DOCUMENT TOTAL	

CLAIMANT'S CERTIFICATION

I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.

DATE **TITLE**

CLAIMANT'S SIGNATURE

AGENCY CERTIFICATION

I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOUD BE PAID FROM THE FUNDS APPROPRIATED BY:

CODE OR CHAPTER SECTION(S)

AUTHORIZED SIGNATURE

THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY

DOC TYPE (GAX)	DOC NUMBER	DOC DATE	ACCTG PRD	BUDGET FY	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY
GAX										

VENDOR CODE	ADDR OVERRIDE	P/A INDICATOR	EFT IND	TEXT (80's Only) (Y/N)	TEXT (80's Only)
			Y		

REF DOC TYPE	REF DOC NUMBER	REF DOC LINE	COM LN	VEND INVOICE #	COMMODITY CODE	GS CONTRACT

LINE	FUND	ACCY	ORC	SUB ORC	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	F/D	D/F
01	0340	269	4910				4125									
02																
03																
04																
05																
06																
07																

DOCUMENT TOTAL

GAX **WARRANT #** **AUDITED BY** **PAID DATE** _____

Instructions for Request for Payment - Jumpstart Federal Housing Program

Front side of form

contract.

Report Number: Number each draw report in sequential order.

Period Ending: End date for which expenditure information is given. This date cannot extend past contract end date. Submit within 60 days. Final reports should be noted.

Table and Column Information

as they appear on Attachment A of the contract. Any amendments to the budget should be reflected in the Federal Budget column.

Current Expenditures

Expenditures Since Last Report: Enter expenditures of federal shares by activity since last report. Round dollars for this current request. $500 minimum, unless final draw.

Less Program Income Applied: Enter any program income that was received and used to cover activity expenses. (See Management Guide for further information on Program Income.) Use rounded dollars.

CDBG Reimbursable: For each activity, subtract the Program Income amount from the Expend Since Last Report amount. This represents the amount of CDBG expenses that can be claimed from the contract.

the amount in the Federal Jumpstart Reimbursable column to the amount shown in the TOTAL column of your preceding report.

Totals

Totals: Provide a final total for each column.

Net Request Lines

IDED Funds Received: Insert total of all CDBG payments received from IDED to date.
received.

Instructions for Request for Payment - Jumpstart Federal Housing Program

Back side of form
(General Accounting expenditure)

Only fill in these items

"Date" Form Completed

Accounting Period (Date from number 4 above)

Vendor: Name and address of recipient as they appear on the contract.

Vendor's Invoice Number: Current draw number.

Description of Item: Fill in contract number and amount of request in the spaces provided.

Claimant's Certification: Type in title, and have it signed and dated by contract signatory.

Submit a typed and signed original and
3 copies to:

Data Analyst
Iowa Department of Economic Development
Community Development Division
200 East Grand Avenue
Des Moines, Iowa 50309

REQUEST FOR PAYMENT / ACTIVITY STATUS

COMMUNITY DEVELOPMENT BLOCK GRANT

Recipient: _____
Contract Number: _____
Report Number: _____
Period Ending: _____

ACTIVITY CODE / TITLE	Federal CDBG Budget	CURRENT EXPENDITURES			TOTAL
		Expended Since Last Report	Less Program Income Applied	CDBG Reimbursable*	Requested to Date
			$0	$0	
			$0	$0	
			$0	$0	
0181 ADMIN			$0	$0	
TOTALS	**$0**	**$0**	**$0**	**$0**	**$0**
				Less: IDED Funds Received:	
				Less: IDED Payments Pending:	
				NET REQUEST:	**$0**

***DETAIL OF FEDERAL ACTIVITY COSTS**

Cost Type	This Request	Total to Date
Engineer/Architect		
Construction		
TOTAL	**$0**	**$0**

LOCAL FINANCIAL INFORMATION				COMMENTS:
ACTIVITY CODE	Current Budget	Expended Since Last Report	Expended to Date	
				Release of Funds:
0181 ADMIN				Local Delay Date:
TOTAL	**$0**	**$0**	**$0**	Cash On Hand: $0

CONTRACT ACTIVITY STATUS		Activity Number:
On Schedule?: (Yes/No)	**Yes**	Narrative Description:
Engin./Arch.: % complete	**0%**	
Construction: % complete	**0%**	
Actual Start Date:		
Est. Completion Date:		
Revised from prior report?	**No**	

CONTRACT ACTIVITY STATUS		Activity Number:
On Schedule?: (Yes/No)	**Yes**	Narrative Description:
Engin./Arch.: % complete	**0%**	
Construction: % complete	**0%**	
Actual Start Date:		
Est. Completion Date:		
Revised from prior report?	**No**	

Status of Special Conditions - Type X in cell with box if cleared:

	6.6 Conditions	6.7 Conditions
☐ 6.4 Excessive Force	☐	☐
☐ 6.5 R.A.R.A.	☐	☐
	☐	☐

Attach supporting documentation to the back of this form

STATE OF IOWA

GAX

BUDGET FY	General Accounting Expenditure	DOCUMENT NUMBER

DATE: 3/23/2010 | ACCTG PERIOD (mm/yy)

VENDOR CODE | AGENCY NAME

VENDOR NAME AND ADDRESS

BILL TO ADDRESS (ORDERING AGENCY)
Iowa Department of Economic Development
200 E. Grand Ave.
Des Moines, Iowa 50309

SHIP TO ADDRESS

TERMS | FOB | ORDER APPROVED BY | GOODS RECEIVED/SERVICES PERFORMED — DATE | INITIALS

QUANTITY — VENDOR'S INVOICE NUMBER

ORDERED	RECEIVED	UNIT OF MEASURE		UNIT PRICE	TOTAL PRICE
			Request for Payment under CDBG Contract Number: _____ Report Number: _____		$_____
				DOCUMENT TOTAL	$_____

CLAIMANT'S CERTIFICATION

I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.

DATE | TITLE

CLAIMANT'S SIGNATURE

AGENCY CERTIFICATION

I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:

CODE OR CHAPTER SECTION(S)

AUTHORIZED SIGNATURE

THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY

DOC TYPE (GAX)	DOC NUMBER	DOC DATE	ACCTG PRD	BUDGET FY	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY
GAX							1			

VENDOR CODE	ADDR OVERRIDE	HA INDICATOR	EFT IND	TEXT 1pd's only (Y/N)	TEXT (pd's only)
			Y		

REF DOC TYPE	REF DOC NUMBER	REF DOC LINE	COM LN	VEND INVOICE #	COMMODITY CODE	GS CONTRACT

LINE	FUND	ACCY	ORC	SUB ORC	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	VD	DESCRIPTION	AMOUNT	VD	WF
01	0340	269	4610				4125									
02																
03																
04																
05																
06																
07																

DOCUMENT TOTAL

GAX WARRANT # AUDITED BY PAID DATE _____

Instructions for Completing
Request for Payment/Activity Status Form
Community Development Block Grant (CDBG) Program

FRONT SIDE OF FORM

1-2 **Recipient name and contract number:** Recipient name and contract number as they appear on the CDBG contract.

3 **Report Number:** Number each draw report in sequential order.

4 **Period Ending:** End date for which expenditure information is given. Expenses being reimbursed must have been incurred by this end date. This date cannot extend past contract end date. Final reports should be noted.

Table and Column Information

5-6 **Activity Code/Title and Federal Budget:** Enter code number, title and CDBG federal budget for each activity as they appear on Attachment A-1 of the contract. Any amendments to the budget should be reflected in the Federal Budget column.

Current Expenditures

7 Expenditures Since Last Report: Enter expenditures of federal shares by activity since last report. Rounded dollars for this current request.

8 Less Program Income Applied: Enter any program income that was received and used to cover activity expenses. (See Management Guide for further information on Program Income)

9 CDBG Reimbursable: For each activity, subtract the Program Income amount from the Expend Since Last Report amount. This represents the amount of CDBG expenses that can be claimed from the contract.

9A This Request: Enter expenditures showing the detail of the CDBG Reimbursable Amount by the cost type listed.

9B Total to Date: Expenditures entered in this column are computed by adding the amount in This Request with the amount in the Total to Date column of your preceding report.

9C Total: Provide a final total for each column.

10 Total-CDBG Requested to Date: Expenditures entered in this column are computed by adding the amount in the CDBG Reimbursable column to the amount shown in the TOTAL column of your preceding report. (Year-to-date total.)

Totals

11 Totals: Provide a final total for each column.

Net Request Lines

12 IDED Funds Received: Insert total of all CDBG payments received from IDED to date.

13 IDED Payments Pending: Insert total of previous CDBG requests from IDED for which payment has not been received.

14 Net Request: Total of this Current Request. This should match the end total of the "CDBG Reimbursable" column.

Local Financial Information

15-16 Activity Code and Current Budget: Enter items for each activity as they appear in Attachment A-1 of the contract.

17 Expended Since Last Report: Enter expenditures of local shares by activity since last report.

18 Expended to Date (YTD): Expenditures entered in this column are computed by adding the amount in the Expended Since Last Report column to the amount shown in the Expended to Date column of your preceding report.

19 Total line: Total of budget and expenditures columns.

Comments

20 Release of Funds Date: Enter the date IDED released funds to the Recipient.

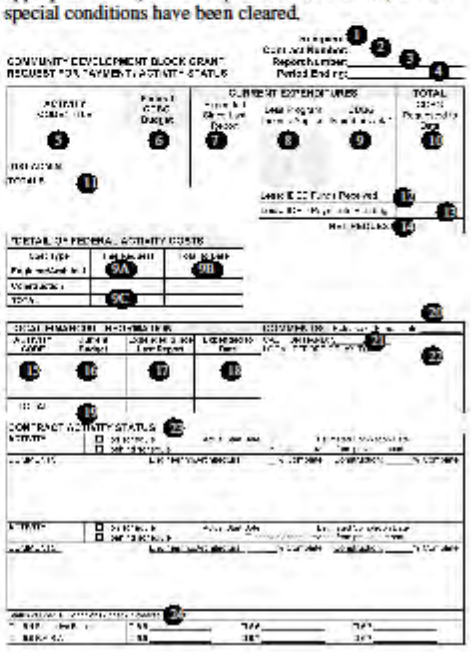
21 Cash on Hand: Enter the amount of federal funds received but **not expended** to date.

22 Local Effort Delay: If local effort contributions have been delayed, enter the date those funds are expected to be available.

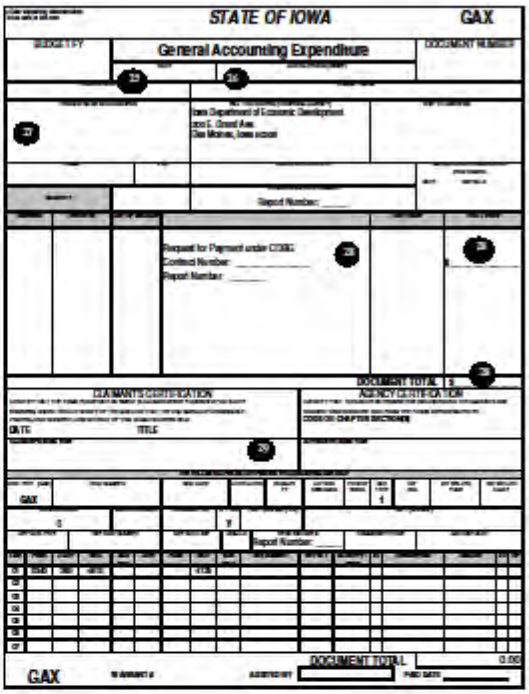
Contract Activity Status

23 Complete the following information for each individual activity code from Attachment A-1 of the contract: Status of activity; percentage complete for engineering and construction; start and completion dates; and general comments regarding the status of the activity.

24 Status of Special Conditions (Contract Article 6): If the project requires clearance of special conditions, check appropriate box (add description for 6.6 and 6.7) if those special conditions have been cleared.



Instructions for Completing
Request for Payment/Activity Status Form
Community Development Block Grant (CDBG) Program


STATE OF IOWA
GAX
General Accounting Expenditure
DOCUMENT TOTAL
CLAIMANT'S CERTIFICATION
AGENCY CERTIFICATION
DATE
TITLE
GAX
DOCUMENT TOTAL

BACK SIDE OF FORM

25 **Date Form Completed**

26 **Accounting Period** (Date from Number 4 above)

27 **Vendor:** Name and address of recipient as they appear on the contract.

28 **Description of Item:** Fill in contract number, report number, and amount of request in the space provided.

29 **Claimant's Certification:** Type in title, and have it signed and dated by contract signatory **in ink other than black.**

Submit a typed and signed original and 3 copies to:

Data Analyst
Iowa Department of Economic Development
Community Development Division
200 East Grand Avenue
Des Moines, Iowa 50309

SIGNATURE AUTHORIZATION FOR CEO CHANGE

Iowa Department of Economic Development
Data Analyst, Community Development Division
200 East Grand Avenue
Des Moines, IA 50309

RE: Contract Number:_____
Recipient:_____

Our community has had a change of Chief Elected Official (CEO). As of _____ the effective date of the change, reports and all related program correspondence will be signed by the signatory below.

Sincerely,

_____
CEO

_____
Witness

SIGNATURE AUTHORIZATION FOR ALTERNATE SIGNATORS

Iowa Department of Economic Development
Data Analyst, Community Development Division
200 East Grand Avenue
Des Moines, IA 50309

RE: Contract Number:_____
Recipient:_____

In the event that the Chief Elected Official (CEO) is unable to sign project related correspondence for the Recipient's above referenced contract, the following alternates are designated below. The signatures attested below are effective as of:_____.

Sincerely,

_____
CEO

_____
Signatory # 1

_____
Signatory # 2

_____
Signatory # 3

_____
Witness

08DR ALLOCATION LOG

FUNDS	ALLOCATION	OBLIGATIONS	TRANSFERS	BALANCE
	$	$	$	$
STATE ADMIN.	$4,700,724.00	$1,266,865.00	$0.00	$3,433,859.00
BUSINESS	$16,000,000.00	$15,000,000.00	$0.00	$1,000,000.00
INFRASTRUCTURE	$43,052,200.00	$27,362,253.00	$0.00	$15,689,947.00
HOUSING	$89,804,074.00	$81,217,692.00	$0.00	$8,586,382.00
PROJECT ADMIN.	$3,133,816.00	$1,677,461.00	$0.00	$1,456,355.00
		$0.00	$0.00	$0.00
TOTAL	$156,690,814.00	$126,524,271.00	$0.00	$30,166,543.00

LAST UPDATE: 26-Mar-10

3/26/2010 3/26/2010 3/26/2010

08DR AWARDS

TYPE	GRANTEE	AWARD	PROJECT ADMIN	FINAL COST	BALANCE	$124,846,810 OBLIGATIONS
DRB	Cedar Rapids	$15,000,000	$300,000		$0	$15,000,000
DRH	Black Hawk County (Amended)	$2,156,290	$54,353		$0	$2,156,290
DRH	Cass County (Amended)	$1,418,497	$28,369		$0	$1,418,497
DRH	Cedar Falls (Amended)	$1,000,000	$20,000		$0	$1,000,000
DRH	Cedar Rapids (Amended)	$35,363,577	$721,705		$0	$35,363,577
DRH	Cerro Gordo County (Amended)	$2,200,000	$44,897		$0	$2,200,000
DRH	Des Moines (Amended)	$3,528,044	$70,761		$0	$3,528,044
DRH	Dubuque County (Amended)	$3,479,605	$69,592		$0	$3,479,605
DRH	Iowa City (Amended)	$3,947,445	$78,949		$0	$3,947,445
DRH	Linn County (Amended)	$6,596,160	$134,615		$0	$6,596,160
DRH	Union County	$200,000	$4,000		$0	$200,000
DRH	Waterloo (Amended)	$3,160,988	$63,220		$0	$3,160,988
DRI	Centerville	$594,000	$6,000		$0	$594,000
DRI	Des Moines - 006	$2,000,000	$0		$0	$2,000,000
DRI	Des Moines - 032	$4,000,000	$0		$0	$4,000,000
DRI	Des Moines - 033	$5,000,000	$0		$0	$5,000,000
DRI	DNR - Flood Plain Mapping Pilo	$200,000	$0		$0	$200,000
DRI	Farragut	$294,000	$6,000		$0	$294,000
DRI	Garnavillo	$900,150	$8,000		$0	$900,150
DRI	Iowa City	$4,970,000	$30,000		$0	$4,970,000
DRI	Lake Mills	$950,000	$6,000		$0	$950,000
DRI	Livermore	$496,200	$4,000		$0	$496,200
DRI	Nashua	$1,426,538	$6,000		$0	$1,426,538
DRI	Ogden	$385,000	$5,000		$0	$385,000
DRI	RIO - Case Management	$1,302,200	$0		$0	$1,302,200
DRI	Waterloo	$3,931,250	$10,000		$0	$3,931,250
DRI	Wesley	$682,320	$6,000		$0	$682,320
DRMH	Black Hawk County (Amended)	$364,673	$0		$0	$364,673
DRMH	Cedar County (Amended)	$538,876	$0		$0	$538,876
DRMH	Cedar Falls - 014 (Amended)	$2,200,153	$0		$0	$2,200,153
DRMH	Cedar Falls - 086 (Amended)	$520,145	$0		$0	$520,145
DRMH	Cedar Rapids	$1,487,777	$0		$0	$1,487,777
DRMH	Charles City - 043 (Amended)	$69,079	$0		$0	$69,079
DRMH	Charles City - 045 (Amended)	$151,434	$0		$0	$151,434
DRMH	Chelsea	$16,145	$0		$0	$16,145
DRMH	Coralville (Amended)	$625,927	$0		$0	$625,927
DRMH	Davenport (Amended)	$107,906	$0		$0	$107,906
DRMH	Des Moines - 016 (Amended)	$62,835	$0		$0	$62,835
DRMH	Des Moines - 021 (Amended)	$196,602	$0		$0	$196,602
DRMH	Dyersville (Amended)	$784,146	$0		$0	$784,146
DRMH	Elkader (Amended)	$513,065	$0		$0	$513,065
DRMH	Evansdale (Amended)	$107,092	$0		$0	$107,092
DRMH	Floyd County (Amended)	$29,202	$0		$0	$29,202
DRMH	Greene (Amended)	$136,108	$0		$0	$136,108
DRMH	Iowa City (Amended)	$2,241,979	$0		$0	$2,241,979
DRMH	Johnson County	$344,900	$0		$0	$344,900
DRMH	La Porte City (Amended)	$217,940	$0		$0	$217,940
DRMH	Linn County (Amended)	$517,446	$0		$0	$517,446
DRMH	Louisa County (Amended)	$307,361	$0		$0	$307,361
DRMH	Manchester (Amended)	$180,177	$0		$0	$180,177
DRMH	Mason City - 031 (Amended)	$75,149	$0		$0	$75,149
DRMH	Mason City - 032 (Amended)	$33,400	$0		$0	$33,400
DRMH	Mason City - 037 (Amended)	$1,146,404	$0		$0	$1,146,404
DRMH	Mason City - 047 (Amended)	$807,602	$0		$0	$807,602
DRMH	Muscatine County (Amended)	$212,100	$0		$0	$212,100
DRMH	New Hartford (Amended)	$282,880	$0		$0	$282,880

Draw Review Forms

C.D.B.G. Funding

Draw Review Disaster - HSG

Report Criteria: *Contract #: 08-DRH-202*

Recipient: Cerro Gordo County (NIACOG) **Received:** _____

Contract #: 08-DRH-202 **Amount:** $2,649,462 **Rep:** Darlene Brickman

St. Prog. Inc.: $0 **Award Date:** 03/18/2009

CDBG Total: $2,649,462 **End Date:** 03/31/2011

Project # / Activity		Setup CDBG $	Current Request	Requested to Date	Project $ Remaining	Comp. Report
08-DRH-202-181	**181 - General Administration**					
HUD #:	Federal:	$25,250			$25,250	
	St. Prog. Inc.:	$0			$0	
	CDBG Total:	$25,250	$0	$0	$25,250	
	Proj. Del. Costs:					
08-DRH-202-731	**731 - Rental Rehabilitation - Small LMI (Max. 7 units)**					
HUD #:	Federal:	$562,500			$562,500	
	St. Prog. Inc.:	$0			$0	
	CDBG Total:	$562,500	$0	$0	$562,500	
	Proj. Del. Costs:					
08-DRH-202-732	**732 - Rental Rehabilitation - Large LMI (8 units & over)**					
HUD #:	Federal:	$700,000		$431,560	$268,440	
	St. Prog. Inc.:	$0		$0	$0	
	CDBG Total:	$700,000	$0	$431,560	$268,440	
	Proj. Del. Costs:			$0		
	Federal Totals:	$1,287,750		$431,560	$856,190	
	St. Prog. Inc. Totals:	$0		$0	$0	
	CDBG Totals:	$1,287,750	$0	$431,560	$856,190	
	Proj. Del. Cost Totals:			$0		

Contract Information:

Final Monitoring: _____

Spec. Monitoring: 09/16/2009

Admin.: Joe Myhre

Phone: (641) 423-0491 Ext:

Cell: FAX: (641) 423-1637

EMail: jmyhre@niacog.org

Contract Clearances:

RROF Clear: 04/17/2009 MOU_Exempt: ☑

RARA: _____

Data Analyst Comments:

Is this 1st Draw? ☐ Is this Final? ☐

Initial: _____ DATE: _____

Project Manager Comments:

If 1st Draw: Is Contract signed?: YES / NO (Check Tracking)

Check Detail report: for SHPO clearance and DOB check on addresses listed.

Approve: _____ DATE: _____

C.D.B.G. Funding

Draws-Disaster to FISCAL for DRGR

Report Criteria: *Date :* 02/19/2010

Voucher #: _____

Approved: _____

Project #	Draw #	HUD Act. #	Amount	Prog Inc.	Total	Confirmed
***** 08D2 *****						
Contract # 08-DRB-206 -Black Hawk County (INRCOG)					**Vendor Code:**	
08-DRB-206-106A	4		$4,483	$0	**$4,483**	☐
08-DRB-206-106B	4		$155,259	$0	**$155,259**	☐
08-DRB-206-181	4		$3,195	$0	**$3,195**	☐
Total for 09-DRB-206:			*$162,937*	*$0*	$162,937	
Sub-Total for 08D2:			*$162,937*	*$0*	$162,937	
***** 08DR *****						
Contract # 08-DRH-002 -Cerro Gordo County (NIACOG)					**Vendor Code:**	
08-DRH-002-971	13		$24,521	$0	**$24,521**	☐
08-DRH-002-971	12		$45,078	$0	**$45,078**	☐
08-DRH-002-972	12		$750	$0	**$750**	☐
Total for 09-DRH-002:			*$70,349*	*$0*	$70,349	
Sub-Total for 08DR:			*$70,349*	*$0*	$70,349	
Grand Total:			*$233,286*	*$0*	$233,286	

HUD Activity #: 5848

CDBG State Admin $: _____

Total CDBG $: _____

C.D.B.G. Funding

Draws-Disaster List of Requests to Fiscal

Report Criteria: *Date :* 02/19/2010

Recipient	Contract #	Req. #	Date Recvd	Amount	Prog. Inc.	Total Request
08D2						
Black Hawk County (INRCOG)	08-DRB-206	4	02/12/2010	$162,937.00	$0.00	**$162,937.00**
08DR						
Cerro Gordo County (NIACOG)	08-DRH-002	12	02/15/2010	$45,828.00	$0.00	**$45,828.00**
Cerro Gordo County (NIACOG)	08-DRH-002	13	02/16/2010	$24,521.00	$0.00	**$24,521.00**
Grand Total:				***$233,286.00***	***$0.00***	***$233,286.00***

C.D.B.G. Funding

Draw Review w/Local Funds - CDBG

Report Criteria: *Contract #: 05-WS-008*

Recipient: Bloomfield
Contract #: 05-WS-008
CPS #: 71

Amount: $500,000
St. Prog. Inc.: $0
CDBG Total: $500,000
Local: $523,207
All Funds: $1,023,207

Received: _____
Rep: Benton Quade
Award Date: 03/18/2005
End Date: 09/30/2008

Project # / Activity			Setup CDBG $		Current Request	Requested to Date	Local %	Project $ Remaining	Comp. Report
05-WS-008-35	**35 - Water System Improvements**								
HUD #: 3968		Federal:	$485,000			$485,000		$0	12/31/2008
Wage Rate	Est. Constr.	St. Prog. Inc.:	$0			$0		$0	
04/18/2006	05/31/2006	**CDBG Total:**	**$485,000**		**$0**	**$485,000**		**$0**	
Eng/Arch. %	Constr.Start	Local:	$523,207	52%		$523,207	52%	$0	
100%	08/25/2006	Total:	$1,008,207		$0	$1,008,207	OK	$0	
05-WS-008-181	**181 - General Administration**								
HUD #: 3969		Federal:	$15,000			$15,000		$0	12/31/2008
Wage Rate	Est. Constr.	St. Prog. Inc.:	$0			$0		$0	
		CDBG Total:	**$15,000**		**$0**	**$15,000**		**$0**	
Eng/Arch. %	Constr.Start	Local:	$0	0%		$0	0%	$0	
		Total:	$15,000		$0	$15,000	OK	$0	
		Federal Totals:	$500,000			$500,000		$0	
		St. Prog. Inc Total:	$0			$0		$0	
		CDBG Totals:	$500,000		$0	$500,000		$0	
		Local Totals:	$523,207			$523,207		$0	
		Totals:	$1,023,207		$0	$1,023,207			

Draws On Hold!

Contract Information:

Admin.: Chris Bowers
Phone: (641) 684-6551 Ext:
Cell:
FAX: (641) 684-4894
EMail: cbowers@indianhills.edu

Local Delay:
Final Monitoring: 08/06/2007
Spec. Monitoring:

Contract Clearances:

RROF Clear: 07/08/2005
SHPO Concurrence:
Exc. Force: 06/27/2005
MOU_Exempt: ☑
Phased Review: ☐
RARA: 06/27/2005

6.6(a)DNR (b)Handicap (c)Health (d)Franchise
1 - 35 6.6 (a) Cleared: 06/26/2006
2 - Cleared:

6.7(a)Funding (b)SubAgree (c)Contg.Funds
1 - Cleared:
2 - Cleared:
3 - Cleared:

Data Analyst Comments:

Is this 1st Draw? ☐ Is this Final? ☐

Initial: DATE:

Project Manager Comments:

If 1st Draw: Is Contract signed?: YES / NO (Check Tracking)

Approve: DATE:

CLOSEOUT

DISASTER RECOVERY FILE CLOSEOUT PROCESS

1. Notify Project Manger (PM) of expired projects
    - Monthly Closeout Coordinator runs “Status Backlog” which shows all contracts which have expired and not closed and gives list to each Project Manager or
    - If PM identifies a contract that can be closed they notify Closeout Coordinator
2. Project Manager notifies Closeout Coordinator if contract is ready to close to print “Audit Activity Certification”
3. Closeout Coordinator verify units, budget, expenditures, national objective, demographics and delivers to PM with discrepancies highlighted.
4. PM contact the recipient to correct discrepancies.
5. Closeout Coordinator makes corrected changes to CDBG and DRGR and prints a corrected copy and gives back to PM.
6. PM sends corrected “Audit Activity Certification” to recipient for signature. For certain housing activities, as projects close a Multi-Family Project Closeout form is provided to PM. Upon completion of all projects, PM reconciles all closeout packets for final review in lieu of Audit Activity Certification.
7. Closeout Coordinator prints Part 1 (audit compliance) Part 2 (federal compliance checklist for PM to complete) and gives Part 2 to PM.
8. Closeout Coordinator prints “Notice to Close” letter and “Single Audit Form” and mailed to recipient.
9. PM verifies that all federal compliance has been met. PM attaches Part 2 to file & delivers file to Closeout Coordinator
10. Single Audit Form is received by Closeout Coordinator from recipient indicating if an Audit is necessary. If required, recipient will also indicate when it will be available and for what fiscal year (see Audit process for more detail)
11. Closeout Coordinator verifies final budgets are correct in CDBG and closes in CDBG and send completion letter recipient.
12. CC verifies final budgets are correct in DRGR and closes activities in Action Plan and QPR
13. CC verifies final budgets in ALOG and notes that the contract is closed
14. File in dead files & scan files on CDs for storage every 6-months, unless a term of affordability is in place, in which case, IEDA retains the files on site until the term of affordability is satisfied. CDs are retained indefinitely

HUD Closeout Procedure and Deobligation of Funds

IEDA will follow closeout procedures for recipient agreements as individual contracts are completed, as stated above and in the previous section: Financial Procedures, Grant Management System Process, Recipient Closeout Procedures along with any program specific contract verifications and closeout procedures. Upon the closeout of all recipient agreements, IEDA will begin the closeout procedure for the CDBG-DR award. IEDA's role in the closeout procedure includes the following steps, or as determined by HUD closeout guidance.

- Expend all grant funds in accordance with needs
- Update accomplishments data to reflect all activities completed (or canceled)
- Update the performance measures for actual versus proposed
- Review final QPR
- Resolve all audit and monitoring issues
- Complete closeout certification and checklist as provided by HUD
- Complete closeout agreement

For non-entitlement entities, if a DR funded project results in return of funds during or after the HUD closeout procedure, the funds will be held by IEDA and treated as program income. The funds will be expended through IEDA's regular CDGB program prior to the expenditure of additional regular program funds

For entitlement entities, if a DR funded project results in return of funds 5 years or more after closeout of their project with IEDA, the funds will be held by the entitlement entity and treated as program income. The funds will be expended through the entitlement entity's regular CDBG program.

Sample of a Monthly "Status Backlog"

Status Backlog

Please Return to Khristy by: 09/15/13

Recipient	Contract #	End Date	Rep	Comment
Muscatine County	08-DRHB-210	11/04/2012	JB	

IOWA economic development

C.D.B.G. Funding
Audit - Activity Certification

In order to close the CDBG Disaster Related funded activity with the Iowa Economic Development Authority, please verify that the following data is correct. If necessary, please make any changes directly to this form and attach additional information.

Once complete, please sign the recipient signature line and return the form via e-mail or mail to your project manager. Please also keep a copy for your records. Please complete this form within two weeks of receipt.

Administrator:

Recipient: Muscatine County
Name: Jodee Stepleton
Title: Zoning Administrator
Address: 3610 Park Avenue W
City/ State/ Zip: Muscatine, IA 52761
Phone: (563) 263-0482
E-mail: jstepleton@co.muscatine.ia.us

Project Manager:

Name: Joe Bohlke
Iowa Economic Development Authority
Address: 200 E. Grand Ave.
City/ State/ Zip: Des Moines, Iowa 50309
Phone: (515) 725-3011
E-mail: Joseph.Bohlke@iowa.gov

08-DRHB-210-1A - Acquisition

Activity Award Amt: $183,729
Expended Amt: $183,729
Program Income: $0
Remaining Amt Avail: $0
Award Date: 11/04/2009
Activity End Date: 11/04/2012
Units Proposed: 1
Actual Units: 1

Demographic:	Total:	Hispanic
White:	1	0
Black	0	0
Asian:	0	0
Native American:	0	0
Native Hawaiian:	0	0
Other Multi-racial:	0	0
Total:	1	0

Monitor 1 date:
Monitor 2 date:
Monitor 3 date:
Monitor 4 date:

Reconciliation:
Draw Amount: $183,729
Amt by Property: $183,729
Balance Diff: $0

Address Detail:

Service Point	Address	LMI/UN	Award Amt	Project Del.	Draw
796	1130 W Hinkeyville Rd	50 - 60%	$183,187	$454	1
796	1130 W Hinkeyville Rd	50 - 60%	$0	$88	3

Total amount drawn on activity	$183,729
Total Reported on 2 property records	$183,729
Diff between amt drawn vs amt reported by property:	$0

Signatures:

Recipient (authorized signature):
I certify that the information is correct to the best of my ability.

Project Manager:

Notes:

CDBG CLOSEOUT CHECKLIST

RECIPIENT: **Muscatine County**
CONTRACT #: **08-DRHB-210**
Program Mgr.: **Joe Bohlke**

Award Date: **11/4/2009**
End Date **11/4/2012**
Notice to Close: **2/1/2013**

Required Initials:
CC=Closeout Coordinator
CA=Closeout Assistant
PM=Program/Project Manager
AM= (ALOG Manager)

PART 1 – AUDIT ASSESSMENT AND FINAL REVIEWS

Start Date: **November 04, 2009** End Date: **November 04, 2012** Notice to close: **February 01, 2013**

Certificate of Audit Liability received:_____ (date) logged _____ (date) Initial_____CA

Will an audit be required? ☐ Yes ☐ No - CC/CA_____

IF AN AUDIT IS REQUIRED

AUDIT DUE:_____(date) Initial:_____CC
(program=6 months after contract end date; fiscal year=6 months after fiscal year end)

Audit Received:_____(date) Initial:_____CC

Audit Logged in CDBG System: _____(date) Initial:_____CC

Audit Narrative Review:_____(date) Initial:_____CC

Financial Reports / Audit Records Review:_____(date) Initial:_____CC

Follow-up Needed? (Circle) **Yes** **No** (add REVIEW COMMENT)

Date follow up requested_____(date) Initial:_____

Date follow up received_____(date) Initial:_____

Date follow up approved_____(date) Initial:_____

IF NO AUDIT IS REQUIRED

Financial reports checked with final reports and approved_____(date) Initial:_____CC

Follow-up Needed? (Circle) **Yes** **No** (add REVIEW COMMENT)

Date follow up requested_____(date) Initial:_____

Date follow up received_____(date) Initial:_____

Date follow up approved_____(date) Initial:_____

FINAL CLOSEOUT PROCESS - ALL CONTRACTS

Contract Acceptance logged CDBG System _____(date) Initial:_____CA

Acceptance Letter Mailed_____(date) Initial:_____CA

	CDBG $	Program Income	Total
Contract Value	$207,445.00	$ 0.00	$207,445.00
Final Draw Figures	$207,445.00	$ 0.00	$207,445.00
Predeobligation	$ 0.00	$ 0.00	$ 0.00

CA _____ Date: _____ (Review materials to fiscal – File to Dead File)

CDBG CLOSEOUT CHECKLIST

RECIPIENT: **Muscatine County**
CONTRACT #: **08-DRHB-210**
Program Mgr.: **Joe Bohlke**

Award Date: **11/4/2009**
End Date **11/4/2012**
Notice to Close: **2/1/2013**

Required Initials:
CC=Closeout Coordinator
CA=Closeout Assistant
PM=Program/Project Manager
AM= (ALOG Manager)

PART 2 - FINANCIAL REVIEW/PREDEOBLIGATION

FINANCIAL INFORMATION

	CDBG $	Program Income	Total
Contract Value (Current)	$207,445.00	$ 0.00	$207,445.00
Final Draw Figures	$207,445.00	$ 0.00	$207,445.00
Predeobligation	$ 0.00	$ 0.00	$ 0.00

This Predeobligation amount will be made available to other contracts.

Program/Project Manager: System records show above figures. This information should be verified against the final report. Note any changes. No other requests should be forthcoming excluding audit expense

FINAL CHECKLIST (not all inclusive - some reports not applicable to all contracts)

CDBG		REQUESTED	RECEIVED
Form 1 (Final Draw)	_____		
RROF Cleared	2/24/2010		
Quarterly Progress Report (Hsg)	_____		
Final ED Reports submitted	_____		
Accomp. (CF & IT=3-D)	_____		
Section 3 (>$200,000)	None Rec'd		
Monitored:	3/8/2012	Monitoring Req'd? **YES**	

Infrastructure & Service Activities Only:	**Objective Selection:**	**Outcome Selection:**
Number of Beneficiaries: (# or All)	—	—
_____ New Access	1. Create suitable living environments	1. Availability/accessibility
_____ Improved Access	2. Provide decent affordable housing	2. Affordability
_____ No longer Substandard	3. Create economic opportunities	3. Sustainability

Program/Project Manager: The recipient file should be pulled and above checklist completed. HOLD THIS FORM FOR RECEIPT OF THE REQUIRED REPORTS.

SATISFACTORY COMPLIANCE

In your opinion, has this project been satisfactorily completed, including Final Reports and Draws? Yes ☐ No ☐ _____PM _____Date

If NO, explain:

If figures are correct and appropriate, and all final reports are in, initial and forward WITH FILE to the ALOG Manager.

ED/PF CLOSEOUT INFORMATION:

# Jobs at Income Levels:	*Number jobs that:*	*Number Jobs by Category:*	*Racial/Ethnic:*	*& Hispanic:*
____0-30%	____Receive Health Benefits	____Officers or Managers	____White	____
____31-50%	____Filled by Unemployed	____Professionals	____Black	____
____51-60%		____Technician	____Asian	____
____61-80%		____Sales	____Nat.Am.	____
____Over 80%		____Office or Clerical	____HI_Pacls	____
		____Craftsmen	____NatAmWhite	____
		____Operative	____AsianWhite	____
		____Laborer	____BlackWhite	____
		____Service Worker	____NatAmBlack	____
			____OtherMulti	____

PREDEOBLIGATION CONFIRMED& RECORDED IN ALOG & SYSTEM RECORDS

ALOG _____ Date _____

Contract _____ Housing Update _____
Setups(A) _____ Checks/draw _____
Completion _____ Date _____

G:\Projects\Community Programs\xLetters_CommDev\CDBG System\CDBG Closeout Checklist.DOC Printed: 09/11/13

"Notice to Close"

IOWA ECONOMIC DEVELOPMENT AUTHORITY
200 East Grand Avenue | Des Moines, Iowa 50309 USA | Phone: 515.725.3000
iowaeconomicdevelopment.com

IOWA economic development

September 11, 2013

Ms. Kass Kelly
Chairperson, Muscatine County Board of Supervisors
County Courthouse - 414 E. 3rd St., Suite 101
Muscatine, IA 52761

SUBJECT: Notice to Close for Community Development Block Grant Program (CDBG)
Contract Number 08-DRHB-210, Contract End Date: 11/4/2012

Dear Ms. Kelly:

The Iowa Economic Development Authority (IEDA) has begun the closeout process for the above referenced expired contract by recapturing the balance of the contract budget.

As part of the closeout process the city must determine if your jurisdiction will be subject to an audit as required by federal regulations found in OMB Circular A-133. These regulations state that if a unit of local government or non-profit organization has expended $500,000 or more in federal funds during a fiscal year, an A-133 audit of that fiscal year will be required. If you have not already done so, please do the following: determine if you are liable for an audit under OMB Circular A-133.

Please read and complete the enclosed Single Audit Form and make sure it is return to IEDA within 30 days of receipt of this letter.

If you have questions, please contact me at (515) 725-3067, or contact your IEDA project manager. Thank you for your time and attention.

Sincerely,

Khristy Landphair

Khristy Landphair
Close-Out Coordinator

cc: Jodee Stepleton, Muscatine County
Grantee File - JB

Single Audit Form (NTC)

Recipient Muscatine County
Contract Number 08-DRHB-210

Start Date: 11/4/2009
End Date: 11/4/2012

The Single Audit Act of 1996, as amended, changed the threshold of required audits from entities awarded federal funds. If a unit of local government or non-profit organization has expended $500,000 or more in federal funds from any federal sources or programs during a fiscal year, that entity is required to have these funds audited in accordance with the implementing regulations found in OMB Circular A-133.

Entities that have not expended $500,000 in federal funds in a fiscal year are not required to have an A-133 audit performed.

After reviewing the audit requirements described above, check one of the boxes below and have this form signed by the appropriate official of your organization, and return it to:

Khristy Landphair, Closeout Coordinator
Iowa Economic Development Authority
200 E. Grand Avenue
Des Moines, IA 50309

I certify that, ☐ **No Audit Required** ☐ **Audit is Required (will be available)** _____

For fiscal year _____

_____ _____
Signature Date

NOTE: IEDA must receive this form back within 30 days of receipt.

Completion Letter (No Audit)

IOWA ECONOMIC DEVELOPMENT AUTHORITY
200 East Grand Avenue | Des Moines, Iowa 50309 USA | Phone: 515.725.3000
iowaeconomicdevelopment.com

IOWA economic development

September 11, 2013

Ms. Kass Kelly
Chairperson, Muscatine County Board of Supervisors
County Courthouse - 414 E. 3rd St., Suite 101
Muscatine, IA 52761

SUBJECT: Contract Compliance for the Community Development Block Grant Program (CDBG)
Contract Number 08-DRHB-210

Dear Ms. Kelly,

The Iowa Economic Development Authority (IEDA) has completed its review of the file materials relating to the above referenced contract including program compliance, drawdown of funds reports, beneficiary reports, and other reports as applicable to your contract. As a result of our review, we have concluded that the project has been administered in substantial compliance with financial and program requirements.

You should be aware that your records might be reviewed as part of U.S. Department of Housing and Urban Development (HUD) monitoring of the State's program or the State Auditor's Office annual audit of the IEDA. Either of these could result in findings or conclusions that differ from those of the IEDA. With this in mind, please follow the record retention requirements described in the contract general provisions and the management guide.

Thank you for your continued cooperation during these final phases of your CDBG project. If you should have questions, please contact me at (515) 725-3067.

Sincerely,

Khristy Landphair

Khristy Landphair
Close-Out Coordinator
Community Investments

cc: Jodee Stepleton, Muscatine County
Grantee File: Joe Bohlke
Fiscal

Completion Letter (With Audit)

IOWA ECONOMIC DEVELOPMENT AUTHORITY
200 East Grand Avenue | Des Moines, Iowa 50309 USA | Phone: 515.725.3000
iowaeconomicdevelopment.com

IOWA economic development

September 11, 2013

Ms. Kass Kelly
Chairperson, Muscatine County Board of Supervisors
County Courthouse - 414 E. 3rd St., Suite 101
Muscatine, IA 52761

SUBJECT: Contract Compliance for the Community Development Block Grant Program (CDBG)
Contract Number 08-DRHB-210

Dear Ms. Kelly,

The Iowa Economic Development Authority (IEDA) has completed its review of the project file and audit report(s) for the fiscal years relating to the above referenced contract. As a result of our review, we have concluded that the project has been administered in substantial compliance with financial and program regulatory requirements.

It was noted, however, that your auditor found your organization lacked the necessary segregation of duties required for handling financial transactions. Your agency should review this area to determine if there are some internal controls that could be implemented to alleviate this problem, e.g., require two signatures on checks, or the reconciliation of bank statements by someone independent of the day to day financial operations.

You should be aware that your records might be reviewed as part of U.S. Department of Housing and Urban Development (HUD) monitoring of the State's program or the State Auditor's Office annual audit of the IEDA. Either of these could result in findings or conclusions that differ from those of the IEDA. With this in mind, please follow the record retention requirements described in the contract general provisions and the management guide.

Thank you for your continued cooperation during these final phases of your CDBG project. If you should have questions, please contact me at (515) 725-3067.

Sincerely,

Khristy Landphair

Khristy Landphair
Close-Out Coordinator
Community Investments

cc: Jodee Stepleton, Muscatine County
Grantee File: Joe Bohlke
Fiscal

Audit Reminder Letter

IOWA ECONOMIC DEVELOPMENT AUTHORITY
200 East Grand Avenue | Des Moines, Iowa 50309 USA | Phone: 515.725.3000
iowaeconomicdevelopment.com

July 2, 2013

Ms. Kass Kelly
Chairperson, Muscatine County Board of Supervisors
County Courthouse - 414 E. 3rd St., Suite 101
Muscatine, IA 52761

Annual Reminder: Audit Requirements for the
Community Development Block Grant (CDBG) Program

Recipient: Muscatine County
Contract Number: 08-DRHB-210
Contract Start Date: November 04, 2009 **Contract End Date:** November 04, 2012

Dear Ms. Kelly:

Our records indicate that Muscatine County may have received federal funds from the IEDA during the past fiscal year (July 1, 2012 through June 30, 2013). Receipt of federal funds may require you to comply with the provisions of the OMB (Office of Management and Budget) Circular A-133, implementing the Single Audit Act of 1984, as amended. These rules require that any entity which expends **more than $500,000 in federal funds from any federal sources during any fiscal year** must conduct either an A-133 audit for that fiscal year, or if all the federal funds are through one program, a program audit for the applicable program. Determine if you are liable for an audit under OMB Circular A-133.

Please read and complete the enclosed Single Audit Form and make sure it is return to IEDA within 30 days of receipt of this letter. This is a mandatory requirement.

If you or your auditor determine you need an A-133 audit, your auditor will also need the following information:

- If an A-133 audit is required, it is due to us within 9 (nine) months of the end of the applicable fiscal year, or within 30 days of the Recipient's receipt of the audit, whichever is earlier.
- If the grantee is required by state law to do any agency-wide audit, and is also required to comply with the A-133 audit requirements, the grantee may satisfy both requirements by conducting one audit which complies with the A-133 requirements.
- As part of the Single Audit Act requirements, we are required to advise you of the Catalog of Federal Domestic Assistance (CFDA) Number of the program through which the grantee received funding from the IEDA. **The CFDA number for the *CDBG* program is *14.228*.**

If you have any questions please feel free to contact me at (515) 725-3067.

Sincerely,

Khristy Landphair

Khristy Landphair
Closeout Coordinator

Cc: Jodee Stepleton, Muscatine County
File: Joe Bohlke

Single Audit Form (ARL)

Recipient Muscatine County Start Date: 11/4/2009
Contract Number 08-DRHB-210 End Date: 11/4/2012

The Single Audit Act of 1996, as amended, changed the threshold of required audits from entities awarded federal funds. If a unit of local government or non-profit organization has expended $500,000 or more in federal funds from any federal sources or programs during a fiscal year, that entity is required to have these funds audited in accordance with the implementing regulations found in OMB Circular A-133.

Entities that have not expended $500,000 in federal funds in a fiscal year are not required to have an A-133 audit performed.

After reviewing the audit requirements described above, check one of the boxes below and have this form signed by the appropriate official of your organization, and return it to:

For projects not in IowaGrants, mail to: Khristy Landphair, Closeout Coordinator, Iowa Economic Development Authority, 200 E. Grand Avenue, Des Moines, IA 50309

For projects in Iowa Grants (2012 and newer): upload signed form to the *Audit Documents* component in IowaGrants. Click the add button: type in the year and audit required. Save the form and then upload the letter.

I certify that, ☐ **No Audit Required** ☐ **Audit is Required (will be available _____)**

For fiscal year _____

_____ _____
Signature Date

NOTE: IEDA must receive this form back within 60 days of receipt.

Single Audit Form (ARL)

Audit Screen

Contract #: 08-DRHB-210 | Recip. Type: 200 - County | Award Date: 11/04/2009
Recipient: Muscatine County | Rep: JB | End Date: 11/04/2012

Contract:
Delay Date:

Comments:

Clearances:

RROF Received:	01/27/2010
RROF Cleared:	02/24/2010
Exc. Force Clear:	12/28/2009
RARA Cleared:	
6-6Act or AdmPlan Clear:	
6-6Act2 Clear:	
6-7Act1 Clear:	
6-7Act2 Clear:	
6-7Act2 Clear:	

Monitoring:
Special Monitor: | Letter Date: | Monitor Notes:
Final Monitor: 03/08/2012 | Monitor Required: ☑
All Findings Cleared: ☐

Audit/Notice-to-Close:

Type	FY Year	Mailed	Rec'd	Type	Audit Req'd	Comments
Notice to Clo		2/1/2013	2/22/2013		☐	02/01/14
Audit Remind	2013	7/1/2013	7/10/2013		☑	02/01/14
Audit	2011		2/14/2012	County	☑	Seg of Duties
Audit	2012		2/11/2013	County	☑	Seg of Duties

Closeout:
Completed: 02/11/2013 | File Loc.: Storage - File Roo | Sub Loc.: DEAD | Archived:

Setup Information:

Project #	Engin.Comp.%	Constr.Comp.%	Constr.Act.Start
08-DRHB-210-1A	0%		
08-DRHB-210-75A	0%		

View Main Data

90 Day Notice

IOWA ECONOMIC DEVELOPMENT AUTHORITY
200 East Grand Avenue | Des Moines, Iowa 50309 USA | Phone: 515.725.3000
iowaeconomicdevelopment.com

IOWA economic development

September 18, 2013

Ms. Kass Kelly
Chairperson, Muscatine County Board of Supervisors
County Courthouse - 414 E. 3rd St., Suite 101
Muscatine, IA 52761

SUBJECT: Notice of Contract Expiration on CDBG contract 08-DRHB-210

Dear Ms. Kelly:

The Iowa Economic Development Authority (IEDA) is informing you that on 11/04/2012 the above contract will expire.

- **If the project has been completed (including completion of all construction activities) and the contract is ready to close**, complete the enclosed ready to close form and send back within 30 days of recipient of this letter.
- **If the project has NOT been completed and the contract needs to be extended**, submit to your project manager an amendment letter on City/County letterhead signed by the Chief Elected Official within 45 days of recipient this letter. Indicate this on enclosed ready to close form.
- **If the project is close to closing,** but there are circumstances that may be unsure if the project will be done by expiration date. Note the situation on the enclosed ready to close form and make sure sent in to IEDA within 15 days of expiration date.

If the ready to close form or amendment is not submitted within 30 days of recipient of this letter, IEDA will immediately start the close out process. It can be difficult to extend the contract once the close out process has begun.

If you have questions, please contact me at (515) 725-3067, or contact your IEDA project manager. Thank you for your time and attention.

Sincerely,

Khristy Landphair

Khristy Landphair
Close-Out Coordinator

cc: Jodee Stepleton, Muscatine County
Grantee File - Tim Metz

READY TO CLOSE FORM

Recipient Muscatine County
Contract Number 08-DRHB-210

Start Date: 11/4/2009
End Date: 11/4/2012

The above contract is ready to close. Once IEDA receives this form, a close-out letter will be sent giving you 30 additional days to send in the following information:

- Final Performance Report (Housing only) or 3-D Final Accomplishments (Certain Imminent Threat or Community Facilities only)
- Revised if necessary Section 3 Report (All CDBG Grants) (originally sent with first construction GAX) (Opportunities for Low Income Persons)
- Final Request for Funds (if not sent, can expect by): _____
- If project delayed and not sure if closeout will take place before expiration date, please explain: _____
  _____
  _____

NOTE: If you have already filed for an extension, Attach letter and mail back with this form.

After reviewing the requirements described above, have this form signed by the appropriate official of your organization and return it to:

Khristy Landphair, Closeout Coordinator
Iowa Economic Development Authority
200 E. Grand Avenue
Des Moines, IA 50309

_____ _____
Signature Date

NOTE: IEDA must receive this form back within 30 days of date of letter.

CDBG - HOME DAILY CASH ANALYSIS WORKSHEET FOR E71

STATE FISCAL YEAR 2012

			STATE	CDBG - C450		NSP - C452		CDBG FLOOD - C455		
DATE	DOC	EXPLANATION	FY2011	Rev	Exp	Rev	Exp	Rev	Exp	BALANCE
	TYPE	**Beginning Balance**	524,814.00	-	-					524,814.00
October 3, 2011	CR	1206272093		22,439.00						547,253.00
October 3, 2011	CR	1206272094				5,000.00		46,000.00		598,253.00
October 3, 2011	TP	12MHTP084	(97.50)		(97.50)					598,058.00
October 4, 2011		PAYROLL	(19,764.66)		(19,764.65)		(6,719.52)		(52,836.44)	498,972.73
October 5, 2011	GAX	12BHGAX173	(88.33)		(88.33)					498,796.07
October 5, 2011	PRC	12BHPRC164							(525.00)	498,271.07
October 5, 2011	PRC	12BHPRC165							(374.00)	497,897.07
October 5, 2011	PRC	12BHPRC167							(335.00)	497,562.07
October 10, 2011	GAX	12MHGAX100	(146.53)		(146.54)				(185.63)	497,083.37
October 10, 2011	PRC	12BHPRC180							(412.50)	496,670.87
October 10, 2011	PRC	12BHPRC182							(748.00)	495,922.87
October 10, 2011	TP	12MHTP096	(18.13)		(18.12)					495,886.62
October 11, 2011	TP	12MHTP089							(77.69)	495,808.93
October 13, 2011	TP	12BHTP177	(125.00)		(125.00)					495,558.93
October 13, 2011	TP	12MHTP097	(32.34)		(32.34)				(9.24)	495,485.01
October 13, 2011	TP	12MHTP104					(881.96)			494,603.05
October 14, 2011	IET	DAS201203003200001	(1,665.55)		(1,665.54)		(7.47)		(1,580.78)	489,683.71
October 14, 2011	IET	269PS28706412	(743.81)		(743.82)					488,196.08
October 17, 2011	CR	1206286113		40,000.00						528,196.08
October 17, 2011	CR	1206286114				7,000.00		66,731.00		601,927.08
October 17, 2011	GAX	12BHGAX196							(6,731.07)	595,196.01
October 17, 2011	PRC	12KCPRC003	(24.64)		(24.63)		1.65		(53.37)	595,095.02
October 18, 2011	GAX	12MHGAX111							(1,990.84)	593,104.18
October 18, 2011		PAYROLL	(13,262.05)		(13,262.05)		(4,429.55)		(41,276.90)	520,873.63
October 19, 2011	GAX	12BHGAX207	(5.00)		(5.00)					520,863.63
October 19, 2011	TP	12MHTP101	(18.00)		(18.00)					520,827.63
October 19, 2011	TP	12MHTP112							(113.33)	520,714.30
October 19, 2011	IET	ICN072012330302_G	(257.98)		(257.97)		(56.95)		(1,007.86)	519,133.54
October 19, 2011	IET	269PB29200712					1.80		43.20	519,178.54
October 20, 2011	PRC	12BHPRC210							(225.00)	518,953.54
October 20, 2011	PRC	12BHPRC211							(450.00)	518,503.54
October 20, 2011	GAX	12MHGAX115							(6,390.64)	512,112.90
October 25, 2011	PRC	12BHPRC221							(301.50)	511,811.40
October 25, 2011	PRC	12BHPRC222							(305.00)	511,506.40
October 25, 2011	PRC	12KCPRC004	(55.00)		(55.01)				(55.00)	511,341.39
October 26, 2011	TP	12MHTP126	(90.24)		(90.25)		(30.00)		(7.93)	511,122.97
October 27, 2011	TP	12MHTP130					(930.43)			510,192.54
October 27, 2011	IET	ICN092012336383_G							(513.72)	509,678.82
October 28, 2011	IET	269PI30112712	(2,359.98)		(2,359.98)					504,958.86
			(38,754.74)	**62,439.00**	**(38,754.73)**	**12,000.00**	**(13,052.43)**	**112,731.00**	**(116,463.24)**	**(19,855.14)**

Note that all CDBG costs are tracked using the same spreadsheet – the CDBGF column has been highlighted. Additionally, see a spreadsheet key is documented on Page 28.

Column Name	Key		
Date	Date Transaction is incurred on the State's Financial System (I/3)		
Doc	I/3 document type		
	GAX	General Accounting Expenditure – payment to an outside entity	
	IET	Internal Exchange Transfer – payment to another State Agency	
	PRC	Purchase Request Commodity – payment on the purchase of a Commodity (State negotiated Master Contract exists)	
	TP	Travel Payment – payment for travel expenses	
	CDR	Correction Document Revenue – correction of a Cash Receipt	
	CDE	Correction Document Expenditure – correction of a General Accounting Expenditure, Internal Exchange Transfer, Purchase Request Commodity, or Travel Payment	
	CR	Cash Receipt – receipt of funds	
	BLANK	Used only for Payroll; payroll is processed by State Accounting and runs on a variety of documents	
Explanation	I/3 Document Number		
	GAX	XX-XX-XXX-XXX	Fiscal year – individual creating – GAX – sequential document # (12BHGAX001)
	IET	XX-XX-XXX-XXX	Fiscal year – individual creating – IET – sequential document # (12BHIET001)
	PRC	XX-XX-XXX-XXX	Fiscal year – individual creating – PRC – sequential document # (12KCPRC001)
	TP	XX-XX-XX-XXX	Fiscal year – individual creating – TP – sequential document # (12BHTP001)
	CDR	XX-XX-XXX-XXX	Fiscal year – individual creating – CDR – sequential document # (12KCCDR001)
	CDE	XX-XX-XXX-XXX	Fiscal year – individual creating – CDE – sequential document # (12KCCDE001)
	CR	XX-XX-XXX-XXX	Fiscal year – code of person creating – Julian date – sequential document # (1206158001)
	BLANK		Payroll document numbers are generated at State Accounting
State FY2011	State appropriation received to match regular CDBG Funds – not application to CDBGF		
CDBG FLOOD 4505	Revenues and Expenditures charged to CDBGF on I/3		
BALANCE	Balance of all CDBG accounts		

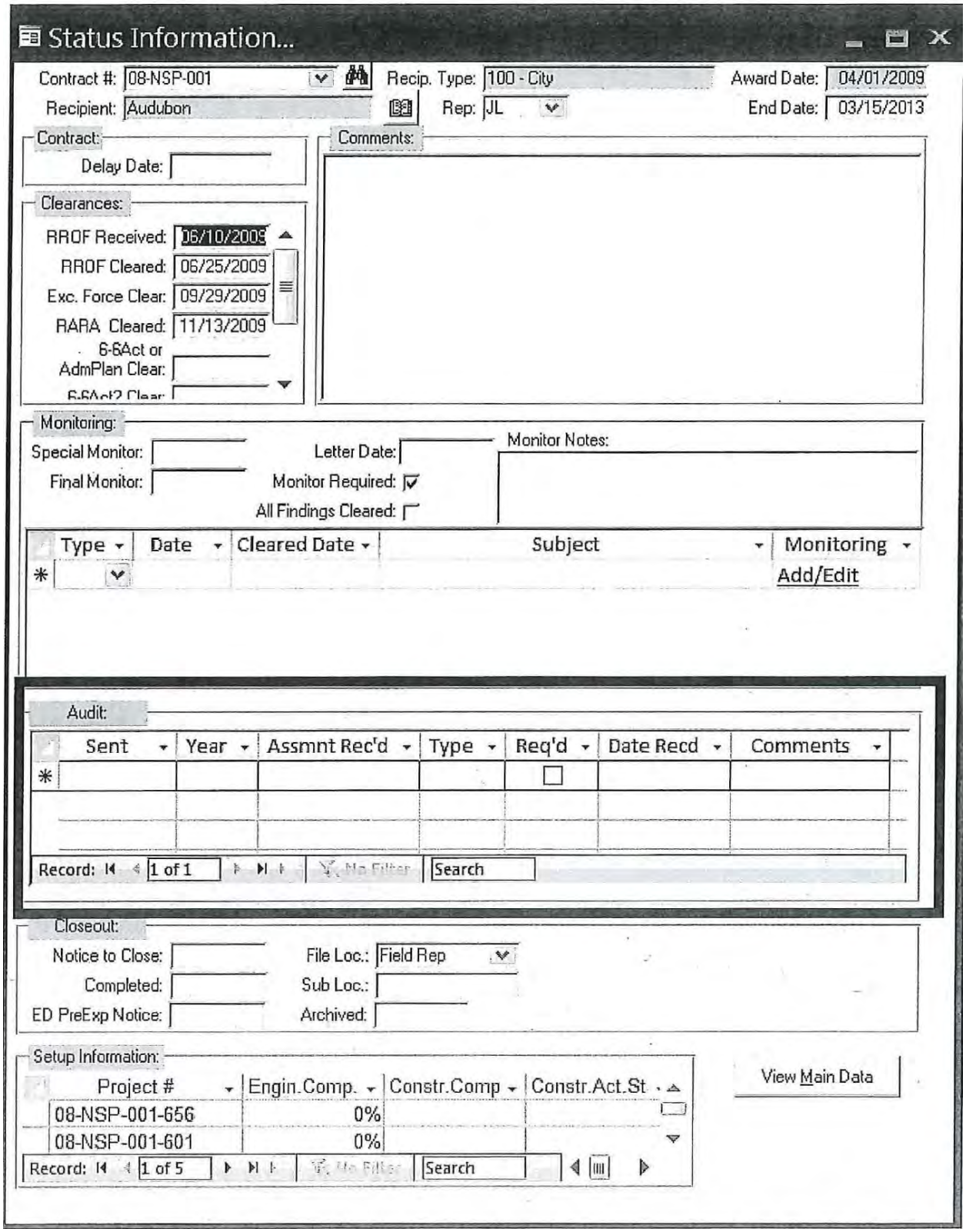
Audit Tracking Management Plan

2 CFR 200 (formerly OMB Circular A-133 section 400 (d)) states the State as the pass-through federal agency must perform certain functions for the Federal awards the Iowa Economic Development Authority (IEDA) makes. While some examples included in this manual continue to reference A-133, all process have been updated to comply with 2 CFR 200. Items 1 — 7 list IEDA responsibility as well as how IEDA is meeting that responsibility:

1. Identify Federal awards made by informing each sub recipient of CFDA title and number, award name and number, award year, if the award is R&D, and name of Federal agency.
    - **IEDA Response:** Annually, the Authority sends out Audit reminder letters to all open contracts. The letters are addressed to the Recipient (City or County) and Cc'ed to their administrator. The letters list the CFDA title and number, award name and number, award year, and name of Federal agency along with other information.
2. Advise sub recipients of requirements imposed on them by Federal laws, regulations, and the provisions of contracts or grant agreements as well as any supplemental requirements imposed by the pass-through entity.
    - **IEDA Response:** IEDA hosted a recipient workshop that details the requirements of programs including the Audit requirements. The contract between the Authority and the sub recipient also detail the required federal laws and regulations that must be followed as part of receiving the grant.
3. Monitor the activities of sub recipients as necessary to ensure that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of contracts or grant agreements and those performance goals are achieved.
    - **IEDA Response:** IEDA conducts site visits throughout the funded contracts as well as conducts at least one on-site monitoring and numerous desk audits.
4. Ensure that sub recipients expending $750,000 or more in Federal awards during the sub recipient's fiscal year have met the audit requirements of 2 CFR 200 for that fiscal year.
    - **IEDA Response:** As stated in #1, annually the Authority sends out Audit reminder letters to all open contracts. Part ll of the letter requires them to send back a form within 60 days of receipt certifying that either no audit is required or an audit is required and the date it will be available.
    - Monthly, the audit coordinator runs a report from the CDBG system (reports: Audit Reports Received) that shows the recipient, contract, end date, close-out date, FY of Audit, audit reminder letter and single audit form sent date, date the single audit form received (SAF), if an audit was required, when date of audit was received (if required), type of audit, comments. *(example of report attached).*
5. Issue a management decision on audit findings within 6 months after receipt of the sub recipient's audit report and ensure that the sub recipient takes appropriate and timely corrective action.
    - **IEDA Response:** Once the audit is received (either via the state auditors site http://auditor.iowa.gov/reports/index.html or as a paper copy) audit coordinator reviews it. If the audit is unacceptable this is noted in the database under the comments section. The concerns are then brought to the attention of the project manager, team leader, and the Authorities head accountant. This team then works with the sub-recipient until all concerns are resolved. Depending on the severity of the audit concern, draw payments could be suspended until the concern is resolved. If the audit is acceptable this is noted in the database under the comments section. *A screen shoot of the database form is included as an attachment to this policy.*
    - The audit coordinator then verifies that the audit report has been submitted to the federal clearinghouse: https://harvestercensus.gov/fac/dissem/asp/inconnpleteEntity.asp
6. Consider whether sub recipient audits necessitate adjustment of the pass-through entity's own records.\
    - **IEDA Response:** The dollar amount identified as federal and originating from the Authority will be cross referenced with the amount of funds received in that year.

7. Require each sub recipient to permit the pass-through entity and auditors to have access to the records and financial statements as necessary for the pass-through entity to comply with Circular A-133.
    - **IEDA Response:** The Authorities contract with the sub recipient clearly requiresaccess to their records for a period of time during and after the contract closes.
    - Monthly, the audit coordinator runs a report from the CDBG system (reports: Audit Reports Received) that shows the recipient, contract, end date, close-out date, FY of Audit, audit reminder letter and single audit form sent date, date the single audit form received (SAF), if an audit was required, when date of audit was received (if required), type of audit, comments. *(example of report attached).*
8. Issue a management decision on audit findings within 6 months after receipt of the sub recipient's audit report and ensure that the sub recipient takes appropriate and timely corrective action.
    - **IEDA Response:** Once the audit is received (either via the state auditors site http://auditor.iowa.gov/reports/index.html or as a paper copy) audit coordinator reviews it. If the audit is unacceptable this is noted in the database under the comments section. The concerns are then brought to the attention of the project manager, team leader, and the Authorities head accountant. This team then works with the sub-recipient until all concerns are resolved. Depending on the severity of the audit concern, draw payments could be suspended until the concern is resolved. If the audit is acceptable this is noted in the database under the comments section. *A screen shoot of the database form is included as an attachment to this policy.*
    - The audit coordinator then verifies that the audit report has been submitted to the federal clearinghouse: https://harvester.census.gov/fac/dissem/asp/inconnpleteEntity.asp
9. Consider whether sub recipient audits necessitate adjustment of the pass-through entity's own records.
    - **IEDA Response:** The dollar amount identified as federal and originating from the Authority will be cross referenced with the amount of funds received in that year.
10. Require each sub recipient to permit the pass-through entity and auditors to have access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR 200.
    - **IEDA Response:** The Authorities contract with the sub recipient clearly requires access to their records for a period of time during and after the contract closes.

Audit Tracking Database: part of our financial tracking database



«MergeDate»
«eohonor» «eoName_First» «eoName_Last»
«eotitle», «eodtyof»
«eoAddressl»
«eoAddress2D
«eocity», «eostate» «eozip»

Annual Reminder: Audit Requirements for the
«Program_Long» Program
Recipient: «Contract_Recipient»
«Business»
Contract Number: «Contract_Num»
Contract Start Date: «Award_Date» **Contract End Date:** «End_Date»

Dear «eoSalutation» «eoName_Last»:

Our records indicate that «Contract_Recipient» received federal funds from the IEDA during the fiscal year (July 1, «FY_Previous» through June 30, «FY_Current»). In accordance with 2 CFR 200 and the Single Audit Act of1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156 requires any entity that expends **more than $750,000 in Federal awards from any Federal sources during a fiscal year** have a single or program specific audit conducted for the applicable fiscal year in accordance with the Circular. A program specific audit is only allowable if an entity expends awards under only one Federal program and the Federal program's rules do not require a financial statement audit.

Please read and complete the enclosed Single Audit Form return to IEDA within 30 days of. Completion of this form is a grant requirement and failure to return this form to IEDA may result in delayed grant reimbursements.

If you or your auditor determine you need an audit, your auditor will also need the following information:

- If an audit is required, it is due to us within 9 (nine) months of the end of the applicable fiscal year or within 30 days of the Recipient's receipt of the audit, whichever is earlier.
- If the grantee is required by state law to do an entity-wide audit, and is also required to comply with 2 CFR 200 audit requirements, the grantee may satisfy both requirements by conducting one audit which complies with the 2 CFR 200 requirements.
- As part of the Single Audit Act requirements, IEDA is required to advise you of the Catalog of Federal Domestic Assistance (CFDA) Number of the program through which the grantee received funding. **The CFDA number for the «Program_Short» program is «CFDA_Num».**

If you have any questions please feel free to contact me at (515) 725-3067.

Sincerely,

Khristy Landphair
Closeout Coordinator
Cc: «alName_First» «alName_Last», «a1City0f»
File: «Rep_Desc»

SINGLE AUDIT FORM

Recipient **«Contract_Recipient»** Start Date: «Award_Date»

Contract Number **«Contract_Num»** **End Date:** **«Fnd Date»**

The Single Audit Act of 1996, as amended, changed the threshold of required audits from entities awarded federal funds. If a unit of local government or non-profit organization has expended $750,000 or more in federal funds from any federal sources or programs during a fiscal year, that entity is required to have these funds audited in accordance with the implementing regulations found in OMB Circular A-133.

Entities that have not expended $500,000 in federal funds in a fiscal year are not required to have an 2 CFR 200 audit performed.

After reviewing the audit requirements described above, check one of the boxes below and have this form signed by the appropriate official of your organization, and return it to:

For projects NOT in IowaGrants, mail to: Khristy Landphair, Closeout Coordinator, Iowa Economic Development Authority, 200 E. Grand Avenue, Des Moines, IA 50309

For projects in Iowa Grants (2012 and newer): sign and send to COG/Administrator then have them upload signed form to the *Audit Documents* component in IowaGrants. Click the add button: type in the year and audit required. Save the form and then upload the letter.

COG/Administrator needs to email Khristine.Landphair@iowa.gov informing the form has been Uploaded

I certify that, ☐ **No Audit Required** ☐ **Audit is Required (will be available _____)**

For fiscal year 2014

_____ _____

Signature Date

NOTE: When Audit is available, please mail to IEDA or Notify us to pull from State Auditors Website.

Single Audit Form (Audit Reminder Letter) «MergeDate»

IOWA economic development

C.D.B.G. Funding

Audit Reports Received

Report Criteria: *Fiscal Year:* 2013

Recipient	Contract #	Rep	End Date	Closeout Date	FY Year	Letter Sent Date	SAF Recd	Audit Req	Audit Recd	Type Audit	Comments
Ackley	08-DRI-244	JB	05/31/2012	08/14/2012	2013	7/1/2013	7/11/2013	☐	3/1/2013	City	Audit not required
Akron	06-ED-017	PS	11/30/2012	04/09/2013	2013	7/1/2013	7/19/2013	☐			Audit not required
Albion	11-WS-002	DN	12/31/2014		2013	7/1/2013	3/25/2014	☐			Audit not required
Alden	08-DRI-252	JB	06/30/2012	11/01/2012	2013	7/1/2013	7/10/2013	☐	1/31/2012	City	Audit not required
Alta	09-WS-001	JB	05/15/2013	05/01/2013	2013	7/1/2013	4/10/2013	☐			Audit not required
Atlantic	11-HSG-001	DG	10/31/2014		2013	7/1/2013	7/19/2013	☑	3/21/2014	City	
Audubon	08-NSP-001	LL	03/31/2015		2013	10/7/2013	10/11/2013	☐			Audit not required
Avoca	10-HSG-081	Jba	12/31/2012	03/25/2013	2013	7/1/2013	7/11/2013	☐			Audit not required
Barnes City	07-WS-013	DN	05/31/2012	12/11/2012	2013	7/1/2013	7/12/2013	☐			Audit not required
Baxter	09-CDR-001	DN	08/31/2012	12/11/2012	2013	7/1/2013	7/11/2013	☐	12/11/2012	City	Audit not required
Baxter	09-CDR-012	DN	08/31/2012	12/11/2012	2013	7/1/2013	7/11/2013	☐	12/11/2012	City	Audit not required
Bedford	10-WS-006	JB	10/31/2012	11/01/2012	2013	7/7/2013	7/8/2013	☐			Audit not required
Bedford	11-HSG-004	Jba	12/31/2014		2013	8/29/2013	9/5/2013	☐			Audit not required
Belle Plaine	09-DTR-004	DL	09/30/2012	05/01/2013	2013	7/1/2013	5/10/2013	☐	4/26/2012	City	Audit not required
Bennett	11-WS-005	JB	12/31/2014		2013	7/1/2013	3/28/2014	☐			Audit not required
Birmingham	08-DRI-286	JB	07/31/2012	11/01/2012	2013	7/1/2013	7/17/2013	☐			Audit not required
Black Hawk County	08-DRHB-213	JB	11/04/2012	02/11/2013	2013	7/1/2013	7/8/2013	☑	1/11/2013	County	
Black Hawk County	08-DRMH-227	HC	07/31/2012	02/11/2013	2013	7/1/2013	7/8/2013	☑	1/11/2013	County	
Black Hawk County (INRCOG)	08-DRB-206	MM	08/30/2012	06/27/2013	2013	7/1/2013	7/8/2013	☑	5/22/2013	County	
Black Hawk County (INRCOG)	08-DRH-001	AS	12/31/2015		2013	7/1/2013	7/17/2013	☑	5/22/2013	County	
Black Hawk County (INRCOG)	08-DRH-201	AS	03/31/2015		2013	7/1/2013	7/8/2013	☑	1/11/2013	County	
Bloomfield	09-WS-006	DN	07/31/2012	11/07/2012	2013	7/1/2013	4/23/2014	☐	11/7/2012	City	Audit not required
Boone	08-NSP-002	LL	03/31/2015		2013	7/1/2013	8/16/2013	☑	3/31/2013	City	
Breda	09-CDR-ADM1	JG	08/31/2012	12/05/2012	2013	7/1/2013	9/9/2013	☐			Audit not required
Brooklyn	06-ED-011	PS	12/31/2019		2013	7/1/2013	7/22/2013	☐			Audit not required
Burlington	08-DRPG-202	JG	11/19/2012	06/25/2013	2013	7/1/2013	7/15/2013	☑	6/20/2013	City	
Burlington	08-NSP-003	LL	03/31/2015		2013	10/7/2013	10/18/2013	☑	6/20/2013	City	
Burlington	11-HSG-005	Jba	12/31/2014		2013	7/1/2013	7/17/2013	☑	3/21/2014	City	
Burlington	11-NSP-003	LL	02/28/2015		2013	7/1/2013	7/15/2013	☑	6/20/2013	City	
Burlington	12-DTR-001	SW	11/30/2015		2013	10/7/2013	10/15/2013	☑	3/21/2014	City	
Camanche	10-WS-013	DN	08/31/2012	11/27/2012	2013	7/1/2013	7/12/2013	☐	1/31/2012	City	Audit not required
Carroll	08-DRPG-204	JG	02/19/2013	06/25/2013	2013	7/1/2013	8/2/2013	☑	4/11/2013	City	
Cascade	09-HSG-054	JL	12/31/2012	03/25/2013	2013	7/1/2013	3/27/2014	☐			Audit not required
Cass County (SWIPCO)	08-DRB-207	MM	08/31/2012	08/14/2012	2013	7/1/2013	7/12/2013	☐	1/11/2013	County	Contract Terminated
Cass County (SWIPCO)	08-DRH-003	AS	12/31/2014		2013	7/1/2013	7/12/2013	☑	4/25/2011	County	

PROGRAM SPECIFIC GUIDELINES:

Infrastructure Disaster Projects: Amended Policies and Procedures to the 2009 CDBG Management Guide

Updated 8/16/2011

The following policies and procedures are in addition to written waivers to HUD requirements for disaster projects as described in the State of Iowa Action Plan(s). The Disaster-Specific policies and procedures described herein vary from the established procedures in the 2009 CDBG Management Guide, which was originally intended for the competitive Water / Sewer and Community Facilities Program award processes.

These amended policies and procedures have been established and/or approved, either verbally or in writing, by IDED senior staff during the course of project application, award, design, construction and project management activities. These policies and procedures are generally intended to allow for the disaster and time-sensitive nature of the municipalities and county efforts to quickly rebuild and bring infrastructure back to safe and economical performance.

Chapter 2 Federal Requirements

Environmental Review

Incurring Costs (24 CFR Part 58.22) and Submitting Draw Requests (p. 9)

Typically, administration, design and environmental costs can be incurred after the effective date of the Award Letter and before the Release of Funds (ROF).

1. Disaster Specific Amendment: For disaster projects, an engineer can be procured and costs can be incurred prior to the issuance of an Award Letter. Engineering costs can subsequently be reimbursed through a Draw Request after issuance of an Award Letter, upon execution of a Contract and prior to ROF date. The procurement of the engineer however, must have occurred after the date of disaster events that led to the declaration of the disaster. Firms procured prior to the disaster date for other related design work are not eligible and must be re-procured with all applicable federal contract language.

If design firms were procured without any grant assistance, or for a non-CDBG funded project (e.g. I-Jobs) after disaster declaration dates, and do not reflect federal procurement requirements, then required federal language should be added to the contract(s) by amendment to comply with CDBG funding requirements. Construction procurement remains the same and can only occur after ROF.

2. General Disaster Amendment: In addition, smoke testing and televising of potential sewer line damages are to be considered a component of administrative / design exempt activities and thus are eligible for 100% reimbursement and may be performed prior to ROF.

Appendix 2

Procurement
Sample Form of Resolution, Procurement Policy
Policy
Methods of Procurement

C. (p.136) ……Competitive proposals is generally used when conditions are not appropriate for the use of sealed bids……

3. Disaster Specific Amendment: The RFP method has been allowed as a legitimate competitive process to solicit and award materials contracts. This method was allowed for the City of Des Moines in its solicitation of unique generators for levee protection.

3. General Disaster Amendment: For disaster-related projects, Buy American or any other Local Preference clause, as adopted by many municipalities, does not and cannot apply to CDBG funded projects.

Policy Amendment subsequent to supplemental DREF award, October 2010

Upon award of an additional $50 million in DREF funds from HUD in October 2010, numerous potentially viable projects that were previously not awarded DRI funds due to lack of funding, will be re-evaluated by two project managers and new Review Criteria forms will be completed. The projects will be initially evaluated based on the Urgency of Need Priorities that were originally developed from the Action Plan criteria. The Disaster Team Leader will then evaluate the completed Review Criteria forms and recommend for funding. It is estimated that 15 – 20 projects will become eligible for funding under the additional DREF award.

The files will reflect initial recommendations to not award as well as letters denying funding. Subsequently, new Review Criteria forms and Award Letters will be completed and included in the files of projects being awarded funds.

Policy Amendment Subsequent to HUD May 2012 Monitor Visit and Letter

DOB benefit verification – Corresponding to FEMA issuing status reports, currently on an irregular basis, IEDA staff will cross-check FEMA awarded infrastructure projects with CDBG awarded infrastructure projects to verify that duplicate funding of projects does not occur.

Disaster Forms. Misc Disaster. Amended Policies Procedures.doc

Performance Target Amendment to Policy & Procedure Manual

The criteria below have been established for the review of amendment requests for Disaster projects.

Of course, descriptions and needs outside these original parameters will likely be the norm, and in those circumstances Peggy and I will review new criteria prior to amendment approval. This policy is a starting point for the 2-3 requests I currently have in-hand and is intended to be a living document in that regard.

Generally, items 2 a), 2 b), or 2 c) meet the criteria for amendment approval, 2 d) does not meet criteria for approval.

1. The damages must be directly traceable to the 08 declared disaster event(s). The contract/project must meet an LMI national objective. This criteria is required for all amendments.
2. a) The request for additional work is contained / described in an engineering study that pre-dates the DRI application deadline of 7/1/09. The study refers to the damages as; critical, necessary or otherwise needed in the near future. Work described as "desirable" would likely not be considered for an amendment.
   b) If not documented in an existing engineering study, the proposed work is described as; seriously impacted, contingent damages or potential failure. In addition, the proposed amendment must consist of work relating to the existing project's relevant "system" of improvements (e.g. electrical components for a pump system, necessary components to complete a sanitary sewer system, additional protection for a system of levees).
   c) The original engineering cost estimate for the project utilized only estimated quantities (e.g. IN. FT. CY. etc.). The actual required quantities for a bid item increased during the construction process.
   d) The original DRI application took into consideration the competitive nature of the program / funds, and therefore the request was kept to a minimum. For example, new work or additional quantities at new locations are now desired to be added to the project scope – too often this work could have potentially incurred additional damages since the 08 storm event or could now be considered deferred maintenance.

1/27/11 Original criteria approved by T.W.
3/24/11 Added new 2 c) language, original 2 c) became 2 d).
6/28/11 Added LMI national objective requirement to 1 and new 2 b) language regarding improvement(s) to an existing infrastructure "system."

Perf Target Amendment MEMO.doc/Amendment Forms/Master Docs Spreadsheets/Disaster Forms/ Disaster Infrastructure JB Forms ' BCF

Hazard Mitigation Grant Program CDBG Match Guidelines
State of Iowa

Purpose/Program Description

The purpose of the FEMA's Hazard Mitigation Grant Program (HMGP) is to assist cities or counties to acquire flood damaged homes at fair market value. All properties assisted with this program are in the 100 year flood plain and are deed restricted to be green space in perpetuity.

The HMGP buyout program is a voluntary real property acquisition program. The program is offered only if the city or county decides to apply for and offer the program. The program is funded with 75% FEMA funds, and 25% CDBG match funds. The State of Iowa is committed to providing the local funds for approved HMGP applications, subject to availability of funds.

The HMGP buyout program offers funding for acquisition, clearance/demolition, relocation, and project management. The relocation payments are voluntary and qualify as an eligible CDBG activity, under Section 105(a)(11) of the Housing and Community Development Act. Eligible participants may receive up to $25,000 in replacement housing assistance and an additional $850 in relocation assistance.

Project management is considered a cost to complete the acquisition/clearance of each property and costs may be attributed to each property on a pro-rata basis.

Definitions

- *"HMGP"* means the Hazard Mitigation Grant Program
- *"CDBG"* means the Community Development Block Grant
- *"FEMA"* means the Federal Emergency Management Agency
- *"IEDA"* means the Iowa Economic Development Authority
- *"HUD"* means the U.S. Department of Housing and Urban Development
- *"IHSEMD"* means the Iowa Homeland Security Emergency Management Department
- *"100 year flood plain"* means the geographical area defined by FEMA as having a one percent chance of being inundated by a flooding event in any given year.
- *"Pre flood fair market value"* means the 2008 land and dwelling value for parcels, as determined by each subrecipient.
- *"Low-Moderate Income"* means a household whose income is less than 80% of the local area median income.

Eligible City/County

Counties where the CDBG Disaster Recovery Funds may be used for the buyout are determined by the FEMA Declaration FEMA-1763-DR dated May 27, 2008, for Iowa Severe Storms, Tornadoes, and Flooding (May 27, 2008 and continuing.) The CDBG Disaster Recovery Funding may be used in the 85 counties that are eligible for assistance under the two FEMA programs. (84 counties are designated for Public Assistance, and one county is designated for Individual Assistance only.)

National Objectives

Properties are acquired through the HMGP program for the purpose of clearance. This activity will meet either the national objective of urgent need or low-and-moderate income area benefit. The land is restricted to green space in perpetuity. In every case a park or green space will be established and be available to residents in the community.

The activity will meet a low-and moderate- income area benefit if it is primarily residential and at least 51 percent of the residents that the park or green space serves are low-and moderate income persons.

National Objectives Fulfilled:

CDBG Disaster Recovery activities meet one of the following national objectives:

- Urgent Need (direct benefit) – if the activity addresses a serious threat to community welfare following the disaster and the household assisted is above 80% AMI.
- L/M Income Housing (direct benefit) if the household to be assisted is L/M and is occupying replacement housing.
- L/M Income Area Benefit – if the final use of the land is available for the use of an L/M Income area

Direct Benefit

A buyout contract may contain an activity type where properties satisfy either a direct benefit under the national objectives of Urgent Need or L/M Income Housing.

> *For example in DRGR Acquisition-buyout of residential property is separated into two activities – one that includes properties that qualify as UN and one that includes properties that qualify as L/M Income.*

Because Homeland Security did not require income documentation at the time of application, IEDA contracted with a consulting firm to gather this information. The consultant also gathered documentation of occupancy for a replacement home after the buyout.

The applicant's national objective is the same for all activities *associated* with the applicant's parcel (acquisition, clearance and demo, relocation assistance) even though they are classified as separate activities in DRGR.

Direct Benefit:

Activity Types in DRGR	National Objective: Urgent Need Direct	National Objective: L/M Income Housing Direct
Acquisition-buyout of nonresidential property	X	
Acquisition-buyout of residential property	X	X
Clearance and Demolition	X	X
Relocation Payment and Assistance	X	X

L/M Income Area Benefit:

A subrecipient may utilize the national objective of LM Income Area in addition to a direct benefit. A subrecipient may purchase real estate and the final use of the property will be available as green space to benefit a residential L/M Income area. (Note-tenants may be eligible for relocation benefits under URA)

- L/M Income Area (b/c the area will be maintained as green space and the residential service area which will benefit from the green space is LMI.) Activity Type: Acquisition of nonresidential property
- The definition of the service area will be based upon the total area served by the park or green space. If that area corresponds to the census tract/block numbering area the state will use HUD-provided data on percentage of low-and moderate income persons. If the census tract/block would not be an accurate reflection of the service area, the recipient will define it using different geographical boundaries which it will be reflected on a map accompanied by how the service area was defined. A local income survey based on methodologically sound techniques of the service area residents would be conducted to determine if the service area qualifies under the low-and moderate income area benefit criterion. The survey instrument would be documented in the project file. The state created survey methodology that all CDBG applicants use is entitled: *conducting a low-and moderate income (LMI) survey for a CDBG application*. It can be found in the appendix to this document.
- L/M Income Housing Direct – (If any other applicants are L/M and located outside of the residential service area) Activity Type: Acquisition of residential property.

Activity Types in DRGR	National Objective: L/M Income Area
Acquisition-buyout of nonresidential property	X
Acquisition-buyout of residential property	X
Clearance and Demolition	X
Relocation Payment and Assistance	X

Note: Relocation payments may be included in the L/M Income Area benefit calculation. Per the State Guide to National Objectives, "In any case where the payment of such assistance is voluntary on the part of the grant recipient...the relocation payments could qualify either on the basis of the re-use of the property or the income of the recipients of the relocation assistance, at the grant recipient's option."

Application and Administration of the buyout

- A city or county applies to Homeland Security Emergency Management Department (IHSEMD) to participate in the HMGP buyout.
- If awarded, the city or county contracts with IHSEMD, who administers the program.
- The approved city/county then contracts with the State of Iowa for the 25% CDBG match portion of their HMGP contract.
- Property owners apply directly to the city or county and the award is determined at the local level. Property owners approved by the city or county are submitted to IHSEMD for verification of the acquisition award and benefits received by the property owner.
- IEDA verifies the 25% match amount with IHSEMD prior to disbursing funds to the city or county.

Environmental Requirements for CDBG funding

The HMGP Match program follows CDBG environmental regulations - 24 CFR Part 58.

Duplication of Benefits Process

IHSEMD conducts a duplication of benefits (DOB) check for each eligible property (as provided by the Robert T. Stafford Act) prior to providing the funding.

HMGP Match Voluntary Property Acquisition Program Guidance on Draw Requests

Process of requesting funds:

Do not submit your draw request to the Iowa Economic Development Authority (IEDA) prior to receiving approval from Homeland Security Emergency Management Division (HSEMD).

1. Submit draw request to HSEMD. The draw request should include 100% of your expenditures.
2. HSEMD will audit documentation prior to approval of the draw request.
3. Upon approval, HSEMD Finance staff will notify subrecipient and IEDA that the draw request has been approved.
    a. The e-mail will indicate the amount of Federal/Local and State funds that have been approved.
4. Submit your draw request to IEDA for the approved Local/State funds. This is the 25% match amount that CDBG will provide.
5. Follow the attached process to submit draw request to IEDA.

Process of requesting funds from IEDA:
Attached is the CDBG disaster housing funds claim that is to be submitted with each draw request. Subrecipients must submit:

- One copy of the first page,
- One copy of the second page with an original signature,
- Three copies of the second page, and
- One copy of the third page.

All documents must be received in the mail and cannot be e-mailed.
Please note that for the HMGP match program, the amount of funds requested from IEDA should only be the 25% paid by CDBG, not the entire amount requested from CDBG and HMGP in total.

Page 1
Attached is an example draw form with all information filled out. Note that for this community, it is the second draw; funds have already been requested and received. Use this as a guide when completing your draw requests.
Tab 1 is the first page of the draw form. Fill out the form with the information for your contract.

- "*Recipient*" is the name of the City/County receiving funds from CDBG for the match portion of the buyout contract.
- "*Contract number*" is the contract number for the match portion only (08-DRMH-___).
- "*Report number*" is the draw request number.
- "*Period ending*" is the date you last incurred expenses that are included in the reimbursement request.
- *"Federal CDBG Disaster Budget*" is the budget for your match contract.
- "*Expended since last report*" is the amount of funding you are requesting for your current draw request.
- "*Less program income applied*" is the amount of program income received since your last draw request. If you received no program income, leave it blank or put $0.
    - "*Program income*" is gross income received by the subrecipient directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period. (44 CFR 13.25(b))
        - Example: Subrecipient allows salvage rights. A local citizen would like to purchase cabinets from a buyout home that is to be demolished. The citizen pays the subrecipient for the cabinets. The money received by the subrecipient for the cabinets is considered program income. Because it is money generated as a result of the program, it must be reported and deducted from draw requests.
- "*CDBG Reimbursable*" is the same amount as the "Expended Since Last Report", unless you received program income. If you received program income, subtract the amount of program income received from the "Expended Since Last Report". The resulting amount will be the "CDBG Reimbursable".
- "*CDBG Requested to Date*" is the running total of all requests made for your contract.
- "*TOTALS*" at the bottom are the totals from the top row.
- "*Less IDED Funds Received*" is the amount of funding you have already received for the contract to date. (There will be $0 in this cell for your first draw, as you have not received any funding.)
- "*Less IDED Payments Pending*" is the amount of funds you have requested but have not yet received.
- "Net Request" is the amount of CDBG funds you are requesting for your current draw. This amount should match the "CDBG Reimbursable" cell. Remember, this is only for the 25% match.

For the match program, there is one activity: 01 Acquisition. This activity includes all costs associated with your FEMA buyout: acquisition, clearance/demo (if applicable), relocation, and project management. There is not a separate project management line item for HMGP match contracts.
*NOTE: The amount of CDBG funds requested must be rounded to the nearest dollar.
"Local Financial Information"
The activity code should be 01 for Acquisition.

- "*Current Budget*" is the same amount as the "Federal CDBG Disaster Budget".
- *"Expended Since Last Report*" is the same amount as the cell with the same heading above in the "Current Expenditures" section.

- "*Expended to Date*" is the same amount as the "CDBG Requested to Date".

"List of Addresses Requesting Funds"
List all addresses requesting funds for your current draw. If you are requesting any project management that cannot be attributed to a particular address, write "Admin: $___" in this box as well.

Page 2
The second page of the draw form is called the "GAX" (General Accounting Expenditure). Here, basic information about the recipient must be filled in.

- "*Vendor Name and Address*" and "*Ship to Address*" are both the address of the subrecipient.
- "*Report Number*" is the draw request number.
- "*Housing Contract Number*" is your CDBG contract number: 08-DRMH-___. "*Total Price*" and "*Document Total*" are both the total amount of funds you are requesting from CDBG.

An authorized representative of the subrecipient should complete and sign the "Claimant's Certification" box.

Page 3
The third page details the addresses that are requesting funds. Fill in the "Recipient", "Contract #", and "Report Number" boxes with the information from the front page of the draw form.
"Buyout Household Data"
List one buyout address per row.

- "*Amount of Funds Requested from CDBG*" column is the amount attributable to that address your current draw. Remember, this information is only for the 25% match.
- "*% of Area Median Income*" is the buyout participant's income level. This number should be a whole number, not a decimal.

Fill out a "Y" or "N" to answer if the applicant is Hispanic.
For the Race/Ethnicity of the homeowner, indicate one of the following choices:

- 1 - Native American/Alaskan
- 2 -Asian
- 3 - Black/African American
- 4 – Intentionally left blank
- 5 - White
- 6 - Native Hawaiian/Other Pacific Islander
- 7 - Black/African American and White
- 8 - Native American/Alaskan and Black/African American
- 9 - Native American/Alaska & White
- 10 - Asian & White
- 11 - Other Multi-racial
- 12 – Unknown

- "*Household Size*" is the number of persons in the household.
- "*Property Type*" is either single-family or multi-family.
- "*Occupancy*" is either owner occupied, or tenant occupied.

"Current Household Data"
Indicate the applicant's current address in the "Current Address" box. Indicate whether or not they own or rent their current dwelling in the "Occupancy" box.

Notes

Documentation is not required for the draw request of HMGP match funds because the entire request has been approved and audited at Homeland Security prior to its submission to the Iowa Economic Development Authority. However, if you receive program income, please include a memo that explains the source of the program income.

All forms are required to be completed for each draw request. An incomplete draw request that is received by IEDA will be returned.

If you have questions regarding the HMGP Match draw process, please contact the IEDA project manager.

CDBG Buyout Program

The CDBG buyout program is a voluntary real property acquisition program. The program is offered only if the city or county DECIDES to offer the program.

Eligible Property Types

- SFR (both owner occupied and rentals)
- Vacant lots owners
- Commercial property owners

Considerations

- Health and Safety
- Substantially damaged
- Flood plain location (100 or 500 or other)
- Plans for deed restriction (100 yr flood plain mandatory)

Award Calculation

- Homeowners will be offered the fair market value of their property.

  Structure = $$,$$$.00
  Land = $$,$$$.00
  Total FMV = $$$,$$$.00

The methodology used to determine FMV is a decision that is made at the local level. Cities and Counties will have provided documentation within their loan application to support that methodology.

The buyout program shall conduct, on a case by case basis, a duplication of benefits check prior to providing the funding necessary to acquire the property. (acquisition/closing)

CDBG Voluntary Real Property Acquisition Program Guidelines State of Iowa

Purpose: The purpose of the Community Development Block Grant (CDBG) property acquisition program is to assist property owners in relocating their homes and businesses outside the threat of flooding. The city or county acquires property at fair market value and turns any properties located in the 100 year flood plain to green space in perpetuity by a required deed restriction. Properties located in the 500 year flood plain that are acquired through the CDBG program may be redeveloped, with certain restrictions on subsequent use within the restricted period.

The CDBG buyout program is a voluntary real property acquisition program. The program is offered only if the city or county decides to apply for and offer the program.

Counties where the CDBG Disaster Recovery Funds may be used for the buyout are determined by the FEMA Declaration FEMA-1763-DR dated May 27, 2008, for Iowa Severe Storms, Tornadoes, and Flooding (May 27, 2008 and continuing.) The CDBG Disaster Recovery Funding may be used in the 85 counties that are eligible for assistance under the two FEMA programs. (84 counties are designated for Public Assistance, and one county is designated for Individual Assistance only.)

Acquisition awards are limited to the pre-flood fair market value of the land and structure, as determined by the subrecipient. Eligible property owners receive a replacement housing award of up to $25,000 in addition to their acquisition award. All awards are subject to the Robert T. Stafford Act, requiring that all funds used for the same purpose as the CDBG acquisition award be deducted as a duplication of benefit.

Definitions:

- *"CDBG"* means the Community Development Block Grant
- *"IEDA"* means the Iowa Economic Development Authority
- *"HUD"* means the U.S. Department of Housing and Urban Development
- *"100 year flood plain"* means the geographical area defined by FEMA as having a one percent chance of being inundated by a flooding event in any given year, as documented at the time of the disaster event (2008).
- *"500 year flood plain"* means the geographical area defined by FEMA as having a 0.2 percent change of being inundated by a flooding event in any given year, as documented at the time of the disaster event (2008).
- *"Pre flood fair market value"* means the 2008 land and dwelling value for parcels, as determined by each subrecipient.
- *"Eligible receipts"* means proof of payment for items that are strictly for rebuilding the disaster affected structure. Receipts must consist of permanent fixtures only such as wood panels, drywall, paint, carpet, etc.
- *"Ineligible receipts"* means repairs that are completed on detached buildings such as garages or sheds. Personal items such as food and clothing, gasoline, tools and equipment are ineligible receipts as well.
- *"Eligible Property"* means a property that is located within the 100 year flood plain, or is located outside of the 100 year flood plain and is substantially damaged/a health and safety risk.
- *"Low-Moderate Income"* means a household whose income is less than 80% of the local area median income.
- *"Subrecipient"* means a city or a county that has applied for and been awarded with a CDBG buyout contract.

National Objectives Fulfilled:

CDBG Disaster Recovery activities meet one of the following national objectives:

- Urgent Need – if the activity addresses the serious threat to community welfare following the disaster and the household assisted is above 80% AMI.
- L/M Income Housing (direct benefit) if the household to be assisted is L/M and is occupying replacement housing.
- L/M Income Area Benefit – if the final use of the land is available for the use of an L/M Income area

Most Buyout contracts contain an activity type where properties satisfy the national objectives of Urgent Need or L/M Income Housing.

For example in DRGR Acquisition-buyout of residential property is separated into two activities – one that includes properties that qualify as UN and one that includes properties that qualify as L/M Income.

As part of the application process the applicant provides documentation of household income. IEDA staff verifies income and whether the applicant meets L/M Income Housing or Urgent Need. The applicant's national objective is the same for all activities *associated* with the applicant's parcel (acquisition, clearance and demo, relocation assistance) even though they are classified as separate activities in DRGR.

Buyout files contain documentation that the assisted L/M household is occupying replacement housing. Documentation may be found in the administrators' intake documents such as "contact report" that lists the current address or the Ownership and Benefit Affidavit which lists both the buyout address and current property address. If the applicant applied for a replacement housing award, documentation of the replacement home purchase would be found in the file.

Urgent Need:

Activity Types in DRGR	**National Objective: Urgent Need**	**National Objective: L/M Income Housing**
Acquisition-buyout of nonresidential property	X	
Acquisition-buyout of residential property	X	X
Clearance and Demolition	X	X
Relocation Payment and Assistance	X	X

L/M Income Area Benefit:
A subrecipient may utilize the national objective of LM Income Area in addition to a direct benefit. A subrecipient may purchase commercial real estate and the final use of the commercial property will be available as green space to benefit a residential L/M Income area. (Note-tenants may be eligible for relocation benefits under URA)

- **L/M Income Area** (b/c the area will be maintained as green space and the residential service area which will benefit from the green space is LMI. Activity Type: Acquisition of nonresidential property
- **L/M Income Housing Direct** – (If any other applicants are L/M and located outside of the residential service area) Activity Type: Acquisition of residential property.

Activity Types in DRGR	**National Objective: L/M Income Area**
Acquisition-buyout of nonresidential property	X
Acquisition-buyout of residential property	X
Clearance and Demolition	X
Relocation Payment and Assistance	X

Note: Relocation payments may be included in the L/M Income Area benefit calculation. Per the State Guide to National Objectives, "In any case where the payment of such assistance is voluntary on the part of the grant recipient...the relocation payments could qualify either on the basis of the re-use of the property or the income of the recipients of the relocation assistance, at the grant recipient's option."

Application and Administration of the buyout:

A city or county must apply for the CDBG property acquisition program to be offered in their community. At the time of application, properties are identified by the subrecipient that would qualify for the program. A budget is determined based on the pre-flood fair market values of all homes identified eligible for the program. If awarded, the city or county contracts with IEDA to administer and oversee their jurisdiction in which the program applies. The subrecipient receives applications for the buyout program directly from the property owner. Approved applicants at the local level

are then submitted to IEDA for verification of the acquisition award and benefits received by the property owner. IEDA can add (by way of requested amendment) approved projects and budgets to the contract between IEDA and the subrecipient. A subrecipient may subcontract with a Council of Government (COG) or third party administrator to administer the program for them.

Environmental Requirements for CDBG funding:

It is required that all approved applicants for the DRHB property acquisition program follow all CDBG environmental regulations prior to receiving a release of funds. Additional information on CDBG environmental regulations can be found in the 24 CFR Part 58.

Eligibility Requirements of Proposed Buyout Property/Owner:

To be considered an eligible property for the buyout, the buyout property must satisfy one or more of the three following requirements;

- The property is located in the 100 year flood plain or designated construction areas, or
- The property is located outside of the 100 year flood plain, and satisfies one of the following requirements:
  - The property is substantially damaged (51% or more of the pre-flood fair market value of the structure is damaged), or
  - The property is considered a healthy/safety risk.

Eligible property types are:

- Single and multi family residences (both owner occupied and rentals),
- Vacant lots*,
- Commercial properties, and
- Certain types of non-profit organizations.

*The State of Iowa allowed vacant lots that have never included a structure to participate in the program. Vacant lots qualify under the National Objective of Urgent Need and were purchased to prevent further residential or commercial development in the flood plain.

In addition to the property qualifying for the buyout, the property owner must also qualify to participate. The property owner must certify that they are lawfully present in the United States.

Acquisition Award determination:

The methodology used to determine the fair market value of a property is a decision that is made at the local level. Cities and counties provide documentation within their application to support that methodology.

Buyout applicants who owned the property prior to June 8, 2008:
Pre flood owners receive an offer to purchase the property based on the pre flood fair market value of the property minus any duplication of benefits as set out in each community's administrative plan for the CDBG property acquisition program.

Buyout applicants who purchased the property after June 8, 2008:
Post flood owners receive an offer to purchase the property based on pre-flood fair market value as the basis of their buyout with the following limitations and duplication of benefit review:

- Individuals and entities that purchased a flood impacted home after June 8, 2008 located in the 100 year flood plain will be limited to the price the owner paid for the property, not to exceed the pre-flood fair market value. If repairs had been made to the property, eligible repair receipts are added to the post flood price of the acquisition.

- Banks that have been deeded the property on a post flood basis will be limited to the amount of the mortgage balance (amount to pay-off the mortgage). This is the amount that the bank would have received had the owner participated on the buyout.

- Properties that are in foreclosure where the pre-flood owner receives any remaining proceeds of the sale of the property after sale expenses, taxes and liens, receive an award based on the pre-flood fair market value of the property.

- Contract sellers are limited to the amount of the contract balance. This is the amount that the contract seller would have received had the contract buyer participated in the buyout, provided the contract balance is less than the pre-flood fair market value. If the contract balance is more than the pre-flood fair market value, the contract seller will be limited to the pre-flood fair market value.

- Trusts, probates and living wills receive an offer based the pre-flood fair market as if the pre-flood owner is participating and subject to a duplication of benefits review. This is the same amount that the trust/probate would have received had the creation of the trust/probate been after the owner themselves signed all the documents necessary to participate in the buyout.

- If a non-profit has received the property by donation on a post flood basis, they are limited to the value it was appraised at, at the time of donation.

- If the property has been acquired by a bankruptcy trustee, the bankruptcy trustee provides the valuation documentation that was used to value the property at the time of the bankruptcy. The award amount is limited to the maximum of the pre-flood fair market value. Or alternatively, if the property is being held in trust with the homeowner remaining the current deed holder, documentation must be provided to demonstrate that the property is still deeded to homeowner, but held in trust. If documentation is provided, the file receives an award based on the pre-flood fair market value of the property.

Duplication of Benefits Process:
The program shall conduct a duplication of benefits (DOB) check for each eligible property (as provided by the Robert T. Stafford Act) prior to providing the funding necessary to acquire the property.

If benefits already received by the homeowner were purposed to compensate the homeowner for the loss of the structure, those benefits will be considered a DOB to the buyout award, unless those benefits have already been considered a duplication of benefit by a different program that reduced the award eligibility amount for the applicant for that different program. Benefits received that were purposed to compensate the homeowner for the loss of the structure, will not be considered a DOB against the fair market value of the land.

Eligible receipts for repair expenses to the buyout home may be considered to reduce the amount of the DOB. For example, if applicant A has a DOB of $50,000 from an insurance payment received for structure, and has provided eligible repair receipts for $25,000, then applicant A's DOB will be reduced to $25,000.

Stafford Act Policy

The following policy is based on guidance provided by HUD in their July 2012 Monitoring Letter and subsequently provided to subrecipients on August 8, 2012.

Section 414 of the Robert T. Stafford Act, 42 USC 5181 provides that "Notwithstanding any other provision of law, no person otherwise eligible for any kind of replacement housing payment under the [Uniform Act] shall be denied such eligibility as a result of his being unable, because of a major disaster as determined by the President, to meet the occupancy requirements set by such [Uniform Act]".

49 CFR 24.403(d) reflects this 414 requirement. That section provides that "No person shall be denied eligibility for a replacement housing payment solely because the person is unable to meet the occupancy requirements set forth in these regulations for a reason beyond this or her control, including: (1) A disaster, an emergency, or an imminent threat to the public health or welfare, as determined by the President."

Also, *Section 24.2(a)(15)(iv) Initiation of negations (Tenants.)* states, If a tenant is not readily accessible, as a result of a disaster or emergency, the Agency must make a good faith effort to provide these notifications and document its efforts in writing.

HUD further clarified, that Section 414 references only replacement housing payments, therefore non-residential occupants are not eligible under this provision. To comply with Section 414 provisions, subrecipients must identify which properties proposed for acquisition were tenant-occupied as of the date of the disaster prior to making a written purchase offer.

At this point in the recovery phase, it is not reasonable for subrecipients to document their efforts to locate tenants who were in occupancy of acquired units in 2008. However, subrecipients should document reasonable efforts to locate such tenants for rental properties under contract/negotiation where title has not already been transferred to the city/county. The city/county may proceed with closings however property files must clearly document efforts to locate tenants for these properties. Any person who makes a claim for relocation assistance under Section 414 must receive reasonable consideration of the merits of their eligibility.

For acquisitions, where Section 414 of the Stafford Act applies to activities subject to the URA, subrecipients will take reasonable steps to identify current occupants of proposed sites as well as those who were in occupancy as of the date of the disaster. Per HUD Handbook 1378, efforts to locate former occupants may include notice in a local newspaper, posting notice in project locations, checking post office records and various other means reasonably available to the subrecipient.

Replacement housing award determination:

Because of the voluntary nature of acquisition, property owners are not eligible for assistance under the Uniform Relocation Assistance (URA) and Real Property Acquisition Policies Act. However, displaced tenants (occupants present at the date of the disaster and/or "initiation of negotiations") are entitled to assistance under the URA.

Purpose of replacement housing:
In 2008, the median price of a home sold in Iowa was $130,000. The average price of a home included in property acquisition programs as a result of the 2008 disasters is $89,000 leaving people who need to move with an average cost of replacement housing of just over $40,000. For this reason, all homeowners participating in the buyout are eligible for up to the maximum Replacement Housing Assistance allowed by the Stafford Act. This amount is $25,000.[1] We will include this Replacement Housing Allowance in our DOB evaluation as we provide assistance to communities to implement critical property acquisition programs and assistance to people to purchase (or have purchased) replacement housing.

This policy ensures that all income qualified (<120% median income) buyout participants are eligible for up to $25,000 in Replacement Housing Allowance plus the pre-flood fair market value (FMV) of their buyout home. Those who are not income qualified will be eligible for up to $10,000 in Replacement Housing Allowance as long as their flood-damaged home is located in the 100 year flood plain. This result holds true if the property owner participates in the FEMA or CDBG buyout, their pre-disaster mortgage, or how much assistance they have received from FEMA, insurance or other duplicating benefits with only two exceptions:

[1] **Federal Register** / Vol. 70, No. 2 / Tuesday, January 4, 2005 / Rules and Regulations page 627. Note that the maximum assistance specific here is $22,500. This amount was raised to $25,000 by the Post-Katrina Emergency Management Reform Act as stated on page 12 of the Congressional Research Service report titled "FEMA Disaster Housing: From Sheltering to Permanent Housing" which can be found at http://assets.opencrs.com/rpts/R40810_20090916.pdf

1. Those who are not income qualified and received replacement housing before the buyout will be allowed to keep up to $25,000 in Replacement Housing Assistance.
2. In a few cases, counting replacement housing as a duplication of benefit against the buyout award will prevent an applicant from participating in the buyout. The $25,000 Replacement Housing Allowance ensures that this group of applicants is small. To help this small group participate in the Buyout, IEDA has included an "Unmet Needs" fund to cover the difference.

To qualify for a replacement housing award, all of the following requirements must be met:

- The buyout home must be located in the 100 year flood plain or house a low-moderate income family,
- The homeowner must purchase a replacement home that is more expensive than the buyout home,
- The replacement home must be located within the state of Iowa, and
- The replacement home must be considered decent, safe, and sanitary.

If income qualified, the replacement housing award would be, at a maximum, $25,000. However, the replacement home purchased must be $25,000 more expensive than the buyout home in order to receive the full award. If the replacement home is less than $25,000 more expensive but is more than the pre-flood fair market value of the buyout home, the applicant's replacement housing award will be capped at the difference. If the applicant is not income qualified, the maximum amount of replacement housing the applicant can receive is $10,000. Pre flood owners of vacant lots, commercial and rental properties are not eligible to receive a replacement housing award as they did not occupy the structure at the time of the disaster. In addition, post flood owners are not eligible to receive a replacement housing award, as they were not required to relocate as a result of the natural disaster. Homes proposed or purchased on contract are not eligible for a replacement housing award.

In addition to the replacement housing award, buyout applicants located in the 100 year flood plain are eligible to receive up to $850 for relocation expenses. The amount of relocation assistance is based on the number of rooms per household, and is determined by a fixed scheduled, created by the Federal Highway Administration. http://www.fhwa.dot.gov/realestate/fixsch96.htm

If a rental home is purchased through the buyout program and contains tenants that will be required to relocate, they are considered displaced persons who are eligible for relocation benefits under the Uniform Relocation Act (URA).

As a displaced tenant under the URA, a tenant can receive two types of replacement housing assistance: a moving allowance, and a replacement housing allowance. The moving allowance can be an actual reasonable moving and related expenses reimbursement, or a fixed payment for moving expenses determined by a schedule published by the Federal Highway Administration. The replacement housing allowance can take two forms. If the displaced tenant chooses to continue to rent a dwelling, the award amount they are eligible for is 42 months times the difference in rent/utilities of their new home and their buyout dwelling (including lot rent, if a mobile home unit). Rental assistance is capped at $5,250 for 90-day tenant occupants, except in situations where housing of last resort applies. Rental assistance is capped at $22,500 for 180-day tenant occupants, except in situations where housing of last resort applies. Another option is for the displaced tenant to purchase a new home and receive a lump sum down payment form of assistance. If the displaced tenant elects to receive lump sum down payment assistance, their award cannot exceed what they would have been eligible for had they continued to rent a unit.

HUD Handbook 1378 contains additional guidance on mobile home relocation under the URA:
"1) Replacement Housing Payment is based on Dwelling and Site. Both the mobile home and mobile home site must be considered when computing a replacement housing payment. (A displaced mobile home occupant may have owned the displacement mobile home and rented the site, or rented the displacement mobile home and owned the site, or owned both the mobile home and the site, or rented both the mobile home and the site.) Also, a displaced mobile home occupant may elect to purchase a replacement mobile home and rent a replacement site, rent a replacement mobile home and purchase a replacement site, purchase both a replacement mobile home and replacement site, or rent both a replacement mobile home and site. In such cases, the total replacement housing payment shall consist of a payment for a dwelling and a payment for a site, each computed under the applicable requirements in 49 CFR 24.401 and 49 CFR 24.402."

When the maximum replacement housing assistance under the URA is calculated, differential payment for the dwelling and site are both included. If a mobile home owner-occupant then chooses to purchase a stick-built home rather than a mobile home, they are eligible to receive the same amount of replacement housing assistance as if they were to purchase a mobile home and lot. The State of Iowa will allow the rental assistance payment for the site differential cost to be considered when computing the total replacement housing assistance due in this situation.

A waiver approved by HUD in 2008 affects the way URA benefits are applied to low-moderate income displaced tenants. Section 104(d) of the Housing and Community Development Act allows low-moderate income displaced tenants to receive 60 months of assistance. The waiver does not allow any differentiation in rental assistance to be paid to tenants as a result of the disaster. All replacement housing payments must be based on 42 months' worth of assistance. See 49 CFR 24 for more specific information.

Guidance on property use/disposition:

Qualifying an acquisition activity under one of the CDBG national objectives depends entirely on the use of the acquired real property following its acquisition. A preliminary determination of compliance may be based on the planned use. The final determination must be based on the actual use of the property, excluding any short-term, temporary use. Where the acquisition is for the purpose of clearance that will eliminate specific conditions of blight or physical decay, the clearance activity may be considered the actual use of the property. All properties acquired under this program were acquired for the primary purpose of clearance; however, any subsequent use or disposition of the cleared property must be treated as a "change of use," under 24 CFR 570.489(j), as applicable if such change occurs within five years from the closeout of the subrecipient's grant with IDED.

If property is to be acquired from the recipient for for a general purpose, such as housing or economic development, and the actual specific project is not yet identified, the grant recipient must document the general use it intends for the property and the national objective it expects to meet.

Any changes made after 5 years from the closeout of the CDBG-DR contract with IDED are no longer subject to CDBG requirements - unless restricted by the filed covenants. In order to comply with any use other than clearance, the recipient must:

- The identified "use of the property" is the expected CDBG identity of that property. The subrecipient has 5 years after the grant close out with IDED to fulfill the expected CDBG identity of that property. Within that time period, the subrecipient may change the use of the property if:

  A) The subrecipient gives reasonable notice to affected citizens and allows them an opportunity to comment, and the new use meets one of the national objectives

  And

  B) If the new use will not meet one of the National Objectives, the subrecipient must reimburse the State CDBG program of the fair market value of the property.

Policy on Exemptions to Disposition for Redevelopment

This revised policy allows IEDA to grant an exemption to structures located in the 100 year flood plain so that demolition is not required, or redevelopment is allowed. In order to be eligible for this exemption, the structure or property must have been acquired through the 100% CDBG-DR funded Buyout program.

- This disposition policy and process is to be used for parcels purchased with CDBG funds in the 2008 CDBG Voluntary Property Acquisition Program.
- It is required that recipient (city) demolish and deed restrict all parcels in the 100 year flood plain, except for those that receive a historic district/property, or business corridor exemption, as described below.
- Parcels in the 500 year floodplain are not required to complete the 8 step decision-making process for a change in use, but must submit a request for release of deed restriction.
- The repayment of Fair Market Value is required based on change of use regulations within five years from he subrecipient's grant closeout with IEDA. **Any transfer of ownership that occurs after five years from grant closeout does not require the repayment of fair market value funds to IEDA.**

IEDA will allow redevelopment in the 100 year floodplain for:

- **Historic properties**: eligible for or on the national register of historic places or the state inventory of historic places.
- **Historic districts**: designated area is eligible for or on the national register of historic places or the state inventory of historic places. All parcels or structures within the designated area would be eligible for redevelopment.
- **Viable business corridor**: City council approved plan for redevelopment of the area, the area is zoned commercial, and demonstration from businesses/developers in the form of a commitment letters that they will occupy/invest in the area. Corridor to be established by the City Council by December 31, 2013. No other corridors will be allowed into the program after this date.

Conditions:

1. City owned parcel to be sold at fair market value with the proceeds returned to the IEDA if within 5 years of the closeout of the grant with IEDA.

2. The covenants and restrictions on the parcel will be amended to remove the prohibition against redevelopment; and a new restriction will be added that precludes the current/future owners of the parcel from receiving federal financial assistance (acquisition, rehabilitation, or operational assistance) if the parcel were affected by future flood events.
3. The current/future owners must follow all City flood plain ordnances and policies including that any redevelopment/construction must be mitigated to 1' above the 100 year flood plain or the existing building must be flood-proofed.
4. Future use of parcel cannot be considered a "critical action" per CDBG Guidelines, (i.e. an activity that involves facilities that contain occupants who may not be sufficiently mobile to avoid loss of life or injury during flood or storm events. (nursing homes, hospitals, etc.)

Establish Corridors/Historic Districts/Individual Historic Parcels which are eligible for disposition and redevelopment

Business Corridor

Prior to disposing of a parcel the City will submit for IEDA approval the following, for each "Viable Business Corridor" to be established:

_____ 1. City development plan including: description, zoning designation, anticipated density and uses of the development area, project timelines, proposed financing and value created by the development.

_____ 2. Map identifying all properties in the business corridor that participated in the 100% CDBG buyout.

_____ 3. Spreadsheet listing all 100% CDBG buyout parcels in the business corridor. Include address and/or parcel number

_____ 4. Documentation City Council approved business corridor by December 31, 2013. Amendment to Corridors must also be reviewed and approved by IEDA - no amendments will be accepted after April 30, 2022.

_____ 5. Commitment letters from business/developer that will occupy or invest in the area.

_____ 6. How the disposition process will be made public

Business Corridor - UPDATE 2022

The following Business Corridors, and maps, have been approved by IEDA - no additional Corridors or Amendments to Corridors submissions will be accepted under this policy after April 30, 2022:

Bohemian Commercial Historic District
Ellis Boulevard Commercial Corridor
Kingston Village Business Corridor
First Street Business Corridor

Historic District

Prior to disposing of a parcel the City will submit for IEDA approval the following, for each "Historic District" to be established:

_____ 1. Documentation the area is eligible for or on the national register of historic places.
_____ 2. Historic Site Inventory Summary for the historic district.
_____ 3. Documentation of City Council approved historic district.
_____ 4. Map identifying all properties in the designated historic district that participated in the 100% CDBG buyout.
_____ 5. Spreadsheet listing all 100% CDBG buyout parcels in the designated historic district. Include address and/or parcel number
_____ 6. How the disposition process will be made public.

Historic Property *(not located in a designated Historic District)

Prior to disposing of a parcel the City will submit for IEDA approval the following:

_____ 1. Documentation the property is eligible for or on the national register of historic places or,
_____ 2. Documentation the property is on the State Inventory of historic places.
_____ 3. How the disposition process is to be made public

Process for Redevelopment of 100-year floodplain* Buyout Properties
For Recipients of the 100% CDBG 2008 Disaster Recovery Buyout (DRHB) Program

1) Establish Corridors, Districts and/or identify individual historic properties eligible for disposition and redevelopment in the 100-year floodplain. Submit each for IEDA approval.

    - Viable Business Corridors will be established by the City Council by December 31, 2013 - No changes or amendments will be allowed after April 30, 2022.

2) As individual parcels are identified for redevelopment and lien release, the City contacts IEDA requesting approval to dispose of parcels and request for an Amended Deed Restriction. For each parcel, submit:

    - a "City Request for Amended Deed Restriction" and "Acknowledgment" form included in policy below
    - copy of the prior deed restriction(s) tied to the specific property

3) IEDA will verify that parcel is listed in approved historic district or business corridor.

4) IEDA will sign and notarize the relevant Amended Deed Restriction and forward to the City.

5) City returns funds with documentation of sale and copy of recorded deed (if sold within five years of close of grant with IEDA; all sales beyond five years of closeout are not required to return FMV proceeds to State).

6) City establishes a spreadsheet to track approved properties, FMV, date of sale, date deed recoded and date funds are returned to IEDA. Submit spreadsheet to IEDA the annually.

Process for Redevelopment of 500-year floodplain/inundation area Buyout Properties For Recipients of the 100% CDBG 2008 Disaster Recovery Buyout (DRHB) Program

1) The 500-year floodplain / inundation area buyouts deed restrictions included a "Restriction Period" defined as five years from the closeout of the grant between the City and IEDA. After the restrictive period, the covenants and restrictions of the lien are no longer enforceable and can be released by the State without the repayment of Fair Market Value. Similarly, some parcels are no longer considered in the Special Flood Hazard Area as a result of new flood protection or revised FEMA Maps. As individual parcels are identified for redevelopment and lien release, the City contacts IEDA requesting approval to release liens. For each parcel, submit:

    - a correspondence requesting the release of the lien
    - copy of the prior deed restriction(s) tied to the specific property

2) IEDA will verify that parcel is eligible to be released based on the Restriction Period, or other conditions of the covenants and restrictions.

3) IEDA will sign and notarize the Lien Release and forward to the City.

4) City returns funds with documentation of sale and copy of recorded deed (only if sold within five years of close of grant with IEDA - within the Restrictive Period; all sales beyond five years of closeout are not required to return FMV proceeds to State).

5) City establishes a spreadsheet to track approved properties, FMV, date of sale, date deed recoded and date funds are returned to IEDA. Submit spreadsheet to IEDA the annually.

***Note - all procedures are based on the floodplain status at the time of original deed/lien filing. Any changes/updates to floodplain status do not affect the status of the filed deed restriction. The City should ensure that their local ordinance is enforced on any properties with changed floodplain status. Redevelopment process will be based upon the floodplain status at the time of requesting amended or release of deed restriction.**

City Request for Amended Deed Restriction
To Dispose of 100% CDBG Buyout Property
By selling at fair market value with proceeds returned to the State
if Change of use is within 5 years of IEDA Grant Closeout.

This form is for 100-year floodplain buyouts only
(include attachments listed below with this form)

1. Address (including City) of the parcel _____
2. FMV of the parcel_____
3. Attach is the documentation used to determine FMV:

   ☐ Appraisal/Assessed value determined by county assessor
   ☐ Public auction – highest bidder

4. Estimated date of disposition _____
5. If the parcel is historic, attach the Site Inventory Form.
6. The parcel is included in an area previously approved by IEDA as

   ☐ Historic Property _____
   ☐ Located in Historic District (name of district)_____
   ☐ Located of Viable Business Corridor (name of corridor)_____

   ☐ Located outside of remapped 100-year floodplain _____

Acknowledgement

The city of _____ acknowledges the following conditions to redevelopment of properties acquired with 100% CDBG 2008 disaster recovery funds.

1. City owned parcel is to be sold at fair market value with the proceeds returned to IEDA if sold within five years of the closeout of the grant with IEDA. If sold after that date - no fair market value documentation or return of funds is required.
2. The covenants and restrictions on the parcel will be amended to remove the prohibition against redevelopment; and a new restriction will be added that precludes the current/future owners of the parcel from receiving federal financial assistance (acquisition, rehabilitation, or operational assistance) if the parcel were affected by future flood events.
3. The current/future owners must follow all City flood plain ordnances and policies including that any redevelopment/construction must be mitigated to 1' above the 100 year flood plain or the existing building must be flood-proofed.
4. The city has followed the public process approved by IEDA for disposition of parcels.

City Signature _____ Date _____
Title _____

Recipient
08-DRHB-___
CDBG Buyout Program

Documents Needed for Processing Requests for Disbursement

Received _____ **Responsibility of:** _____

☐	Executed contract between IDED and Recipient	**IDED/Recipient**
☐	Compliance with Environmental Requirements (Letter from IDED releasing funds)	**Recipient**
☐	Permits and Licenses [§6.3] if applicable – not applicable	**Recipient**
☐	Excessive Force Policy	**Recipient**
☐	Executed Subrecipient Agreement with COG/Private Administrator	**Recipient/COG**
☐	Documents Required for Disbursement of Funds for Specific Activity (Located in individual property files)	**Recipient/COG**

Outline of the Acquisition Process

Step 1 Application intake process. Applications from recipients were due June 30, 2009. (See attached application).

Step 2 Application review. Applications were reviewed initially for residential properties that fit at least one of three criteria: located in the 100 year flood plain, substantially damaged or poses a health and safety risk.

Step 3 Award letters issued. Award letters were issued to all 20 applicants (city or county called recipients) in November 2009 along with a supporting document that listed the properties "preapproved" for the buyout.

Step 4 Contract sent. Contracts were sent to all 20 recipients in December 2009.

Step 5 With signed contracts, the recipients can complete their procurement for third party providers and award their own third party contracts.

Step 6 Recipients work on completing their NEPA requirements that need to be completed before a property acquisition funding can occur.

Step 7 Recipients also begin their homeowner intake process by conducting their homeowner meetings.

Step 8 Recipients send in hard file for property to IDED for file review and DOB.

Providing the documentation listed on the checklists in hard file will result in, file review verification and a duplication of benefits review. At the completion of both, the recipient (city or county) will receive a verification form that lists an award amount available for the buyout (reductions to FMV as a result of DOB's) as well as the replacement housing *eligibility* amount. With the award amount, the recipient can proceed to make the final purchase offer to the homeowner. Provided the recipient has also cleared the CDBG administrative requirements, such as NEPA.

Step 9 IDED completes DOB check and file review.

Step 10 The Recipient can proceed to make final offer to homeowner.

Q & A for the 100% CDBG Buyout Application

1) **Is the electronic version of the application due July 31st or are the hard copies with supporting documentation due on the 31st? It says in one part of the intro that the app should not be submitted by fax or e-mail, but then on the actual instructions for the app it specifically says to e-mail you the electronic copy so it may be revised before the communities are advised to send in the hard copies.**
   Please forward the email versions by the 31st…Send the hard copies to be received by IDED by the end of business August 7th.
2) **July 31st is now 2 weeks away…do we need to have all the affidavits and voluntary statements signed by the individual homeowners and included in the hard copies to be mailed by August 7th?**
   No, you do not. In keeping with the sense of urgency to receive application by the 31st of July, the homeowner affidavit and voluntary statement from each homeowner does not need to be supplied by the 31st. The application deadline does indeed remain the 31st of July. Award letters issued in response to the application will have some stipulations to the approval as well as stipulations to be met prior to the closing on the property. One of those stips will be the receipt of the homeowner affidavit and the voluntary statement for the properties to be closed.
3) **In order to offer the replacement housing benefit to a property owner, does their destroyed home have to meet both criteria listed as "in the FEMA-identified regulatory floodplain as well as be declared substantially damaged according to NFIP regulations" to qualify for the benefit?**
   Please substitute the below criteria pertaining to offering the replacement housing benefit:
   A. *The property must be located in a FEMA identified regulatory floodplain or floodway (100 year flood plain), and*
   B. *The property will be demolished and green space deed restriction will apply.*
4) **Do the properties have to remain as green space as they do for HMGP and are the model deed restrictions for HMGP applicable to the properties being acquired through CDBG?**
   Deed restriction will apply to only those properties acquired that are in the 100 year flood plain
5) **Can we include commercial properties in this application?**
   Yes
6) **Is there a local match requirement for the CDBG buyout program? The publication notice listed in the application mentions a local match.**
   No, there is no local match requirement. An updated publication notice had been corrected and emailed out on July 6th. If you did not receive that email, please email your request for a copy to patrick.roberts@iowa.gov
7) **We have questions regarding the environmental and historical requirements, to whom do we direct these questions to?**
   Benton Quade: benton.quade@iowa.gov
8) **How do we determine fair market value?**
   The method used to determine the fair market value for the HMGP application, should be the same method used for the CDBG application. Below is the guidance that the HMGP program provides for a reference point.
9) **How will the pre-flood fair market value of my property be determined?**
   For every property to be acquired, the community will establish and document a value based on fair market value, usually pre-flood. Typically, acquisition projects require the valuation of the property (land and structures as a whole).
   The property value must be derived from a methodology that results in a reasonable determination of fair market value. The community will coordinate with the State to determine the methodology to be used, and this methodology shall be applied consistently to all properties to be acquired.
   A community may choose from various methodologies to determine pre-event fair market value for properties to be acquired. When practical, communities often choose to base this valuation on appraisals. Appraisals must be conducted by an appraiser in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP). The appraiser also shall comply with relevant State laws

and requirements and have the appropriate certification, qualifications, and competencies for the type of property being appraised.

10) **What is the value to be offered if the home has been purchased since the flood event?**
Current market value
11) **Is the 100% CDBG buyout program to be offered as a voluntary buyout program to homeowners?**
Absolutely must be offered as a voluntary buyout. The homeowners will be signing an affidavit that solicits their full understanding of the voluntary nature of the program.
12) **If a renter is displaced by the buyout program, is there a relocation allowance under this program?**
Yes there is. Since the renter is being "moved" involuntarily, the renter is eligible for tenant relocation assistance under URA. The cap is $5250.
In filling out the application use the maximum benefit and as we work through each specific renter situation, a calculation sheet will be used to determine that actual benefit.
13) **There is a section in the data sheet that requests information on Duplication of benefits. Why is this data being requested at this point when the homeowner has to sign an affidavit that states what other funding they have already received?**
It is true that the homeowners will indeed need to sign an affidavit as a requirement for the final DOB check for closing. However, if the data is readily available for the homeowners, please list it as we are attempting to identify earlier in this buyout process, what the final buyout amounts are going to be.
14) **How will the CDBG program view benefits already received when determining duplication of benefits.**
Like the HMGP program, if you used the disaster assistance provided to you for home (housing or real property) repairs and/or rent for alternative accommodations ***and you have the receipts to document the use of the funds for those purposes, the 100% CDBG buyout program will not*** *consider the assistance a DOB and* ***will not*** *require the community to subtract that amount from the price of your property. Therefore, as has been encouraged all along,* ***please encourage your homeowners to keep all receipts from purchases and services that were paid with other funds. (Note: Receipts must be from bona fide businesses recognized by local governments. The labor of property owners, friends and family for clean up and repair is not eligible for reducing the duplication of benefits.)***
15) **The work schedule is already filled out. Is that the way the project is envisioned to proceed?**
No. Feel free to make adjustments as desired or felt necessary.
16) **I am having difficulty with tab J…I cannot input on that page. Can you resend the unprotected page?**
Place your cursor in a field and double click…the fields made available by that double click will open up…fill those fields in and click outside the form area…then place cursor on next "part" of the form…again those fields will be available for data input…and so on.
17) **The application states that "applicants must have completed the HMGP application process" what does that mean in terms of our ability to submit an application for the 100% CDBG buyout program?**
Please feel free to submit an application for the 100% CDBG buyout program that lists properties that may currently be under consideration within the HMGP program. The CDBG buyout program is to be a buyout funding source for those properties that end up NOT being acquired under the HMGP program. Applicants must first have applied for funding through the HMGP program to determine which properties qualify for that program.

Citizen Participation

Under the Supplemental Disaster Recovery funding the normal Citizen Participation requirements have been waived. The following information provides the necessary actions required by the applicant and recipient of these funds.

1. The streamlined requirements do not mandate public hearings, but do require the applicant to provide a reasonable opportunity **(at least 7 days)** for citizen comment prior to submittal of an application, **and** ongoing citizen access to information about the use of grant funds.

Submit a copy of the published notice with the application. Also include information on how all public comments and concerns were addressed.

2. Applicants/recipients are encouraged to notify citizens by any other means, including public posting, postings on relevant Web sites, etc. to keep citizens informed about the project.

3. Ensure the public reasonable access to all local meetings, project records and information relating to the proposed and actual use of federal funds.

4. Provide citizens with names and addresses of the person(s) authorized to receive and respond to citizen questions and complaints concerning proposed and funded activities. A timely written response must be made to every citizen complaint, and the response must be provided within 15 working days of the receipt of the complaint, if practicable.

(Sample)
Public Notice

N0TICE REGARDING SUBMITTAL OF AN APPLICATION FOR SUPPLEMENTAL CDBG DISASTER RECOVERY FUNDING FOR ***{PROJECT NAME}*.**

The ***{ _____ City Council or _____ County Board of Supervisors (depending on the recipient)}*** intends to submit an application for Supplemental CDBG Disaster Recovery Funding for ***{project name and brief project description}***. The application will be submitted on or after **{date *(this date must be at least 7 days after publication of this notice)*}**. The intent of this notice is to provide citizens the opportunity to comment on the proposed project and application prior to submittal. If you have questions or comments concerning the proposed project and application, you may contact ***{name of person}*** at ***{telephone number}***. Written comments may also be submitted to ***{name of person}*** *at* ***{address}***.

Planning for Audit Costs

Contracts under the Housing Fund may be subject to audit before the closeout of the contract can be completed. The Single Audit Act, as revised in 1996, mandates that the recipients of federal funds of $500,000 or more within a year must have these funds audited.

Local Governments/Nonprofit Organizations
For recipients of $500,000 or more in federal funds received from more than one source of federal funding in a fiscal year, an organization-wide audit must be performed.

For recipients of $500,000 or more in federal funds received from a single source of funding in a fiscal year, a project audit, targeting only transactions dealing specifically with the project, may be performed in lieu of an organization-wide audit.
Recipients of less than $500,000 in federal funds within a year are exempt from federal audit requirements. IDED reserves the right to request additional information as needed.
For-Profit Organizations
A project audit may be required of projects or activities accomplished by for-profit entities (recipients). Source documentation supporting actual costs may be requested from for-profit entities by IDED. For example: for projects utilizing both IDED HOME funds and IFA Low-Income Housing Tax Credits, IDED will require the submission of the Form # 8609 Application Package. All other (non-tax credit) projects may be required to, at a minimum, submit a signed and dated Final Sources and Uses of Funds statement.

Audit-related costs should be considered and included in your application budget.

Pre-Award Audit
A Pre-Award Audit may be required of all for-profit and non-profit direct recipients of grant funds that exceed $150,000. Pre-Award Audits will be initiated by IDED following awards. Completion of the Pre-Award Audit survey including satisfactory results or remedies must occur prior to contract execution and transfer of funds from IDED.

Iowa Department of Economic Development

Memo

To: Recipients of CDBG Buyout funding
From: Patrick Roberts
CC: RIO
Date:
Re: Receipts for CDBG buyouts

Question:

What type receipts can be provided to the CDBG buyout program for review to potentially reduce the DOB amounts?

Answer:

Repairs to flood impacted home. These receipts need to identify the address of the flood impacted home, the name of the business for the product or service with address and contact number and clearly identify the product or service provided with the cost breakdown and total. See list below. This may not be an all inclusive list, so if there is a question on a specific receipt item, let me know.

Professional labor for clean up. These receipts need to identify the address of the flood impacted home as the address for service as well as the identifying information of the company providing the service. The service(s) provided with the cost breakdown and total.

Temporary housing. No receipts are required for benefits received from FEMA for Rental Assistance. This is the Rental Assistance program identified on FEMA benefit letters. Declaration of all benefits received is required on the benefits affidavit. This includes the Rental Assistance benefit. This benefit will not be considered a DOB to the CDBG buyout. If the homeowner had rental expenses beyond the Rental Assistance, receipts can be provided to reduce other potential DOBs from other FEMA programs. A copy of the lease agreement and proof of payment will be required. This can be in the form of a rental receipt for payments received with the name of the homeowner listed on the receipt and the address of the rental unit or a copy of the cancelled check written out to the landlord. (must match the lease agreement information.)

Insurance payments for own labor for CLEANING. For acquisition participants to have insurance payments they received as compensation for their own post-disaster cleaning labor considered a non-deductible, non-duplicative benefit, the participant must provide a copy of the building worksheet portion of their insurance claim to the local community during the DOB review process and provide that in the homeowner file sent to IDED. If the homeowner is unable to provide a copy of the building worksheet, IDED should be able to obtain the necessary information from the insurance company, provided the homeowner has signed the consent and release form and has filled out the insurance affidavit. The building worksheet typically specifies the line item amount paid to the homeowner for their cleaning labor.

If you have any questions, contact Patrick Roberts @ Patrick.Roberts@Iowa.gov or 515-725-3013

Items to be included as repair

All structural elements, including:

— Spread or continuous foundation footings and pilings
— Monolithic or other types of concrete slabs
— Bearing walls, tie beams and trusses
— Floors and ceilings
— Attached decks and porches…..will need pictures showing attached deck and/or porches
— Interior partition walls
— Exterior wall finishes (brick, stucco, siding) including painting and moldings
— Windows and doors

— Shingle or retiling a roof
— Hardware (nails, screws, bolts, strong ties, etc)

All interior finishing elements, including:
— Tiling, linoleum, stone, or carpet over subflooring
— Bathroom tiling and fixtures
— Wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc.)
— Kitchen, utility and bathroom cabinets
— Built-in bookcases, cabinets, and furniture
— Hardware

All utility and service equipment, including:
— HVAC equipment
— Plumbing and electrical services
— Light fixtures and ceiling fans
— Security systems
— Built-in kitchen appliances
— Central vacuum systems
— Water filtration, conditioning, or recirculation systems
__ Professional Labor to complete the work

Items to be excluded
— Plans and specifications
— Survey costs
— Permit fees
— Post-storm debris removal and clean up
— Outside improvements, including:
— Landscaping
— Sidewalks
— Fences
— Yard lights
— Swimming pools
— Screened pool enclosures
— Detached structures (including garages, sheds and gazebos)
__ Landscape irrigation systems

Replacement Housing Allowance Policy

Purpose: In 2008 the median price of a home sold in Iowa was $130,000. The average price of a home included in property acquisition programs as a result of the 2008 disasters is $89,000 leaving people who need to move with an average cost of replacement housing of just over $40,000. For this reason we will consider all homeowners participating in the buyout eligible for up to the maximum Replacement Housing Assistance allowed by the Stafford Act. This amount is $25,000.[2] This level of "Replacement Housing Allowance" is similar to that offered during Wisconsin's most recent

[2] **Federal Register** / Vol. 70, No. 2 / Tuesday, January 4, 2005 / Rules and Regulations page 627. Note that the maximum assistance specific here is $22,500. This amount was raised to $25,000 by the Post-Katrina Emergency Management Reform Act as stated on page 12 of the Congressional Research Service report titled "FEMA Disaster Housing: From Sheltering to Permanent Housing" which can be found at http://assets.opencrs.com/rpts/R40810_20090916.pdf

acquisition program.[3] We will include this Replacement Housing Allowance in our Duplication of Benefits evaluation as we provide assistance to communities to implement critical property acquisition programs and assistance to people to purchase (or have purchased) replacement housing.

Summary: This policy ensures that all income qualified (<120% median income) Buyout participants are eligible for up to $25,000 in Replacement Housing Allowance plus the pre-flood fair market value (FMV) of their buyout home. Those who are not income qualified will be eligible for up to $10,000 in Replacement Housing Allowance. This result holds true regardless of which Buyout program they are participating in, their pre-disaster mortgage, or how much assistance they have received from FEMA, insurance or other duplicating benefits with only two exceptions:

1. Those who are not income qualified and received replacement housing before the Buyout we be allowed to keep up to $25,000 in Replacement Housing Assistance.
2. In a few cases, counting replacement housing as a duplication of benefit against the buyout award will prevent an applicant from participating in the buyout. The $25,000 Replacement Housing Allowance ensures that this group of applicants is small. To help this small group participate in the Buyout, IDED has included an "Unmet Needs" fund to cover the difference. Details of this fund are included in example #3.

Contents

Understanding the five examples 108

#1 - Buyout Only 108

#2 - Received < or = $25,000 in Replacement Housing pre Buyout 110

#3 - Received > $25,000 in Replacement Housing pre Buyout 112

#4 - Replacement Housing received post Buyout 115

#5 - Illustration of the need for a Replacement Housing Allowance 116

Understanding the five examples

All five examples assume the Buyout Home Pre-Flood Fair Market Value is assumed to be $100,000. This is to allow easier comparison between examples. The total amount of assistance received from FEMA and Insurance varies from example to example. For instance, in this first example the homeowner received $40,000 in total from FEMA and Insurance.

All FEMA awards exclude any assistance used for rent or repair. FEMA awards used for other purposes still count as a duplication of benefit. For instance, this first homeowner received $40,000 from FEMA and Insurance. This $40,000 figure would be reduced to $35,000 if they provided receipts showing that they used $5,000 to repair their buyout home. If $2,000 was used for medical bills, it would still count against their buyout award. Each applicant's FEMA and Insurance award can come from any combination of FEMA, homeowner's insurance, or NFIP without affecting the underlying calculation mechanics.

#1 - Buyout Only

CDBG and HMGP Buyout

Buyout Home Pre-Flood Fair Market Value	$100,000
Subtract FEMA* and Insurance	$40,000

[3] Details on Wisconsin's acquisition program can be found at http://emergencymanagement.wi.gov/docview.asp?docid=12009&locid=18

Buyout Award	$60,000

* FEMA dollars used for repair or rent will reduce the duplicating benefit and therefore not count against the Buyout award. This is true in every example.

- The only difference between the CDBG and HMGP Buyout award calculations is how they adjust for replacement housing assistance. The CDBG Buyout program must consider replacement housing to be a duplication of benefit, while the HMGP program does not.
- This is an example of a homeowner who may not receive any replacement housing assistance. For this reason, both buyout award calculations are the same.
- If a buyout participant does decide to purchase a home in Iowa they may qualify for up to $25,000 in replacement housing assistance through either the HBA or SFNP program. The income qualified homeowner's maximum level of assistance will be equal to the difference between the replacement housing purchase price and the buyout home pre-flood fair market value.

#2 - Received < or = $25,000 in Replacement Housing pre Buyout

This is an example of a homeowner who received $20,000 in replacement housing, either through Single Family New Production (SFNP), Federal Homebuyer Assistance (HBA), or State Down Payment Assistance (DPA).[4] Their $20,000 pre-buyout replacement housing award is $5,000 less than the Replacement Housing Allowance. For this reason the homeowner may qualify for an additional $5,000 in Replacement Housing Assistance. How they receive this additional $5,000 will depend on which Buyout program they participate in. If they participate in the CDBG Buyout, they will receive the additional $5,000 as part of their "Buyout and Replacement Housing Award". If they are participating in the HMGP Buyout they may apply for a $5,000 "Additional Replacement Housing Allowance". The income qualified homeowner is assumed to be purchasing a home that is at least $25,000 more expensive than their buyout home's pre-flood fair market value.

CDBG Buyout

Buyout Home Pre-Flood Fair Market Value	$100,000
Replacement Housing Allowance of $25,000	$25,000
Total Need (Buyout and Replacement Housing)	$125,000
Total Need (Buyout and Replacement Housing)	$125,000
Subtract FEMA and Insurance	$40,000
Subtract Replacement Housing (HBA, DPA, SFNP)	$20,000
Buyout and Replacement Housing Award	$65,000
Total Assistance (all sources)	$125,000

- If the homeowner is purchasing a home that is less than $25,000 more expensive than their old home, the homeowner's "Replacement Housing Allowance" will be equal to the *additional cost* of purchasing the new home.[5]

Viewed as two separate activities

The same result can be reached by viewing Buyout and Replacement Housing as two separate activities. This is the approach taken by the HMGP Buyout. Notice that the result of $125,000 in total assistance is the same. This alternative approach starts with the Buyout calculation which takes the pre-flood fair market value of $100,000 and subtracts $40,000 in FEMA and Insurance leaving a $60,000 Buyout Award. The Additional Replacement Housing Allowance is calculated by starting with $25,000 and subtracting the amount of replacement housing the applicant has already received. In this case the applicant is eligible for an additional $5,000, assuming they are income eligible and purchase a home worth at least $25,000 more than their buyout home's pre-flood fair market value.

[4] The mechanics of this example would remain the same regardless of which program as long as their award was less than or equal to $25,000.

[5] The additional cost includes the Price Differential and other additional costs listed in the **Federal Register** / Vol. 70, No. 2 / Tuesday, January 4, 2005 / Rules and Regulations page 627, Subpart E.

HMGP Buyout

Buyout Home Pre-Flood Fair Market Value	$100,000
Subtract FEMA* and Insurance	$40,000
Buyout Award	$60,000
CDBG Replacement Housing Allowance	$25,000
Replacement Housing Award (HBA, DPA, SFNP)	$20,000
Additional Replacement Housing Allowance	$5,000
Total Assistance (all sources)	$125,000

* FEMA dollars used for repair or rent will reduce the duplicating benefit and therefore not count against the Buyout award. This is true in every example.

- HMGP Buyout participant receives a $60,000 buyout award bringing her total assistance equal to $120,000. To ensure that all applicants are treated equally, all applicants who received less than $25,000 in Replacement Housing pre-Buyout may apply for additional Replacement Housing Assistance in an amount that brings their total assistance from all sources to $25,000 plus the pre-flood fair market value of their old home. In this case the applicant is eligible for an additional $5,000 in Replacement Housing Assistance.
- This applicant would keep any net proceeds from the buyout since their initial replacement housing award was < or = the Replacement Housing Allowance of $25,000. This is not the case for those who received greater than $25,000 in pre-buyout replacement housing assistance, as will be shown in the next example.
- Replacement Housing may also include a $10,000 award with their buyout known as the **"Replacement Housing Incentive".** These funds are treated just like the HBA, DPA, and SFNP awards. Therefore, if an applicant receives the $10,000 Replacement Housing Incentive they would only be eligible for an additional $15,000 as part of their Replacement Housing Allowance. This calculation assumes that the applicant is income qualified and has purchased a home worth at least $25,000 more than their buyout home's pre-flood fair market value.

#3 - Received > $25,000 in Replacement Housing pre Buyout

The Iowa Finance Authority (IFA) and the Iowa Department of Economic Development both have programs that awarded replacement housing assistance to applicants prior to their buyout. A significant number of these applicants received more than $25,000 in assistance. To insure consistency between Buyout participants, the portion of any replacement housing award greater than $25,000 will be recaptured.

CDBG Buyout

Buyout Home Pre-Flood Fair Market Value	$100,000
Replacement Housing Allowance of $25,000	$25,000
Total Need (Buyout and Replacement Housing)	$125,000
Total Need (Buyout and Replacement Housing)	$125,000
Subtract FEMA* and Insurance	$15,000
Subtract Replacement Housing (HBA, DPA, SFNP)	$45,000
Buyout and Replacement Housing Award	$65,000
Total Assistance (all sources)	$125,000

* FEMA dollars used for repair or rent will reduce the duplicating benefit and therefore not count against the Buyout award. This is true in every example.

- This is the same calculation used in example #2, except with more Replacement Housing assistance.

Unmet Need

There are three reasons why a homeowner might not be able to completely pay down their mortgage in the Buyout: 1) Homeowner used their FEMA award for purposes other than rent, repair or mortgage pay down; 2) Homeowner's beginning mortgage was greater than their home's pre-flood fair market value; 3) Homeowner received more than $25,000 in replacement housing assistance prior to the Buyout causing additional duplication of benefit and lowering their Buyout award. Only the third reason could qualify the homeowner for "Unmet Need" assistance.

Consider the same CDBG Buyout applicant who received $45,000 in Replacement Housing pre Buyout above. Because she received an extra $20,000 in replacement housing, she will need to deduct this from her Buyout award. She will not be able to make up this amount because her beginning mortgage was only $10,000 less than her old home's pre-flood fair market value. For this reason, she will need an additional $10,000 in Unmet Need assistance in order to clear the mortgage and participate in the Buyout.

Beginning Mortgage	$90,000
Pay down with FEMA & Insurance	$15,000
Pay down with Buyout Award	$65,000
Unmet Need Award	$10,000

* FEMA dollars used for repair or rent will reduce the duplicating benefit and therefore not count against the Buyout award. This is true in every example.

- The amount of FEMA and Insurance used in the calculation will be the amount awarded, not the amount still available to the homeowner. Thus, any FEMA award spent on something other than rent or repairs is implicitly subtracted from the Unmet Need award.
- Unmet Need assistance will not exceed the amount of pre-Buyout Replacement Housing assistance that exceeded $25,000. For example, suppose that in this example the homeowner had a 100% mortgage ($100,000). The applicant received $45,000 in replacement housing pre-buyout which is $20,000 more than the Replacement Housing Allowance. Now evaluate the Unmet Need award calculation above changing the first value from $90,000 to $100,000. The result is a $20,000 Unmet Need award, equal to the amount of replacement housing assistance that exceeded the Replacement Housing Allowance.

Viewed as two separate activities

As was shown in example #2, the same result can be reached by viewing Buyout and Replacement Housing as two separate activities. The following illustration shows two cases, side by side, where the buyout and replacement housing calculation is made separately. The first case uses the applicant described in example #2. The second case uses the applicant described in this example #3. The only difference between these two applicants is there FEMA + Insurance, and Replacement Housing awards. The resulting level of Unmet Need is then calculated by assuming a beginning mortgage of $90,000 and subtracting out FEMA +Insurance, and Buyout + Replacement Housing award.

Separated Buyout/Replacement Calculation	**Example #2**	**Example #3**
Destroyed Home Pre-Flood Fair Market Value	$100,000	$100,000
Subtract FEMA and Insurance	$40,000	$15,000
Buyout (b/f Replacement Housing Award/Recapture)	$60,000	$85,000
CDBG Replacement Housing Allowance	$25,000	$25,000
Replacement Housing (HBA, DPA, SFNP)	$20,000	$45,000
Replacement Housing Award / Recapture	$5,000	($20,000)
Buyout and Replacement Housing Award	$65,000	$65,000
Total Assistance before Unmet Need Award	$125,000	$125,000

Unmet Need Award Calculation	**Example #2**	**Example #3**
Beginning Mortgage	$90,000	$90,000
Subtract FEMA and Insurance	$40,000	$15,000
Subtract Buyout and Replacement Housing Award	$65,000	$65,000
Unmet Need Award (if positive)	$0	$10,000

* FEMA dollars used for repair or rent will reduce the duplicating benefit and therefore not count against the Buyout award. This is true in every example.

Notice first that the result of this Separated Buyout/Replacement Calculation is the same as that of the previously described “combined” calculations. All applicants arrive at a Buyout and Replacement Housing Award of $65,000. The only difference is that in example #3 the Buyout is reduced by the $20,000 Recapture, whereas in example #2 the applicant is awarded an additional $5,000. Example #3 leads to an Unmet Need award because the reduction in the Buyout award doesn’t leave the applicant with enough to pay off their mortgage.

HMGP Buyout

Buyout Home Pre-Flood Fair Market Value	$100,000
Subtract FEMA* and Insurance	$15,000
Buyout Award	$85,000
CDBG Replacement Housing Allowance	$25,000
Replacement Housing (HBA, DPA, SFNP)	$45,000
Replacement Housing Award / Recapture	($20,000)
Total Assistance (all sources)	$125,000

* FEMA dollars used for repair or rent will reduce the duplicating benefit and therefore not count against the Buyout award. This is true in every example.

- Unlike the CDBG Buyout, the HMGP Buyout Award Calculation does not consider any pre-buyout replacement housing to be a duplication of benefit. For this reason, adjustment of any replacement housing award to $25,000 will occur separately from the Buyout calculation.
- In this example, the applicant received $45,000 in replacement housing prior to the buyout. After the buyout, $20,000 of this replacement housing will be paid back using proceeds from the buyout.
- If the applicant's mortgage is close to 100% there is a potential for the need to forgive part of the Replacement Housing Recapture. This is the HMGP equivalent to the CDBG Unmet Needs funds.

Recapturing funds / Adjustments to Buyouts

The Federal Homebuyer Assistance (HBA) program requires the placement of a lien on the HBA applicant's buyout property. Before any buyout can occur, all liens on that property must be released. If an applicant has received more than $25,000 in replacement housing from the HBA program, the lien on the buyout property will not be released until the replacement housing award amount that exceeds the Replacement Housing Allowance of $25,000 is compensated for in the computation of the buyout award. A similar arrangement is made for the State Down Payment assistance program except that a retention agreement is used in place of the lien. Single Family new production awards (made ahead of the buyout) for those participating in the buyout will work similar to an HBA award made prior to the buyout. Single Family new production awards for those participating in the Buyout (post buyout) will need to be capped at $25,000 because there is no lien or retention agreement used to ensure recapture / buyout amount adjustment.

#4 - Replacement Housing received post Buyout

Income qualified applicants participating in the CDBG buyout program may still qualify for the $25,000 Replacement Housing Allowance. As always, the applicant would need to purchase a home worth at least $25,000 more than their buyout home's pre-flood fair market value in order to receive the maximum Replacement Housing Allowance. Otherwise the applicant would only qualify for the additional cost of the replacement house.

The Replacement Housing Allowance will be made available through either the HBA or SFNP programs. Additional policy guidelines will state that applicants who participated in the Buyout may only receive a maximum of $25,000 from either program. FEMA and Insurance awards would not be subtracted from this Replacement Housing Allowance because these sources have already been subtracted from the applicant's buyout award. Any $10,000 Replacement Housing Incentive would count as a duplication of benefit because these funds were given for the specific purpose of replacement housing. Thus, if an applicant received a $10,000 Replacement Housing Incentive with their buyout award they would only be eligible for an additional $15,000 in Replacement Housing Allowance (assuming income qualified, more expensive home, etc…)

CDBG and HMGP Buyout

Buyout Home Pre-Flood Fair Market Value	$100,000
Subtract FEMA* and Insurance	$40,000
Buyout Award	$60,000
CDBG Replacement Housing Allowance	$25,000
10k Replacement Housing Incentive	$10,000
HBA Award	$15,000
Total Assistance (all sources)	$125,000

* FEMA dollars used for repair or rent will reduce the duplicating benefit and therefore not count against the Buyout award. This is true in every example.

- The example above assumes the applicant is income qualified. Non-income qualified applicants are only eligible for $10,000 in Replacement Housing Allowance. Thus, if they received the $10,000 Replacement Housing Incentive they would not qualify for additional Replacement Housing.
- If this same individual had purchased a home through one of Iowa's Replacement Housing programs prior to the Buyout they would have qualified for $25,000 in Replacement Housing Allowance. This is one of the two exceptions to the otherwise consistent policy mentioned in the first page summary.
- Notice that this example is the same as example #1 except that the homeowner has already shown that they will purchase a replacement home exceeding the buyout home's value by at least $25,000.

#5 - Illustration of the need for a Replacement Housing Allowance

This example is not what is being proposed by IDED. This is an example of what will occur in approximately 37% of Iowa's Buyouts if all Replacement Housing is counted against the Buyout award. The 37% statistic comes from a Cedar Rapids report showing the effect of counting all replacement housing as a duplication of benefit against the Buyout award without a Replacement Housing Allowance. Of Cedar Rapids 1,300 Buyouts, an additional 484 will not be able to clear the mortgage.

These two examples use the same applicant information from example #2. This applicant received $40,000 from FEMA plus Insurance. In addition to this the applicant has received $20,000 from one of the Replacement Housing programs pre-buyout. Unlike the second example, here we address the affect that this policy has on the applicant's mortgage.

The first scenario includes the $25,000 Replacement Housing Allowance suggested in this policy proposal. The second scenario does not. Assuming a beginning mortgage of $90,000, only the first scenario allows the applicant to participate in the Buyout. In the second scenario the applicant is short $10,000 and will probably not participate.

Buyout with and w/o $25,000 Replacement Housing Allowance	**with**	**w/o**
Buyout Home Pre-Flood Fair Market Value	$100,000	$100,000
Replacement Housing Allowance	$25,000	$0
Total Need (Buyout and Replacement Housing)	$125,000	$100,000
Total Need (Buyout and Replacement Housing)	$125,000	$100,000
Subtract FEMA* and Insurance	$40,000	$40,000
Subtract Replacement Housing (HBA, DPA, SFNP)	$20,000	$20,000
Buyout (and Replacement Housing) Award	$65,000	$40,000

Participation Implications	**with**	**w/o**
FEMA and Insurance	$40,000	$40,000
Buyout (and Replacement Housing) Award	$65,000	$40,000
Available assistance to pay down mortgage	$105,000	$80,000
Beginning Mortgage	$90,000	$90,000
Net Proceeds (Mortgage Outstanding)	$15,000	($10,000)

* FEMA dollars used for repair or rent will reduce the duplicating benefit and therefore not count against the Buyout award. This is true in every example.

To submit an applicant for CDBG Replacement Housing:

- Change the "Applying For:" to a #2 CDBG Buyout and Replacement Housing.
- Enter the Replacement Housing Address information
- Add the "Cost to Acquire a New Home"
- Enter the "RH DOB Verification Date Submitted"
- Enter the "CDBG Buyout Replacement Housing Award"
- Upload the HUD-1

To approve an applicant for CDBG Replacement Housing:

- Verify the Replacement Housing Address information matches the HUD-1
    - No out of state addresses are allowed
- Verify the Cost to Acquire matches the HUD-1 Line 120
- In SP, applicant should be a (2)

- Enter the Percent AMI to DOBApp
- Enter the "RH DOB Verification Date Completed"
- Enter the "CDBG Buyout Replacement Housing Award" or make sure the award matches what the administrative entity has put here
- Enter the RH FADE Date and the RH FADE Award to the DOBApp
- Update the Verification Uploaded date and reissue the Verification Form

To submit an applicant for HMGP Replacement Housing:
For HMGP buyouts, the CDBG portion of the RHA will be paid after the HMGP buyout transaction is complete. Note: if the homeowner is not income qualified (less than or equal to 120% AMI), you do not need to send IDED any of the documentation below as the homeowner does not qualify for the CDBG portion of the replacement housing allowance.

Here is what will be needed for RHA request when the buyout is HMGP and the homeowner qualifies for the CDBG portion of the RHA.

1) A copy of the closing statement on the replacement house and any other documents necessary to substantiate the "Cost to acquire." (documents the eligibility amount)
2) A statement that the replacement house is DSS / meets minimum local housing codes (documents the house is eligible)
3) The income documentation on the homeowner. (documents the homeowner is eligible)
   In addition to these forms, for the HMGP files we also need the
4) Copy of the replacement housing benefit worksheet submitted to HMGP.
5) Consent and release form (in zip file)
6) Affidavit of benefits received (in zip file)
7) Subrogation agreement (in zip file)

All other replacement housing benefits received prior to the application for the RHA from IDED will be considered a DOB. If homeowner has received homebuyer assistance from IDED, the HMGP portion of the replacement housing incentive could be considered a DOB.

To approve an applicant for HMGP Replacement Housing:

1. Run the RHA Balance Sheet in DOBApp
2. Filter what is Submitted and not Completed
3. If all above documents are complete enter the Eligibility Completed Date in Service Point
4. Make sure the "Applying For:" is #3 HMGP Replacement Housing
5. Verify the Replacement Housing Address information matches the HUD-1
   a. No out of state addresses are allowed
6. Verify the Cost to Acquire matches the HUD-1 Line 120
7. Enter the Percent AMI to DOBApp
8. Enter the "RH DOB Verification Date Completed"
9. Enter the "CDBG Buyout Replacement Housing Award" or make sure the award matches what the administrative entity has put here
10. Enter the RH FADE Date and the RH FADE Award to the DOBApp
11. Send the Verification Form to the SBA clearly stating it is HMGP Buyout Applicant:
    - Heidi Bradford (heidi.bradford@sba.gov), Kathleen Littwin (kathleen.littwin@sba.gov), Jorge Villarreal (jorge.villarreal@sba.gov)
    - Enter the SBA DOB as of date and the SBA Remittance Amount when returned
12. Enter Verification Uploaded date and upload the Verification Form to Service Point. Also send email to administrative entity
13. Save pdf here - G:\BCF\CDBG Buyouts\6. CDBG Buyouts\4. RHA
14. Also print all documents and file (last cabinet, bottom drawer)

Process for Issuing NEW Verification Forms

1. Find applicant in Service Point and DOBApp
2. Check for receipts on the front of the file
3. If there are receipts, enter the total in DOBApp for Total Eligible Receipts.
4. Add a note to the file in DOBApp: Total Eligible Receipts: $__
    a. This should include all receipts: EEA, Repair, LH
5. Enter in the AMI for the applicant.
    a. If applicant is a business, trust/estate, or vacant lot, enter "81".
    b. As of April 2011, we will not issue an award without income documentation.
6. Click "Print Verification"
7. Check that all dates have been entered:
    a. DOB Submitted Date
    b. DOB Verification Completed (IDED)
    c. Eligibility Check Complete
    d. RH DOB Verification Date Submitted – if applicable
    e. RH DOB Verification Date Completed (IDED) – if applicable
        i. If any of these dates are not entered, put them in Service Point. Set file aside and issue the verification form the next day. The download will need to run again in order to populate these fields from SP to DOBApp.
8. Verify that the Pre-Flood FMV of Structure and Land match the amounts on the Eligibility Checklist found in the file.
    a. If amounts do not match, recalculate and enter correct amounts into Service Point. Set file aside and issue the verification form the next day.
9. Verify the Benefits received items. These numbers will directly match the Benefits Affidavit found in the file.
    a. Note: If there is an amount for State Jumpstart Repair received, there must also be an amount for Total Eligible Receipts/EEA Credit.
    b. If we do not have receipts from Jodi, email her and ask for these. Set the file aside to issue another day.
10. Look for an Unmet Need Award
    a. If there is an unmet need award, enter this into Service Point in CDBG Buyout Assessment, click the correct address's pencil, and find the Total Unmet Need Award (if applicable) field. Enter amount here.
11. If dates have been entered for Replacement Housing, you need to note the RHA Eligibility award amount, even if it is $0.
    a. Enter the RHA Eligibility Amount in DOBApp in the RH FADE Award field. Also enter the date of this award in the RH FADE DATE field.
    b. Enter the RH Eligibility Amount in Service Point in the CDBG Buyout Replacement Housing Award field.
12. Find the CDBG Buyout Award amount.
    a. Enter the CDBG Buyout Award in the FADE Award field in DOBApp. Enter the date of this award in the FADE DATE field.
    b. Enter the CDBG Buyout Award in Service Point in the Total CDBG Buyout Award Amount field.
13. Save the Verification Form to the computer desktop with file name: "Jim Bob – Address 123"
14. Upload Verification Form to the file in Service Point
15. Print off the Verification Form and put it in the physical file.
    a. Put this file on the filing cabinets to be filed.
16. Email the Verification Form to the Administrative Entity.
    a. Email text: Attached are __ verification forms. These have also been uploaded to Service Point.
    b. Make sure to email all Verification Forms to each City in one email. Do not send individual emails for each Verification Form.
17. Save the email in the Sent folder: Posted CDBG

18. Save the Verification Form Pdf in the following file, based on location of the applicant.
    a. File: G:\BCF\CDBG Buyouts\Recipients
    b. Save in City's Posted DOBs file
19. If you are issuing an award for Cedar Rapids:
    a. Open the Cedar Rapids Daily File
        i. File: G:\BCF\CDBG Buyouts\Daily file
        ii. Search by address for each file. If file is found on the list, delete it. This signals to CR/ProSource that the file is complete and has been sent out (via email).
20. Print award verification form and put in the physical file. Put file on top of back filing cabinet to be filed.

Process for REISSUING Verification Forms

1. Find applicant in Service Point and DOBApp
2. Check for receipts on the front of the file
3. If there are receipts, enter the total in DOBApp for Total Eligible Receipts.
4. Add a note to the file in DOBApp: Total Eligible Receipts: $__
5. Enter in the AMI for the applicant.
    a. If applicant is a business or trust, this is not necessary.
    b. If income documentation IS required but IS NOT found in the file, type a Comment in DOBApp: Certification of household income documentation required prior to closing.
6. Click "Print Verification"
7. Check that all dates have been entered:
    a. DOB Submitted Date
    b. DOB Verification Completed (IDED)
    c. Eligibility Check Complete
    d. RH DOB Verification Date Submitted – if applicable
    e. RH DOB Verification Date Completed (IDED) – if applicable
        i. If any of these dates are not entered, put them in Service Point. Set file aside and issue the verification form the next day. The download will need to run again in order to populate these fields from SP to DOBApp.
8. Verify that the Pre-Flood FMV of Structure and Land match the amounts on the Eligibility Checklist found in the file.
    a. If amounts do not match, recalculate and enter correct amounts into Service Point. Set file aside and issue the verification form the next day.
9. Verify the Benefits received items. These numbers will directly match the Benefits Affidavit found in the file.
    a. Note: If there is an amount for State Jumpstart Repair received, there must also be an amount for Total Eligible Receipts/EEA Credit.
    b. If we do not have receipts from Jodi, email her and ask for these. Set the file aside to issue another day.
10. Look for an Unmet Need Award
    a. If there is an unmet need award, enter this into Service Point in CDBG Buyout Assessment, click the correct address's pencil, and find the Total Unmet Need Award (if applicable) field. Enter amount here.
11. If dates have been entered for Replacement Housing, you need to note the RHA Eligibility award amount, even if it is $0.
    a. Enter the RHA Eligibility Amount in DOBApp in the RH FADE Award field. Also enter the date of this award in the RH FADE DATE field.
    b. Enter the RH Eligibility Amount in Service Point in the CDBG Buyout Replacement Housing Award field.
12. Find the CDBG Buyout Award amount.
    a. Enter the CDBG Buyout Award in the FADE Award field in DOBApp. Enter the date of this award in the FADE DATE field.
    b. Enter the CDBG Buyout Award in Service Point in the Total CDBG Buyout Award Amount field.
13. Save the Verification Form to the computer desktop with file name: "Jim Bob – Address 123 REISSUE"
14. Upload Verification Form to the file in Service Point
15. Print off the Verification Form and put it in the physical file.
    a. Put this file on the filing cabinets to be filed.
16. Email the Verification Form to the Administrative Entity.
    a. Email text: Attached are __ reissued verification forms. These have also been uploaded to Service Point.
    b. Make sure to email all Verification Forms to each City in one email. Do not send individual emails for each Verification Form.

17. Save the email in the Sent folder: Posted CDBG
18. RESAVE the Verification Form pdf in the following file, based on location of the applicant.
    a. File: G:\BCF\CDBG Buyouts\Recipients
    b. Save in City's Posted DOBs file, where it was previously saved.
    c. Delete the previous Posted CDBG
19. Open the Cedar Rapids Daily File
    a. File: G:\BCF\CDBG Buyouts\Daily file
    b. Search by address for each file. If file is found on the list, delete it. This signals to CR/ProSource that the file is complete and has been sent out (via email).

Process for Reissuing an APPEAL

1. Examine appeal documentation to meet the following requirements:
   a. Appraisal based on subject property as it existed 1/1/2008
   b. Appraiser uses comparable land sales for year 2007 (dependent upon property; commercial properties may be a bit earlier since the frequency of sale is less)
   c. Improvements to the property considered in the appraisal must be documented and shall be after 1/1/2008 and prior to 6/11/2008
   d. Date of value shall be June 11, 2008
   e. Comparable properties must be located within 5 miles of the subject property
   f. Comparable properties must be the same type of property with the same uses
   g. Report must not have outlandish extraordinary assumptions. (Read this section carefully in the report)

2. Check the file's qualifier. If the file has the qualifier of being substantially damaged, determine the new level of damage to make sure the property is still eligible. If the property is a post-flood owner with a substantial damage/health and safety qualifier, make sure to check to make the property is still qualified.

3. If the appeal is legitimate and you have no questions on the documentation, determine the new land/structure values for their new award. Below is the process to determine the new break down for the assessed value of the home prior to the 2008 flood:

Example:

Original 2008 land value from assessor's website: $1,000
Original 2008 dwelling value from assessor's website: $4,000
Total assessed value: $5,000

Find what percentage the land value and the dwelling value are individually of the total assessed value:
Land: $1,000/$5,000 = .2 or 20% of the total assessed value
Dwelling: $4000/$5000 = .8 or 80% of the total assessed value

Appealed total assessed value: $8,000

Find the land and dwelling figures individually for the appealed home value, based on the percentage break down from the original home value.

Land: 20% of $8000 = $1,600
Dwelling: 80% of $8000 = $6,400

These new amounts should be entered into Service Point for the new Pre Flood Fair Market Value and the Land PF FMV field. **Note:** Make sure that the dwelling amount goes in the Pre Flood Fair Market Value field.

4. Reissue the award verification form and save in Service Point. If you are reissuing a Cedar Rapids file, make sure to fill in the Change Order dates in Service Point before you reissue.

Iowa Department of Economic Development

Memo

To: 100% CDBG Buyout Administrators

From: Katie Gieszler

CC: Peggy Russell, Tim Waddell

Date:

Re: Noncompetitive Proposals Procurement Procedure

CDBG Procurement Requirements

When procuring for services for the 100% CDBG buyout, there are four methods available for you to use. These methods are outlined in Appendix 2 of the 2011 CDBG Management Guide, which can be found on IDED's website at the following link:
http://www.iowalifechanging.com/community/community/default.aspx

Lately, I've been hearing from subrecipients that even after solicitation of multiple eligible contractors, only one bid has been received. A subrecipient must receive a minimum of two bids in order for the contract to be procured for competitively. If you receive one or no bids for a contract, you are considered to be in a noncompetitive procurement situation.

From the CDBG Management Guide:

"Noncompetitive proposals is procurement through solicitation of a proposal from only one source, **or after solicitation from a number of sources, competition is determined inadequate.** Noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids (formal advertising), or competitive proposals. Circumstances under which a contract may be awarded by noncompetitive proposals are limited to the following:

1. The item is available from only a single source;

2. After solicitation of a number of sources, competition is determined inadequate;

3. A public exigency or emergency exists when the urgency for the requirement will not permit a delay incident to competitive solicitation; and

4. The awarding agency (IDED) authorizes noncompetitive proposals. (Sole source procurement for supplies, equipment, construction, and services valued at $25,000 or more must have prior approval of the Iowa Department of Economic Development)."

If you are unable to secure a minimum of two bids/quotes for a contract, please send in an official request to IDED at my attention to approve sole source procurement. The request must be on letterhead and signed by a City/County official. With the request, please include the request for proposal you sent to eligible contractors, as well as the bid you received (if any). In the request, please explain the situation and why sole source procurement is necessary. Once reviewed, you will receive an official decision from IDED either approving or denying the use of sole source procurement.

If you have contacted me by phone/email previously about a situation where you received one/no bids and I approved sole source procurement via email/phone, please send in a formal request at this time. I will then send you a formal letter which will better document the approval process.

IDED requires that all sole source procurement contracts are reviewed and approved prior to signing an agreement with the contractor.

If you have any questions, please let me know.

Thank you,

Katie Gieszler

Documentation Updates

1. **Income Documentation:** At this time, we will no longer be accepting income documentation up until the time of draw. Because of our reporting requirements to HUD, we need this documentation before we issue an award. This helps us internally track our LMI vs Non-LMI dollars in a much more efficient manner. It also helps to ensure that your budget is allocated correctly so that when you draw funds, there is no lag time because we need to reallocate dollars. If you have awarded applicants without income documentation, continue to send in the income documentation at time of draw. But, for those files you have not sent to IDED, please include income documentation.

2. **URA Documentation:** I have attached a document that describes the forms that I need submitted from an administrative entity to IDED for approval of URA assistance. *Please note that you only need to send in these forms at time of draw.*
    a. http://www.hud.gov/offices/adm/hudclips/forms/hud4.cfm --→ This is a link for the HUD forms listed on the attachment
    b. http://archives.hud.gov/offices/cpd/library/relocation/policyandguidance/handbook1378.cfm ----> This is a link for the last two forms on the attachment (From the HUD Handbook 1378)
    c. Please see the **Site Occupant Form**:
        i. The Project Name should be: "CDBG DR-1763"
        ii. Project Number should be your contract Number: 08-DRHB-___
        iii. Relocation Case # and Acquisition Parcel # can be used for your internal system. I won't be looking for this information.
        iv. The "Date Privacy Act Statement Executed" should be the date the tenant signed the Buyout Consent and Release Form
        v. Page 2: Don't worry about filling in the "Census Tract" line
    d. Please see the **Residential Relocation Management Report:**
        i. Use this form as a record of all URA applicants you are submitting with your draw. It's helpful to use when summarizing the payments you are requesting.

Documentation Needed at Time of Draw for URA Applicants

Moving Expenses Claim Form

-Residential Claim for Moving and Related Expenses (form: HUD-40054)

Replacement Housing Claim Form

-Claim for Rental Assistance or Downpayment Assistance (form: HUD-40058)

or

-Claim for Rental or Purchase Assistance (Sec 104(d)) – (form: HUD-40072)

Comparable Replacement Dwelling Form

-Selection of Most Representative Comparable Replacement Dwelling (form: HUD-40061)

Site Occupant Form

-Site Occupant Record-Residential (Appendix 8, HUD Handbook 1378)

Residential Relocation Management Report

-Residential Relocation Management Report (Appendix 21, HUD Handbook 1378)

Additional Documentation:
Signed Buyout Consent and Release Form

Iowa Department of Economic Development

Memo

To: 100% CDBG Buyout Administrators

From: Katie Gieszler

CC: Peggy Russell, Tim Waddell

Date:

Re: Noncompetitive Proposals Procurement Procedure

CDBG Procurement Requirements

When procuring for services for the 100% CDBG buyout, there are four methods available for you to use. These methods are outlined in Appendix 2 of the 2011 CDBG Management Guide, which can be found on IDED's website at the following link:
http://www.iowalifechanging.com/community/community/default.aspx

Lately, I've been hearing from subrecipients that even after solicitation of multiple eligible contractors, only one bid has been received. A subrecipient must receive a minimum of two bids in order for the contract to be procured for competitively. If you receive one or no bids for a contract, you are considered to be in a noncompetitive procurement situation.

From the CDBG Management Guide:

"Noncompetitive proposals is procurement through solicitation of a proposal from only one source, **or after solicitation from a number of sources, competition is determined inadequate.** Noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids (formal advertising), or competitive proposals. Circumstances under which a contract may be awarded by noncompetitive proposals are limited to the following:

1. The item is available from only a single source;

2. After solicitation of a number of sources, competition is determined inadequate;

3. A public exigency or emergency exists when the urgency for the requirement will not permit a delay incident to competitive solicitation; and

4. The awarding agency (IDED) authorizes noncompetitive proposals. (Sole source procurement for supplies, equipment, construction, and services valued at $25,000 or more must have prior approval of the Iowa Department of Economic Development)."

If you are unable to secure a minimum of two bids/quotes for a contract, please send in an official request to IDED at my attention to approve sole source procurement. The request must be on letterhead and signed by a City/County official. With the request, please include the request for proposal you sent to eligible contractors, as well as the bid you received (if any). In the request, please explain the situation and why sole source procurement is necessary. Once reviewed, you will receive an official decision from IDED either approving or denying the use of sole source procurement.

If you have contacted me by phone/email previously about a situation where you received one/no bids and I approved sole source procurement via email/phone, please send in a formal request at this time. I will then send you a formal letter which will better document the approval process.

IDED requires that all sole source procurement contracts are reviewed and approved prior to signing an agreement with the contractor.

If you have any questions, please let me know.

Thank you,

Katie Gieszler

Iowa Economic Development Authority

Memo

To: 100% CDBG Buyout Grant Administrators

From: Katie Gieszler

CC: Tim Waddell, Leslie Leager, Peggy Russell

Date:

Re: 500 Year Flood Plain Requirements – CDBG Buyout Contract

Good Morning,

The purpose of the Community Development Block Grant (CDBG) property acquisition program is to assist property owners in relocating their homes and businesses outside the threat of flooding. You, the subrecipient, acquire property at fair market value and turn property located in the 100 year flood plain to green space in perpetuity by a required deed restriction. Properties located in the 500 year flood plain that are acquired through the CDBG program may be redeveloped, as no green space deed restriction is required.

If you choose to dispose of these 500 year flood plain properties, it is imperative that you pay close attention to Section 5.12 of your CDBG Buyout contract. This section of your contract describes acceptable uses of the property after acquisition and requirements the subrecipient must comply with.

In particular, I'd like to review Section 5.12c of your CDBG Buyout contract with the State:

> c. The Recipient shall notify property owners receiving disaster assistance that triggers the flood insurance purchase requirement set forth in subsection b of this section that such property owners have a statutory responsibility to notify any transferee of the requirement to obtain and maintain flood insurance, and that the transferring owner may be liable if he or she fails to do so. These duties include:

(i) In the event of a transfer of any property described in this section, the transferor shall, not later than the date on which such transfer occurs, notify the transferee in writing of the requirements to (A) obtain flood insurance in accordance with applicable federal law with respect to such property, if the property is not so insured as of the date on which such property is transferred; and (B) maintain flood insurance in accordance with applicable federal law, which written notification shall be contained in the deed or other document evidencing the transfer of ownership of the property.

(ii) If the transferor of such property fails to provide notice as described in this subsection c and, subsequent to the transfer of such property (A) the transferee fails to obtain or maintain flood insurance in accordance with applicable federal law, with respect to such property; (B) such property is damaged by a flood disaster; and (C) federal disaster relief assistance is provided for the repair, replacement, or restoration of such property as a result of such damage, then the transferor shall be required to reimburse the Federal Government in an amount equal to the amount of federal disaster release assistance provided with respect to such property.

(iii) The notification requirements of this section apply to personal, commercial or residential property for which federal disaster relief assistance made available in a flood disaster area has been provided, prior to the date on which the property is transferred, for repair, replacement or restoration of such property, if such assistance was conditioned upon obtaining flood insurance in accordance with applicable federal law with respect to such property.

To recap:

- If you dispose of properties in the 500 year flood plain that participated in the CDBG buyout, you must notify the new property owner, in writing, of the requirement to purchase and maintain flood insurance.
- If at any point in time you fail to notify the new property owner of this requirement, and their property is damaged by a natural disaster, you are required to repay any federal disaster assistance received as a result of the disaster to the federal government in the amount of assistance they received.
- Regardless of who you sell the property to, this requirement applies.

If you choose to dispose of 500 year flood plain properties that participated in the buyout program, I would encourage you to put processes in place to ensure compliance with this requirement and any other requirements set forth in the CDBG Buyout Program Guidelines.
If you have any questions, please contact me at Katie.Gieszler@iowa.gov, or 515-725-3078.

Regards,
Katie Gieszler
Project Manager

Iowa Economic Development Authority

Memo

To: 100% CDBG Buyout Administrators

From: Katie Gieszler

CC: Leslie Leager, Tim Waddell, Peggy Russell

Date:

Re: 8 Step Decision Making Process, Activities in the 100 year flood plain

---

IEDA has received guidance from HUD that going forward, all activities in the 100 year flood plain are required to go through and document the 8 step decision-making process. This process, as stated in 24 CFR 55.20, requires the responsible entity to review the proposed activity and any practicable alternatives to said activity in the 100 year flood plain. The 8 step process also includes two publications and comment periods. The first publication notifies the public of the proposed action in the floodplain, and invites public comment. The second publication notifies the public why the proposed activity must take place in the floodplain, includes a list of alternatives considered, and includes all mitigation measures completed to minimize the adverse effects on the environment as a result of the activity.

This guidance applies to any activity taking place in the 100 year flood plain, including demolition of buyout structures. If you have already demolished and deed restricted parcels in the 100 year flood plain, it is not necessary that you complete the 8 step review retroactively. However, you must update your Environmental Review Record to indicate that acquisition/demolition of structures in the 100 year flood plain was completed using the "spirit" of the 8-step process. It is important to note that demolition and the resulting green space is in compliance with floodplain management.

Going forward, it is required that all structures to be demolished in the 100 year flood plain go through the 8 step process *prior to acquisition*. If you have multiple properties left to acquire, the public notices may be combined into one, with all properties listed. The 8 step decision making process documentation does not need to be reviewed by IEDA prior to acquisition, but should be kept in the acquisition file.

If you have any questions regarding this guidance, please contact Leslie Leager at Leslie.Leager@iowa.gov, or 515-725-3071.

Iowa Economic Development Authority

Memo

To: 100% CDBG Grant Administrators

From: Katie Gieszler

Date:

Re: Section 3 of the Housing and Urban Development Act of 1968

What is Section 3?

Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 135] is HUD's legislative directive for providing preference to low-income residents of the local community (regardless of race or gender), and the businesses that substantially employ these persons, for new employment, training, and contracting opportunities resulting from HUD-funded projects. In other words, the regulations seek to ensure that low- and very low- income persons, and the businesses that employ these individuals, are notified about the expenditure of HUD funds in their community and encouraged to seek opportunities (if they are created).

The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods. However, recipients are not required to hire or enter into contracts with Section 3 residents or business concerns simply to meet the Section 3 goals—anyone selected for contracting or employment opportunities must meet the qualifications for the job/contract being sought.

When does Section 3 apply?

Section 3 applies to projects/activities involving housing (construction, **demolition**, rehabilitation) or other public construction—i.e. roads, sewers, community centers, etc. The recipient must have a contract with HUD funding that exceeds $200,000 for Section 3 requirements to apply. Section 3 requirements apply to the recipient (State/City), and any contract the recipient executes for $100,000 or more.

If the recipient agency (recipient = the State and/or the applicable City/County) receives Section 3 covered funding and invests these funds into covered projects/activities, but no individual subcontract exceeds $100,000, responsibility for complying with Section 3 only applies to the recipient (City/County and the State).

> Example: Your City/County has a CDBG buyout contract with the State of Iowa for $1,000,000. This contract is considered an activity that is covered by Section 3 requirements because the HUD funding provided is above the $200,000 threshold and the contract is a housing project that involves demolition. (This means that your entire CDBG contract is subject to Section 3 requirements, not just the demolition activity.)
>
> From your $1,000,000 contract, you contract for:
> Legal services: $150,000
> Title/abstracting services: $90,000
> Demolition: $200,000

For the example above, Section 3 reporting requirements pertain to City/County and to the legal services and demolition contracts. Even though title/abstracting services contract is considered a covered activity, because the title/abstracting contract is not individually over the $100,000 threshold, Section 3 does not apply.

Compliance with Section 3

To report Section 3 data, you must analyze whether or not the Section 3 covered contract hired any *new* employees (temporary or permanent) to complete the activity/project. If the expenditure of covered funding does not result in new employment, contracting, or training opportunities, the requirements of Section 3 have not been triggered. However, each recipient must still submit Section 3 reports indicating this information because the contract is a Section 3 covered contract.

If the contract is covered by Section 3, the individual contract exceeds its threshold ($100,000/$200,000), and the recipient/contractor did hire new employees (temporary or permanent), it is required that they report the new employees' level of income. If the new employee's household income is less than 80% of area median income prior to their hiring, they are considered a new hire that is Section 3 eligible. If they are above the 80% level of area median income, they are considered a new hire that is not Section 3 eligible.

Again, even if the CDBG-funded/ Section 3 covered project did not create new employment opportunities, the form still must be filled out and reported. The form must be completed for the City/County, and any applicable contractors as well.

To recap: Section 3 applies if…

- Your CDBG buyout contract with the State of Iowa is above $200,000.
- You have contracted with subcontractors for professional/administrative services contracts and the contract amount is over $100,000.

Using Subcontractors and Section 3

In addition to certifying new employees' level of income, it is required by Section 3 that a recipient of CDBG funds in excess of $200,000 make an effort to the "greatest extent feasible" to facilitate awards to Section 3 businesses. While Iowa procurement procedures prevent recipients from choosing a bidder that does not have the lowest bid (for competitive sealed bids), a recipient may choose to give preference to Section 3 businesses as a means of evaluation criteria for professional services contracts where proposals are solicited.

In order to give preference to Section 3 businesses during the contract awarding process, you must ask the contractor to certify whether or not they are a Section 3 business when soliciting for proposals. To be considered a Section 3 business, the business must satisfy one of the following requirements:

1. Is 51% owned by Section 3 residents**
2. Whose permanent, full-time staff is comprised of at least 30% Section 3 residents**
3. Has committed 25% of the dollar amount of its subcontracts to Section 3 businesses

**A section 3 resident is someone with a household income that is less than 80% of the area median income.

Forms to Use

If you have developed your own forms to document Section 3 compliance, please send them to IEDA for approval. However, we have provided a few sample forms to use if you'd like.

To certify if the contractor hired any new employees for the project, please use the "Section 3 New Hire compliance Report". (This form will also have the employer certify whether or not the new employee is a Section 3 resident.)

To certify a business as a "section 3 business concern", please use the attached form "Section 3 business certification". You can find income limits by County on IEDA's website: http://iowalifechanging.com/community/community/default.aspx under recipient income and census information

To report Section 3 data to IEDA: Appendix 2 (page 110) of the CDBG Management Guide, on the IEDA website: http://iowalifechanging.com/community/community/default.aspx)

Note: This report is due within 60 days after the contract end date for your CDBG contract with the State.

Specifics:

- One form should be used to report the City/County and Section 3 covered contracts' new hire information.
- The top of the form should be filled out with information regarding your CDBG contract with the State. (Example: Contract Number: 08-DRHB-___)
- On the first page of the contract, Part II, make sure to only fill out the "Non-construction contracts" section. There are no construction contracts/activities in the CDBG buyout program.
- Part III: If you have made other efforts to direct employment/economic opportunities to low/very low income persons, please provide a narrative on a separate sheet of paper.

For more detailed information about Section 3 and its requirements, please see http://www.hud.gov/offices/fheo/section3/Sec3-Reporting-Guidance-cpd-final.pdf.

Section 3 Business Certification - to be completed by the business claiming Section 3 business status
All contract and subcontracts awarded on Section 3 covered projects must be reported in aggregate on the Section 3 Summary Report. For all businesses reported as being Section 3 businesses, documentation of their status must be retained in the project files. IEDA considers this form adequate documentation of Section 3 status.
HUD contracts awarded to the State of Iowa and/or a recipient (City/County) with more than $200,000 in HUD funds are "Section 3 covered projects". Any contractors with which they contract for more than $100,000 on these projects, are required to report on all contracts they make both with Section 3 business concerns and with businesses that are not Section 3 business concerns.
This form is a tool to determine and document the Section 3 business status. Documentation of the status of Section 3 Businesses should be retained in the project files.

Business being certified

Company: _____
Address: _____

Project information

Project Name: _ _____
Project Address: _____

Section 3 determination

1. Is your business owned (51% or more) by individuals whose household incomes are NO GREATER THAN 80% of Area Median Income (AMI)*?

*Please reference http://iowaeconomicdevelopment/community/community/default.aspx (under recipient income and census information) to determine if employee is less than 80% of the current area median income.

( ) Yes ( ) No

2. Do 30% (or more) of your full time, permanent employees have household incomes that are NO GREATER THAN 80% of Area Median Income (AMI), or within three years of the date of first employment with the business concern were Section 3 residents?

   ( )Yes ( ) No

3. Will you subcontract more than 25% of this contract with a qualified business that is either 51% owned by Section 3 residents or 30% or more of its employees are Section 3 residents?

   ( ) Yes ( ) No

If any of the questions above are marked "yes", the business qualifies as a Section 3 business.
I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Signature: _____
Print Name: _____ Date: _____

SECTION 3
NEW HIRE COMPLIANCE REPORT

The US Department of Housing & Urban Development ("HUD") requires the recipient to collect information on every person hired in connection with Section 3 projects to ensure compliance with Federal regulations.

As part of (enter your community here)s Section 3 program your firm is required to report the number of employees hired in connection with a Section 3 Project who are Section 3 Eligible. Complete this form by entering the names and addresses of all new hires and by indicating whether they are Section 3 eligible. A Section 3 resident is:

1. A public housing resident;
2. An individual who lives within the _____ and whose income falls within the guidelines for low or very low income. **See attached table.**

This form must be completed by all subcontractors working on a Section 3 project, defined as a contract that exceeds $100,000, even if the subcontractor is not a "Section 3 Business."

INSTRUCTIONS FOR EMPLOYERS:

1. Enter the name and address of every new employee hired in connection with the Section 3 Project on the following list. (Add additional sheets if necessary).
2. For new Employees **HIRED** , determine whether each new hire is Section 3 eligible by asking the employee the following questions upon hiring:

a. Are you a resident of public housing?

- ❑ **YES**
- ❑ **NO**

If the answer is "YES," please skip question "b" and proceed directly to question "c".
If the answer is "NO," please follow up by asking question "b".

b. Are you a resident of _____

- ❑ **YES**
- ❑ **NO**

If the answer is "NO," this person is not a Section 3-eligible resident. Therefore, there is not a need to ask question "c".

c. In the last 12 months, was your household income (meaning the total for everyone in your family earning income) NOT GREATER THAN the amount listed based on your household size?

- ❑ **YES**
- ❑ **NO**

If yes, have the employee complete the certification form (Exhibit 1) and attach this to your submission.

SECTION 3
NEW HIRE COMPLIANCE REPORT

4. Indicate whether each new hire is Section 3 eligible by checking the appropriate box next to their name and address on Section 3 New Hire Report. Indicate “Y” for Yes and “N” for No

5. Indicate the Job Category using the following codes:

Professionals	P
Technicians	T
Office and Clerical	OC
Sales	S
Trades	T
Labor	L
Service Workers	SW
Other	Other

6. An authorized representative of the firm must certify the accuracy and completeness of the information provided by signing this form where indicated.
7. Subcontractors who have direct agreements with _____regarding a Section 3 covered project – are responsible for collecting the Section 3 New Hire Report from all applicable contractors and sub-contractors performing on a Section 3 covered project.
8. If there were NO new hires for the report period, please document by checking the box and providing an authorized signature for your company.

SECTION 3
NEW HIRE COMPLIANCE REPORT

Project Name: _____
Project Address: _____
Developer Name (if applicable): _____
General Contractor Name: _____
Name of Firm Completing This Form: _____
This Firm is a (check one):

- ❑ Subcontractor

  Contract Amount: $ _____

- ❑ Professional Services Consultant

  Contract Amount: $ _____

Contracts and subcontracts made with vendors to solely provide supplies and/or materials are not subject to the HUD Section 3 requirements. However, where such vendors also install such supplies and materials, said contracts and subcontracts above $100,000 shall be subject to the HUD Section 3 requirements.

SECTION 3
NEW HIRE COMPLIANCE REPORT

	NAME OF NEW HIRE	ADRESS (include Suite/Apt #)	Section 3 Eligible?	Labor Category
			YES OR NO	See Instructions
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

If there were NO new hires for the report period, please document by checking the box and providing an authorized signature for your company.

- ❑ I certify that there were no new hires during the reporting period

__ / __ / ____ to __ / __ / ____
mm / dd / yy mm / dd / yyyy

Name: _____ **Date: _____**
(please print)

Title: _____
(please print)

Signature: _____

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief.

CDBG Buyout Disposition Process – Historic Properties (Letter of Agreement) and Further Archaeological Review

Review Archaeological Potential[6]

- The RE, or their grant administrator, will review their previous determination of effect for archaeology for each parcel in the buyout. The reviewer should refer to the letter from the RE to SHPO and the response from SHPO. The RE or grant administrator should also refer to additional advice or technical information, such as archaeological background information review provided by the IEDA Historic Preservation Specialist (HPS), Phase IA and related recommendations, such as Landform Sediment Assemblage Models, or Phase I intensive surveys already completed for the area in making their determination of high or low potential to encounter for archaeological materials in the Area of Potential Effects.

  To be considered a parcel with high archaeological potential, both of the following criteria must be met:
    - A ground disturbance there will extend nine inches or more below the ground surface
    - This ground disturbance will take place outside of the 3-foot buffer[7]

  Low Archaeological Potential

  □ If both of the above two conditions are not met, the RE or their grant administrator will complete the excluded from SHPO review project determination form and submit to the IEDA Historic Preservation Specialist (HPS).
    - Include as documentation a copy of the original letter sent to SHPO with the determination of effect and a copy of the return letter along with a discussion of how the above conditions were not met.
    - The IEDA HPS must verify that each submittal is sufficient for SHPO to review and initial each one.
    - After IEDA HPS has verified the submittal is sufficient, the IEDA HPS will send the submittal to SHPO.

  High Archaeological Potential

  □ If both of the above two conditions are met, a supplemental Request for SHPO Comment will be made for each parcel where these conditions exist. SHPO will review the parcels

[6] The RE or their grant administrator may contact the IEDA Historic Preservation Specialist for assistance and guidance in making their determination on behalf of the Part 58 Responsible Entity. Please include a copy of the initial determination of effect letter if assistance is requested.

[7] If there is reason to believe an exceptional circumstance warrants the additional archaeological investigation, the RE will follow the same course of action described here to submit additional information to SHPO for their review and comment.

on an individual basis, and each parcel submission must contain all required documentation. However, multiple properties may be submitted to SHPO at one time.
    - □ Note: The IEDA HPS is available for consultation to determine if these conditions have been met.

To Submit High Archaeological Potential properties to SHPO for further review:

- Include the following in the request for SHPO Comment.
    - Submittal Checklist (See narrative description for important instructions and advice on each item. Please do not skip the narrative section)
        - □ Cover Letter
        - □ Copy of original determination of eligibility and effect letter
        - □ Copy of SHPO response letter to original determination of eligibility and effect
        - □ Endorsements and Certifications
        - □ Request for SHPO Comment on a HUD Project Form (include one per address or parcel per form)

NARRATIVE DESCRIPTION OF SUBMITTAL PROCESS

- Cover Letter. Please include a cover letter with a comprehensive description of the Area of Potential Effect (APE) and project activities. The description of the APE will adequately describe excavation and other earthmoving activities contemplated and likely to occur. An adequate description will provide three-dimensional parameters (length, width, and depth) for all ground disturbance anticipated. The description should refer to the initial determination effect and the SHPO response.

  Note: The RE may submit multiple parcels for review to SHPO at one time. One cover letter will suffice for all parcels included in the submittal.
- Certifications and Endorsements (as needed). Please attach a copy of the approved alternate signatories authorization form and/or lead federal agency form whenever applicable.

- Request for SHPO Comment on A HUD Project Form. The following apply to the Request for SHPO Comment on a HUD Project form that must be completed per address. The preparer will observe and the CEO or approved alternate signatory will confirm by their signature that the following are included and correct:
    - Check the box stating “This is more information relating to SHPO R&C #”
    - Fill in the correct R&C number from the SHPO comment letter sent in response to the RE’s Determination of Eligibility and Effect
    - Complete the following for the Section Heading I. GENERAL INFORMATION:
        - □ a. Project name and/or Property Owner;
        - □ b. Property Street & Number;
        - □ c. County, City, Zip Code;

- □ d. lead Federal Agency: for this activity, these will always be the Part 58 RE that received approval for the buyout funds. Use the CDBG Buyout Contract Number (08-DRHB-229) for the Agency Project No.;
- □ e. Federal Funding Program/Permit: HUD – CDBG, Check the box for 24 CFR Part 58, which is the one on the right side of the form;
- □ f. Contact Person on Project: the person who filled out the submittal or instead her or his supervisor or other person to whom the legally responsible entity (Chief Elected Official) has delegated their authority for the project as indicated on the alternate signatories approval form. Include also the Contact Address, City, State, Zip Code, e-mail, and Phone;

- Complete the following for Section II. IDENTIFICATION OF HISTORIC PLACES[8]:
  - Submit an Archaeological Survey Short Report (ASSR) or Phase I intensive archaeological survey results prepared for the RE from a qualified professional that includes—
    - □ 7.5 minute U.S. Geological Survey (U.S.G.S.) topographic quad map with name and APE clearly identified;
    - □ Site Plan showing limits of proposed activities or general layout;
    - □ Aerial photo: zoom to project area;
    - □ Description of aerial extent (length x width) and depth of proposed excavation and current observations of site conditions in the APE;
    - □ Surface area of the APE in acres
    - □ Legal location in Public Land Survey System format (Section, Township, and Range);
    - □ The kinds of properties the archaeological survey looked for (see Guidelines for Archaeological Investigations in Iowa);
    - □ The boundaries of the area surveyed;
    - □ The method of survey, including an estimate of the extent of survey coverage;
    - □ A record of the precise location of all properties identified; and
    - □ Information on the appearance, significance, integrity and boundaries of each property sufficient to permit an evaluation of its significance;
    - □ Sufficient vitae or biographical information to confirm the consultant chosen meets the Secretary of the Interior's Standards for Professional Qualifications or other form of confirmation that SHPO will accept the work of the chosen consultant;
    - □ Additional information required for an ASSR or Phase I Survey Report as described in the Guidelines for Archaeological Investigations in Iowa http://www.uiowa.edu/~osa/aia/aiaguidelines.html;

- <u>Timeline For Project Review</u>
  - IEDA HPS 1 to 5 days, from date of receipt
  - SHPO 30 Days, from date of receipt
  - Potential Outcomes from SHPO Review:

[8] Refer to Guidelines for Archaeological Investigations in Iowa http://www.uiowa.edu/~osa/aia/aiaguidelines.html

- SHPO needs more information prior to issuing a determination
  - □ Additional documentation submitted, begin new 30 day comment period
- SHPO concurs with determination
  - □ RE files concurrence letter in Environmental Review Record, continues with project
- SHPO does not concur with determination
  - □ SHPO will identify additional action that must be taken
  - ☐ City completes required action, resubmits to IEDA HPS for review (Return to top of Timeline, begin new 5 day and 30 day review periods)

CDBG Disaster Recovery - Planning Grants for Section 106
Program Guidelines

Purpose of Grant
The Community Development Block Grant (CDBG) Planning Grant for Section 106 provides funding to Iowa CDBG voluntary property acquisition program recipients to conduct plans necessary to satisfy requirements of Section 106 of the National Historic Preservation Act. The plans will assess options to avoid, minimize, or mitigate any adverse affects of the buyout program on historic properties.

Eligible applicants
Eligible applicants are units of general local government who were awarded funds from the CDBG voluntary property acquisition program as a result of the 2008 statewide natural disaster defined by the FEMA Declaration FEMA-1763-DR dated May 27, 2008, for Iowa Severe Storms, Tornadoes, and Flooding (May 27, 2008 and continuing).

Eligible planning activities
- Proposed planning activities will be those that have been identified as mitigating measures resulting from completion of the Section 106 process; not those involved in the completion of the review process itself.
- Proposed planning activities must be specifically for mitigation of adverse effects to historic properties outside of the CDBG voluntary property acquisition program as provided in a Letter of Agreement (LOA) with the State Historic Preservation Office (SHPO).
- Planning activities may include but are not limited to historic structure reports, adaptive reuse plans and building documentation or registration.
- Funding will cover planning activities only for flood recovery or prevention of future losses and will not fund the actions recommended as a result. Any outstanding obligations imposed by the LOA for this portion of historic property treatments not met by the Section 106 Planning Grant activity will remain the responsibility of the recipient.

Eligible Properties
- Eligible properties include only those properties specified for a mitigation treatment in the LOA that are located outside the voluntary acquisition program and
- The property must be determined eligible on the Iowa State Inventory or listed on the National Register of Historic places.

Compliance with LOA
- Recipient must ensure compliance with standards associated with treatment of historic properties, documentation and reporting requirements as outlined in the LOA.
- Recipient shall retain qualified consultant(s) or consultant teams, as outlined in the LOA, to prepare reports.
- The plan shall comply with all standards, requirements and stipulations in the LOA

Funding Available
A total of $500,000 is available for Section 106 Planning Grants. Funds are available on a first come first served basis until available funds are committed.

Duplication of Benefits
Recipient has completed and submitted Duplication of Benefits Affidavit

Allowable Costs
Examples of allowable costs will be provided prior to entering into a contract with the Iowa Economic Development Authority.

Distribution of funds
The Iowa Economic Development Authority will reimburse funds in the form of a grant for actual costs incurred.

Reporting
Recipient will provide a report, to the Iowa Economic Development Authority, every six months outlining progress made toward milestones outlined in the plan.

Business Disaster Recovery Programs
Commercial Rental Revenue Gap
Program Guidelines

Purpose/Program Description

The program element is designed to assist with cash flow for commercial building owners to offset the loss of revenue from rental space that was physically damaged by the disaster. Up to 12 months lost rental revenue is available to businesses who own commercial rental property, up to $100,000 per unit.

Definitions

- *"Administrative entity*" means the direct applicants for this activity who are the cities of Cedar Falls, Cedar Rapids, Des Moines, Iowa City and Waterloo, and "lead" counties applying on behalf of the six Disaster Recovery Areas designated by IDED.
- *"Business*" means a corporation, a professional corporation, a limited liability company, a partnership, a sole proprietorship, or a nonprofit corporation.
- *"Disaster –damaged space"* means a business rental space that was physically damaged by the 2008 natural disaster(s). This definition includes upper stories of a building that was physically damaged in the basement or ground floor, or both, as well as a building constructed at the same site to replace a building that was destroyed due to damage resulting from the 2008 natural disaster(s).
- *"Physically damaged"* for the purpose of this program means physical damage caused by flooding including overland flow, or physical damage caused by tornado. Damage caused by sanitary or storm sewer backup is not included unless the department determines that such damage was a direct result of the 2008 natural disaster(s).
- *"Lost Rental Revenue"* means the amount of base rent stated in property lease at the time of the 2008 natural disaster(s) or for commercial building owners participating in a buy-out, the amount of base rent stated in property lease in effect when the tenant vacates the property.

Eligibility

- Business currently owns a commercial building that was physically damaged by the 2008 natural disaster(s) and business was the owner of record prior to the disaster(s).
- Common ownership must have been in place both pre-disaster and active post-disaster.
- Business has provided lease agreements from tenants prior to the 2008 natural disaster(s)or for a commercial building owner participating in a buy-out, business has provided lease agreements in effect prior to March 1, 2011.
- Business has provided lease agreement from current tenant or documentation of final inspection by local government showing rehab/repair of the building is complete and ready to be occupied by a new tenant.
- Lost rental revenue from a sublease, including chair rental, is not eligible.

Eligible program activities; maximum amount of assistance

- An eligible business may apply for total reimbursement of up to $100,000 per-unit of actual lost rental revenues based on executed leases at the time of the 2008 natural disaster(s) and/or executed leases in effect prior to March 1, 2011 for applicants whose commercial tenants vacated as a result of the buy-out. Assistance is not available for units vacant at the time of the disaster. However assistance is available for reoccupied units which were vacated as a result of the landlord's participation in a commercial property buy-out.

- One payment will be issued for up to the first 12 months the unit was vacant and remained vacant, beginning at the time of the disaster or one payment will be issued for up to 12-months from the time the unit becomes vacant until the date of closing for property buy-out.

Duplication of Benefits

- Business has completed and submitted the required Consent and Release Form, Subrogation Agreement, and Duplication of Benefits Affidavit.

Distribution of funds to administrative entities

- Funds will be awarded to administrative entities on a first-come, first served, based on amount needed for business applications approved and forwarded to IDED.
- An administrative entity shall award funds to an eligible business in the form of a grant.
- Applications for funding shall be received by the administrative entities by December 31, 2010. Applications for funding commercial property in the buy-out shall be received by the administrative entity by December 31, 2012.
- Funds for this program will be available through June 30, 2013.
- Application period may be terminated if funds are not sufficient.

Program administration; reporting requirements

- Each local administrative entity shall enter into a contract with an eligible business to provide assistance under this program. The contract will include terms and conditions that meet the requirements of these guidelines and include provisions requiring repayment if funds are not used in compliance with the program guidelines.

Each administrative entity will provide oversight and administration to ensure that the recipients of the program funds are meeting the contract requirements. Each administrative entity will collect data and submit reports to the department about the program in the form and content required by IDED

Business Disaster Recovery Programs
Equipment Reimbursement Assistance
Program Guidelines

Purpose

The purpose of the disaster recovery equipment reimbursement assistance program (ERAP) is to provide financial assistance to businesses that (1) owned their own building, or (2) leased rental space, during the 2008 natural disaster(s). The building or rental space must have sustained physical damage. Awards are limited to 100% of business expenses associated with the purchase of machinery and equipment, office equipment, furniture, supplies and inventory, not to exceed a total amount of $750,000 per business. Any business awarded funds must be located in a presidentially-declared county at the time assistance is provided. Businesses eligible under the Business Rental Assistance Program (BRAP) will not be eligible for additional assistance under this element. Additionally, in-home businesses are not eligible for assistance.

Definitions

- *"Administrative entity*" means the direct applicants for this activity who are the cities of Cedar Falls, Cedar Rapids, Des Moines, Iowa City and Waterloo, and "lead" counties applying on behalf of the six Disaster Recovery Areas designated by IDED.
- *"Business*" means a corporation, a professional corporation, a limited liability company, a partnership, a sole proprietorship, or a nonprofit corporation.
- *"Department"* or *IDED"* means the Iowa department of economic development.
- *"Disaster –damaged space"* means a business space that was physically damaged by the 2008 natural disaster(s). This definition includes upper stories of a building that was physically damaged in the basement or ground floor, or both, as well as a building constructed at the same site to replace a building that was destroyed due to damage resulting from the 2008 natural disaster(s). In-home businesses are not eligible for assistance.
- *"*
- *"Physically damaged"* for the purpose of this program means physical damage caused by flooding including overland flow, or physical damage caused by tornado. Damage caused by sanitary or storm sewer backup is not included unless the department determines that such damage was a direct result of the 2008 natural disaster(s).

Eligible Business for Business Equipment Reimbursement Program

- Equipment Reimbursement Assistance Program (ERAP) provides financial assistance to a business that owned their own building or leased rental space at the time of the 2008 natural disaster(s).
- The building or rental space has sustained physical damage.
- Business is located in a 2008 presidentially-declared county at the time assistance is provided.
- The business was open and operating at the time of the 2008 natural disaster(s) and at the time of the application.
- Business can document ownership of machinery and equipment, office equipment, furniture, supplies and/or inventory, prior to the 2008 natural disaster(s).
- Business can document business expenses associated with the purchase of machinery and equipment, office equipment, furniture, supplies and inventory after the 2008 natural disaster(s).

Ineligible Business for Equipment Reimbursement Assistance Program (ERAP)

- Businesses eligible under Expanded Business Rental Assistance Program (EBRAP) are not eligible for additional assistance under the Equipment Reimbursement Assistance Program.
- Businesses located on the upper floors of disaster impacted buildings that did not sustain any physical damage are not eligible.

Eligible maximum amount of assistance

- Equipment Reimbursement Assistance Program (ERAP) awards are limited to 100% of business expenses associated with the purchase of machinery and equipment, office equipment, furniture, supplies and inventory after the 2008 natural disaster(s), not to exceed a total amount of $750,000 per business.
- Inventory and supplies purchases may be reimbursed up to 2.0 times the inventory and supplies expenses shown on 2007 or 2008 tax returns or other approved supporting tax schedule.

Ineligible Program Expenditures

- Construction/maintenance/leaseholder expenses, purchase/lease of vehicles and leased equipment are not eligible for reimbursement. However, vehicles are eligible for reimbursement when the applicant is a car dealership and the vehicles are considered inventory.
- Improvements or personal property attached to real property and/or to the extent it becomes real property are not eligible reimbursement expenses.

Duplication of Benefits

- Business has completed and submitted the required Consent and Release Form, Subrogation Agreement, and Duplication of Benefits Affidavit.

Distribution of funds to administrative entities

- Funds will be awarded to administrative entities on a first-come, first served basis. This will be based on amount needed for business applications approved and forwarded to IDED.
- An administrative entity shall award funds to an eligible business in the form of a grant for reimbursement for business expenses associated with the purchase of machinery and equipment, office equipment, furniture, supplies and inventory fully paid for by December 31, 2010.
- An eligible business must apply to the administrative entity by December 31, 2010.
- Funds for this activity are available through June 30, 2012.
- Application period may be terminated if funds are not sufficient.

Program administration; reporting requirements

- Each local administrative entity shall enter into a contract with an eligible business to provide assistance under this program. The contract will include terms and conditions that meet the requirements of these guidelines and include provisions requiring repayment if funds are not used in compliance with the program guidelines.
- Each administrative entity will provide oversight and administration to ensure that the recipients of the program funds are meeting the contract requirements. Each administrative entity will collect data and submit reports to the department about the program in the form and content required by IDED.

Business Disaster Recovery Programs
Expanded Business Rental Assistance Program
Program Guidelines

Purpose

The purpose of the disaster recovery business rental assistance program (BRAP) is to provide financial assistance to a business located in or planning to locate in a business rental space that was physically damaged by the 2008 natural disaster(s). Assistance will be in the form of rental assistance to help offset building rental lease payments for a maximum of six months. This expanded program (EBRAP) also provides assistance in the form of reimbursement for up to 100% of business expenses associated with the purchase of machinery and equipment, office equipment, furniture, supplies and inventory. Awards are not to exceed a total award of $50,000 per business for rental assistance and $750,000 per business for associated business expenses described above. In-home businesses are not eligible for the funds.

Definitions

- *"Administrative entity*" means the direct applicants for this activity who are the cities of Cedar Falls, Cedar Rapids, Des Moines, Iowa City and Waterloo, and "lead" counties applying on behalf of the six Disaster Recovery Areas designated by IDED.
- *"Business*" means a corporation, a professional corporation, a limited liability company, a partnership, a sole proprietorship, or a nonprofit corporation.
- *"Department"* or *IDED"* means the Iowa department of economic development.
- *"Disaster –damaged space"* means a business rental space that was physically damaged by the 2008 natural disaster(s). This definition includes upper stories of a building that was physically damaged in the basement or ground floor, or both, as well as a building constructed at the same site to replace a building that was destroyed due to damage resulting from the 2008 natural disaster(s). In-home businesses are not eligible for assistance.
- *"Physically damaged"* for the purpose of this program means physical damage caused by flooding including overland flow, or physical damage caused by tornado. Damage caused by sanitary or storm sewer backup is not included unless the department determines that such damage was a direct result of the 2008 natural disaster(s).

Eligible Business for Expanded Program

- Business Rental Assistance Program (BRAP) provides financial assistance to a business located in or planning to locate in a business rental space that was physically damaged by the 2008 natural disaster(s).
- Expanded Business Rental Assistance Program (EBRAP) provides financial assistance to a business located in a business rental space that was physically damaged by the 2008 natural disaster(s).
- To apply for reimbursement of business expenses associated with the purchase of machinery and equipment, office equipment, furniture, supplies and inventory, a business must have been open and operating at the time of the 2008 natural disaster(s) and is operating at the time of the application.
- Business can document ownership of machinery and equipment, office equipment, furniture, supplies and/or inventory, prior to the 2008 natural disaster(s).
- Business can document business expenses associated with the purchase of machinery and equipment, office equipment, furniture, supplies and inventory after the 2008 natural disaster(s).
- Commercial portion of mixed use facilities are eligible. However, residential facilities are not eligible.
- Rental reimbursement (BRAP) is available to pay for space one time. Reimbursement is first available to the primary leaseholder, then to the holder of the sublease.

Ineligible Business for Replacement of Equipment under the Expanded Program (EBRAP)

- Start-up business or existing businesses relocating from a non-disaster damaged space to a disaster damaged space are not eligible for reimbursement for equipment. However, these businesses are eligible for rental reimbursement.
- Businesses located on the upper floors of disaster impacted buildings that did not sustain any direct physical damage to the rental space are not eligible for equipment reimbursement. However, these businesses are eligible for rental reimbursement.

Eligible expanded program activities; maximum amount of assistance

- BRAP/EBRAP is one Assistance Program with a maximum award of $50,000 for rental assistance and a maximum award of $750,000 for business expenses associated with the purchase of machinery and equipment, office equipment, furniture, supplies and inventory.
- Maximum award amount for Expanded Business Rental Assistance Program (EBRAP) is 100% of actual business expenses associated with the purchase of machinery and equipment, office equipment, furniture, supplies and inventory, not reimbursed by insurance, government sources, forgivable loans or grants, up to the $750,000.
- Inventory and supplies purchases may be reimbursed up to 2.0 times the inventory and supplies expenses shown on 2007 or 2008 tax returns or other approved supporting tax schedule.

Ineligible Program Expenditures

- Construction/maintenance/leaseholder expenses, purchase/lease of vehicles and leased equipment are not eligible for reimbursement. However, vehicles are eligible for reimbursement when the applicant is a car dealership and the vehicles are considered inventory.
-
- Improvements or personal property attached to real property and/or to the extent it becomes real property are not eligible reimbursement expenses.

Duplication of Benefits

- Business has completed and submitted the required Consent and Release Form, Subrogation Agreement, and Duplication of Benefits Affidavit.

Distribution of funds to administrative entities

- Funds will be awarded to administrative entities on a first-come, first served, based on amount needed for business applications approved and forwarded to IDED.
- An administrative entity shall award funds to an eligible business in the form of a grant for reimbursement for replacement costs or in the form of a forgivable loan to a business that has entered into a minimum one-year, market-rate lease agreement. A forgivable loan is a loan that will be forgiven if the business remains open for the duration of the six-month period for which rental assistance is awarded.
- An eligible business must apply to the administrative entity by December 31, 2010for reimbursement of business expenses associated with the purchase of machinery and equipment, office equipment, furniture, supplies and inventory. Funds for this activity are available through June 30, 2012.
- An eligible business must apply to the administrative entity by December 31, 2010 for rental reimbursement. Funds for this activity are available until June 30, 2012.
- Application period may be terminated if funds are not sufficient.

Program administration; reporting requirements

- Each local administrative entity shall enter into a contract with an eligible business to provide assistance under this program. The contract will include terms and conditions that meet the requirements of these guidelines and include provisions requiring repayment if funds are not used in compliance with the program guidelines.
- Each administrative entity will provide oversight and administration to ensure that the recipients of the program funds are meeting the contract requirements. Each administrative entity will collect data and submit reports to the department about the program in the form and content required by IDED.

Business Disaster Recovery Programs
Flood Insurance Reimbursement Program
Program Guidelines

Purpose

The purpose of the disaster recovery flood insurance reimbursement (FIRP) program is to provide financial assistance to reimburse businesses for the cost of flood/sewer backup and related business interruption insurance coverage. Businesses are eligible if they meet one of the following criteria: (1) had water in their building as a result of the 2008 disaster(s), involving overland flow or sewer backup; and/or (2) are located in the 100 or 500-year floodplain. Under option (2), businesses that located to either floodplain subsequent to the disaster may also be eligible for assistance. Reimbursement would be three years of coverage, up to $30,000 per qualified business per year.

Definitions

- *"Administrative entity*" means the direct applicants for this activity who are the cities of Cedar Falls, Cedar Rapids, Des Moines, Iowa City and Waterloo, and "lead" counties applying on behalf of the six Disaster Recovery Areas designated by IDED.
- *"Business*" means a corporation, a professional corporation, a limited liability company, a partnership, a sole proprietorship, or a nonprofit corporation.
- *"Department"* or "*IDED"* means the Iowa department of economic development.
- *"Flood insurance"* means a flood insurance policy which may include sewer/drain backup and business interruption coverage in the Policy.

Eligible Business for Flood Insurance Reimbursement

- Business had water in their building as a result of the 2008 natural disaster(s) involving overland flow or sewer backup and/or business is located in the 100-500 year floodplain at the time of application.
- Business is seeking reimbursement for the cost of up to three years of flood insurance. The flood insurance policy start date must between January 1, 2010 and December 31, 2012.
- Flood insurance reimbursement period does not extend beyond December 31, 2013.
- Business is open and operating at the time of application and at each subsequent request for reimbursement of costs

Ineligible Business for Flood Insurance Reimbursement Program

- Home based businesses are not eligible

Duplication of Benefits

- Business has completed and submitted the required Consent and Release Form, Subrogation Agreement, and Duplication of Benefits Affidavit. A business cannot receive assistance for any loss for which financial assistance has already been received from any program, insurance, or other sources.

Distribution of funds to administrative entities

- Funds will be awarded to administrative entities on a first-come, first served basis, based on amount needed for business applications approved and forwarded to IDED.
- An administrative entity shall award funds to an eligible business in the form of a grant.

- Reimbursement for up to three years of coverage, up to $30,000 per qualified business per year. Business provides policy declaration page of insurance policy and proof of payment.
- Applications for funding shall be received by the administrative entity by December 31, 2010
- Funds for this program will be available through June 30, 2013.
- Application period may be terminated if funds are not sufficient.

Program administration; reporting requirements

- Each local administrative entity shall enter into a contract with an eligible business to provide assistance under this program. The contract will include terms and conditions that meet the requirements of these guidelines and include provisions requiring repayment if funds are not used in compliance with the program guidelines.
- Each administrative entity will provide oversight and administration to ensure that the recipients of the program funds are meeting the contract requirements. Each administrative entity will collect data and submit reports to the department about the program in the form and content required by IDED.

Business Disaster Recovery Programs
Loan Interest Supplement Program
Program Guidelines

Purpose

The purpose of the Loan Interest Supplement Program is to provide assistance in the form of interest supplements to businesses who have obtained physical disaster loans or economic injury disaster loans from an eligible lender. Funds will be provided to individual businesses, for a maximum of three (3) years, not to exceed $250,000 per business.

Program Description

- This program is designed to supplement the interest related to post disaster debt.
  Based on existing loans, the loan interest is calculated, and these dollars are available quarterly, to offset the cost of carrying debt associated with the 2008 natural disaster(s).

Definitions

- *"Administrative entity*" means the direct applicants for this activity who are the cities of Cedar Falls, Cedar Rapids, Des Moines, Iowa City and Waterloo, and "lead" counties applying on behalf of the six Disaster Recovery Areas designated by IDED.
- *"Business*" means a corporation, a professional corporation, a limited liability company, a partnership, a sole proprietorship, or a nonprofit corporation.
- *"Department"* or *IDED"* means the Iowa department of economic development.
- *"Disaster Loan"* means one of the following types of loans:
- *"Physical Disaster Loan"* - financial assistance provided to a businesses, by an eligible lender, to repair or replace physically damaged property owned by the business at the time of the 2008 natural disaster(s), including real estate, inventories, supplies, machinery and equipment.
- *"Economic injury disaster loan"* - a loan provided by an eligible lender for: lost income or lost profits; to pay liabilities which the business could have paid if the disaster had not occurred; working capital for a limited period so business can operate until conditions return to normal.
- *"Eligible Lender"* means any of the following entities that provide disaster recovery loans to business: the SBA; a financial institution; an economic development organization; a rural electric or telephone cooperative with an established Economic Development Administration (EDA) or U.S. Department of Agriculture (USDA) revolving loan fund program or intermediary re-lending program.
- *"Physically damaged"* for the purpose of this program means physical damage caused by flooding including overland flow, or physical damage caused by tornado. Damage caused by sanitary or storm sewer backup is not included unless the department determines that such damage was a direct result of the 2008 natural disaster(s).
- *"SBA"* means the U.S. Small Business Administration

Eligibility

- Business has received a disaster loan for economic injury and/or physical damage as a result of the 2008 natural disaster(s).
- Business must provide documentation supporting the physical disaster loan is for the purpose of repairing or replacing physically damaged property owned by the business at the time of the 2008 natural disaster(s)
- Business is open and operating at the time of application and at each disbursement period.
- Common ownership must be in place both pre-disaster and active post-disaster.
- If both a holding company and operating company have received disaster loans both are eligible for assistance.

- Commercial portion of a mixed-use facility is eligible.
- Residential facilities are not eligible.

Eligible program activities; maximum amount of assistance

- An eligible business may apply for interest supplements of up to $250,000, for the first three (3) years of the term of the disaster related loans.
- Economic injury disaster loans must have closed prior to June 1, 2009.
- Physical disaster loans must have closed prior to June 30, 2010.
- The maximum allowable reimbursement is calculated on the first 36-months of interest on the original disaster related loan or original line of credit. The amount of quarterly reimbursement is for actual interest paid in that quarter with total reimbursement equal to or less than 36-month of interest calculated from the original disaster loan.
- If a disaster loan is restructured, the maximum amount of reimbursement is equal to or less than 36 months of interest calculated from the original disaster loan.
- Interest supplements will be disbursed quarterly for the previous quarter's follows:

For the Quarter Ending	GAX accepted after this date
September 30, 2009 For interest receipts thru 8/31/2009	October 1, 2009
December 31 For interest receipts from Oct 1- Dec 31	January 1
March 31st For interest receipts from Jan 1 – March 31	April 1
June 30 For interest receipts from April 1 – June 30	July 1st
September 30 For interest receipts from July 1 – September 30	October 1st

- The business will submit to the administrative entity, receipts of interest supplement for each quarter.
- An eligible business must apply to the administrative entity by December 31, 2010.

Duplication of Benefits

- Business has completed and submitted the required Consent and Release Form, Subrogation Agreement, and Duplication of Benefits Affidavit.

Distribution of Funds and Program Termination

- IDED will disburse funds in the form of a grant to administrative entities. The grant shall be used to provide financial assistance to eligible business in the form of a grant for supplemental reimbursement of interest on disaster loans related to the 2008 natural disaster(s)
- Application will be processed by an administrative entity. Funds will be distributed quarterly, upon request to the department from an administrative entity.
- Funds for this program shall be available through August 31, 2013.
- Application period may be terminated if funds are not sufficient.

Program Administration and reporting

- Each administrative entity will provide oversight and contract administration to ensure that program's recipients are meeting contract requirements.
- Each administrative entity will collect data and report to IDED in the form and content required by law.

Business Disaster Recovery Programs
Residential Landlord Business Support
Program Guidelines

Program Description

The program element is designed to compensate for lost rental revenue for residential rental landlords providing affordable housing, whose rental units were physically damaged by the disaster. Landlords may receive up to $15,000 per business tax identification number.

Definitions

- *"Administrative entity*" means the direct applicants for this activity who are the cities of Cedar Falls, Cedar Rapids, Des Moines, Iowa City and Waterloo, and "lead" counties applying on behalf of the six Disaster Recovery Areas designated by IDED.
- *Affordable Rental Units* – means those units contained in the mortgaged property and contained in the agreement for covenants and restriction that are occupied by low and moderate income families at any given time. Affordable rental units (in the appropriate number as described later in these guidelines under national objective) are to be retained at all times as affordable rental units throughout the period of affordability (5 years) through income limitations of the tenants occupying those units and through rent limitations for the tenants occupying those units.
- *"Project"* – means a site or sites together with any building or buildings (including manufactured structures that are taxed as real property) located on a site or sites that are under common ownership, management and financing and are to be assisted with CDBG Supplement funds as a single undertaking and includes all activities associated with the site(s) and building(s).
- *"Disaster Event"* means the federally declared 2008 Iowa tornado, flood and storm events, which occurred between May 25 and Aug 13, 2008.
- *Physically damaged"* for the purpose of this program means physical damage caused by flooding including overland flow, or physical damage caused by tornado. Damage caused by sanitary or storm sewer backup is not included unless the department determines that such damage was a direct result of the 2008 natural disaster(s).

Eligible Applicant Must Meet the Following

- A residential rental property owner (individual; for-profit entities; and non-profit entities)
- Rental property owners must have been the owner of record of the property (or properties) for which funding is sought prior to the date of the 2008 natural disaster(s).
- Common ownership must have been in place both pre-disaster and active post-disaster.
- This activity is available only to residential rental property owners that agree to comply with all federal, state and local requirements (including but not limited to: these guidelines; Fair Housing and Equal Opportunity; accessibility for persons with disabilities; local rental housing codes and requirements; etc.)
- Residential property owner provides executed lease agreements from tenants prior to the disaster.
- Owner provides documentation that rehab of the building is complete and there is a current lease agreement with a verifiable tenant.

Eligible Properties

- The activity is available only to rental property owners whose properties were *physically damaged* by flooding, including overland flow, or physical damage caused by tornado. Damage caused by sanitary or storm sewer back up is not included unless the department determines that such damage was a direct result of the *disaster event.*

- At least one residential rental unit in the project had to have been affected (damaged, impacted) by a disaster event in order for the project to be eligible for assistance. For individual structures (buildings) in scattered sites types of projects, all structures must have had at least one residential rental unit affected (damaged, impacted) by a disaster event in order for those structures to be eligible for assistance. An example of a rental unit impacted by a disaster event might include items such as mechanical systems or electrical systems located in a flooded basement that serve rental units located on first or upper floors of the structure.;
- In order to be eligible for assistance, the rental property owner must be able to demonstrate and document that their property was *physically damaged* by a disaster event.
- The property must meet all applicable property standards after being rehab. The CDBG Entitlement Cities and communities with populations at or greater that 15,000 need to comply with locally adopted and enforced codes, standards and ordinances. For the remainder of the State, in the absence of any locally adopted and enforced codes or standards, the requirements of the State Building Code apply;
- The CDBG Supplemental funds are subject to the requirements of the Federal Lead Safe Housing regulations, impacting all multi-family dwelling units and projects that are constructed prior to January 1, 1978.
- No assistance for structures or projects located within the 100-year floodplain will be allowed, unless the activity meets all HUD environmental requirements, all applicable flood mitigation design standards, and the property is insured by Federal Flood Insurance.
- No assistance is available for lost rental revenue to property owners whose structures or projects are located in designated or proposed buy-out areas will be allowed.
- No assistance is available for property owners for lost revenue to an owner occupied unit.

Additional guidelines

- CDBG National Objective – All assisted rental properties must meet the national objective of "Primarily benefits persons of low and moderate income – Housing". Effectively, this means that at least 51% of the units in an assisted property must be occupied by persons or households whose incomes are at or below 80% of the area median income limits (LMI).

  - In a one unit project – the one unit must be made available to and occupied by a LMI tenant.
  - In a two unit project – one of the two units must be made available to and occupied by a LMI tenant.
  - Projects of three or more units – 51% of all units in the project (rounded up to the nearest whole number) must be made available to and occupied by a LMI tenant (e.g., in a four unit project, three units must be made available to and occupied by LMI tenants).

  Scattered site projects accomplished as a single undertaking shall take into consideration the individual properties on the various sites when determining national objective compliance (e.g., a seven single unit project on seven different sites must all be available to and occupied by a LMI tenant).

  Following the provision of CDBG Supplemental Funds assistance to a project (i.e., following reimbursement of costs, rehabilitation costs, lead hazard reduction costs, etc.), when all work has been completed and accepted and the forgivable loan and deed restriction has been recorded; the 5-year term of affordability begins. It is at this juncture (initial occupancy following the provision of assistance) that the appropriate number of units in the project needs to be occupied by LMI tenants and subsequent rents limited on those units. If any rental units are occupied with over-income tenants at this juncture, there may be a need to permanently displace over-income tenants. Permanent displacement is subject to the requirements of the Uniform Act, for which the applicant is responsible.
- Maximum (gross) rent limits on the CDBG Supplemental Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current HOME Program Fair Market Rents (HOME FMRs). Net rents must be calculated based upon the utility allowances established by the local public housing authority that has jurisdiction for the area served.

- Rental property owners of CDBG Supplemental funds assisted projects shall agree to a five-year period of affordability in terms of tenant income restrictions (limitations) and through affordable rent limitations (controls) on all CDBG Supplemental funds assisted rental units serving LMI tenants, maintaining the appropriate number of affordable rental units for the entire five-year period.

  Long term affordability requirements shall be secured through an agreement for covenants and restrictions that ride with the assisted property's land.

  Through the period of affordability, assisted rental property owners shall ensure that the appropriate number of rental units remains affordable to, and are occupied by, income eligible and verified LMI tenants. All assisted rental units shall be subject to the maximum rent limitations (HOME Program FMRs, by bedroom size) applicable to all assisted rental units for the five-year period of affordability.
- Award will result in a contract between the IDED designated Disaster Recovery recipient and the rental property owner.
- Disaster Recovery administrative entity will upload into Service Point the approved application for Residential Landlord Program and all supporting documentation used to determine eligibility.

Eligible Program Activities; Maximum Amount of Assistance

- Amount of assistance is limited to $15,000 per business taxing entity for up to 12 months of lost rental revenue.
- Loss is computed at the pre-disaster lease rate.

Duplication of Benefits

- Business has completed and submitted the required Duplication of Benefits Affidavit.

Program Termination

- Applications for funding for this program shall be received by the administrative entity by the contract end date of the CDBG Housing disaster recovery fund contract.
- Application period may be terminated if funds are not sufficient

Business Disaster Recovery Programs
Relocation Assistance Program Guidelines

Purpose

This program provides relocation assistance to Cedar Rapids businesses located in the NW 1st Corridor who are now on the "wetside" of the proposed levee. These businesses repaired their businesses prior to their knowledge of the levee location and will be reimbursed for the gap between the insurance proceeds/pre-flood property value and the actual cost to repair their business post disaster. In-home businesses are not eligible for the funds.

Definitions

- *"Business*" means a corporation, a professional corporation, a limited liability company, a partnership, a sole proprietorship, or a nonprofit corporation serving public purpose.
- *"Department"* or *IDED"* means the Iowa Department of Economic Development.
- *"Relocation"* means the business has moved out of the property being purchased in the CDBG Property Acquisition Program.

Eligible Business for Expanded Program

- Relocation Assistance Program provides financial assistance to a business that was located in the 500-year floodplain at the time of the flood and as a result of the adoption of the FEMA flood map moved to the 100-year floodplain. This area includes parcels located in the NW/SW 1st Street Corridor.
- To apply for relocation assistance a business must have been open and operating at the time of the 2008 natural disaster(s) and is operating at the time of the application.
- A tenant is eligible to participate in the relocation assistance program, provided the property owner participates in the CDBG Property Acquisition Program.
- Repairs were made to the property after the 2008 natural disaster and the business can document these repairs have been paid in full.
- Eligible location has accepted and closed the CDBG Property Acquisition Program.
- Lease agreement to be provided, if business rents location.
- Common ownership must be in place both pre-disaster and active post disaster.

Ineligible Business for Relocation Assistance Program

- Start-up businesses or home based businesses are not eligible.

Eligible Relocation program activities; maximum amount of assistance

- The award per application is limited to eligible receipts minus any duplication of benefits. The list of eligible expenses is included in the program application.

Duplication of Benefits

- Business has completed and submitted the required Consent and release Form, Subrogation Agreement, and Duplication of Benefits Affidavit.

Distribution of funds to administrative entities

- Funds will be awarded on a first-come, first served basis, based on amount needed for business applications approved and forwarded to IDED.

- Funds will be awarded in the form of a forgivable loan for applicants that have not completed the CDBG Property Acquisition Program.
- Funds will be awarded in the form of a grant for applicants that have completed the CDBG Property Acquisition Program.
- An administrative entity shall award funds to an eligible business in the form of a grant for relocation assistance.
- An eligible business must apply to the Iowa Department of Economic Development by June 1, 2011.
- Application period may be terminated if funds are not sufficient.

Business Disaster Recovery Programs
Disaster Case Management Service for Businesses
Program Guidelines
July 23, 2010

Purpose

The purpose of the disaster case management services for businesses program (CMSBP) is an adjunct to all of the business disaster recovery programs, to ensure access to the programs and necessary documentation for disaster-affected businesses. Disaster case managers for business will plan, secure, coordinate, monitor, advise and advocate for businesses affected by the disaster.

Definitions

- *"Administrative entity*" means the direct applicants for this activity who are the cities of Cedar Falls, Cedar Rapids, Des Moines, Iowa City and Waterloo, and "lead" counties applying on behalf of the six Disaster Recovery Areas designated by IDED.
- *"Business*" means a corporation, a professional corporation, a limited liability company, a partnership, a sole proprietorship, or a nonprofit corporation.
- *"Department"* or *IDED"* means the Iowa department of economic development.

Eligible Business for Case Management Services

- A business that has applied for or is in the process of applying for one or more forms of assistance from the business disaster recovery programs or any business affected by the 2008 natural disaster(s).

Eligible Program Services

Program services may include:

- Guiding businesses through the loss verification documentation process to determine eligibility for funding programs and gaps in current programs;
- Assisting business with grant opportunities and long-term debt reduction;
- Providing resources for businesses to review and modify their business plans for the changed market;
- Gathering benchmark data to track recovery progress.

Eligible Program Expenditures:

- Staff payroll and benefits;
- Administrative support;
- Equipment and technology;
- Office space; supplies
- Travel and expenses directly related to providing services

Distribution of funds to administrative entities

- Funds will be awarded to administrative entities on a first-come, first served, based on amount needed for services approved by IDED.
- An administrative entity shall receive funds in the form of a reimbursement no more frequently than monthly.
- Funds for this activity are available through December 31, 2011.

- Activity period may be terminated if funds are not sufficient.

Program administration; reporting requirements

- Each local administrative entity shall enter into a contract with the department. The contract will include terms and conditions that meet the requirements of these guidelines and include provisions requiring repayment if funds are not used in compliance with the program guidelines.
- Administrative entity may outsource case management responsibilities to an outside contractor if necessary.
- Each administrative entity will provide oversight and administration to ensure that the local case management program is meeting the contract requirements and meeting performance targets.
- For the purposes of program reimbursement, each administrative entity will collect data and submit monthly reports to the department about the program in the form and content approved by IDED.

Business Disaster Recovery Programs
Cedar Rapids Steam Conversion
Program Guidelines

Purpose

The purpose of the Cedar Rapids Steam Conversion business program is to provide financial assistance to benefit businesses that relied on Alliant Energy's Sixth Street and Prairie Creek generating stations in Cedar Rapids, which were heavily damaged by the 2008 flood.

Definitions

- *"Administrative entity*" means the City of Cedar Rapids
- *"Business*" means building owners who are former steam plant customers including government and not-for profit agencies that relied on the Alliant Energy's Sixth Street and Prairie Creek generating stations.
- *"Department"* or *IDED"* means the Iowa department of economic development.

Program Description

Conversion from Former steam plant.

- The administrative entity will award funds for businesses utilizing a low pressure system based on a pro-rata share of actual conversion costs, up to 95% of the actual costs.
- The administrative entity will award funds to businesses utilizing the high pressure system based on the weighted average of the pro-rata share of actual costs, the pro-rata share of usage (measured in Mm pounds), and an efficiency factor above 90% efficiency as developed by the State of Iowa's Office of Energy Independence.

  40% weighted average based on costs
  40% weighted average based on usage
  20% weighted average based on efficiency
  .4 (pro-rata share of costs) + .4 (pro-rata share of usage pre-flood) + .2 (on local energy rebate eligibility) x $7,840,000.

Buy-Down of Higher Steam Rates

- Buy-Down funds will be allocated by the administrative entity as follows: 70 percent will be allocated to High Pressure Customers; 30 percent will be allocated to Low Pressure Customers.
- The administrative entity will reimburse businesses who were former steam plant customers for a portion of the difference between pre-flood steam plant charges and user costs for the new energy source.
- The administrative entity will allocate funds to businesses based on a pro-rata share of actual usage as follows:

  High Pressure Example: % of total usage of High Pressure Customer x $3,500,000
  Low Pressure Example: % of total usage of Low Pressure Customers x $1,500,000

Eligible expanded program activities; maximum amount of assistance

- Maximum award amount for steam conversion is up to 50% of actual conversion costs for businesses utilizing the high pressure system and 95% for businesses utilizing a low pressure system.
- An eligible business must apply to the administrative entity by June 30, 2010.

Ineligible program activities

- Buildings or portions thereof, used for the general conduct of government cannot be assisted.

Duplication of Benefits

- Business has completed and submitted the required Duplication of Benefits Affidavit.
- In determining the award amount, the administrative entity has reviewed additional sources of funding to ensure that no business receives more than one source of funding for the same expense.

Distribution of funds to administrative entity

- IDED will disburse funds in the form of a grant to administrative entities.
- Application will be processed by the administrative

Program Administration; reporting requirements

- The administrative entity will enter into a contract with an eligible business to provide assistance under this program. The contract will include terms and conditions that meet the requirements of these guidelines and include provisions requiring repayment if the funds are not used in compliance with the program guidelines.
- The administrative entity will provide oversight and administration to ensure recipients of the program funds are meeting CDBG requirements. Administrative entity will collect data and submit reports to the department in the form and content required by IDED.

Timelines Established for Steam Conversion Projects
Pre September 9, 2009 (approx. 42 projects) (If under contract and ALL work complete by 9/9)

No Davis-Bacon or federal contract language required.
Contract < $100,000 - no lien waivers required.
Contract > $100,000 - lien waivers required from contractor, subcontractors & suppliers.
All contracts require Environmental / 106 review. (Environmental satisfied)

Post September 9, 2009 (17 identified projects) (Contract signed pre 9/9, work not complete by 9/9)

The 17 identified projects do not require any bonds as defined below, lien waivers will satisfy requirements.
(Requested list of 17 projects from TMB on 7/27/10)
Davis-Bacon wage rates and all federal contract language is required.
All contracts require Environmental / 106 review. (Environmental satisfied)

Post September 9, 2009 (approx. 60 – 65 projects) (Contract and work post 9/9))

All work performed after 9/9 requires Davis-Bacon wage rates per October training session by DN.
Weekly time sheets required. Wage determination based on date contract signed.
If > 90 days between contract signing and start of work – need to verify wage rates again.
All contracts require Environmental / 106 review and all federal requirements. (Environmental satisfied)
Contract < $100,000 – 1 quote required, no bonds or lien waivers required.
Contract > $100,000 – Bonds (bid, performance, payment) required. (will consider no bid bond if construction has started). If all work complete only lien waivers required (costly / irrelevant for contractors to obtain bonds after-the-fact).
Exception for 17 projects over $100,000 as defined.
Cedar Rapids will request funding for bankrupted contractors / contracts (no wage interviews possible) from I-Jobs.
Bonding and federal language requirements apply to projects >$100,000 in total, no "piecing" of projects into several contracts <$100,000.
Separate Contractor / Labor Standards Checklist will be submitted for each construction contractor / contract.
IDED contract language (4 page Required Contract Provisions and 5 page HUD 4010 Form) must be included in all contracts, contracts can be (must be) amended after work is complete.

Business Programs Update

April 2, 2010

Clarifications

- **Service Point:**
  - In the section dedicated to the Loan Interest Supplement Program there are a few fields requesting the interest rate of the loan. Only a number should be entered in this field not the percentage sign. For example, seven percent would be entered as "7".
  - Please remember to upload the applicable portion of the application to service point. This would be the general information and the program specific portion completed by the applicant. There is important information on the application that needs to be reviewed to verify eligibility.
- **Draw Request:** Please send an excel version and signed PDF for all draw requests in addition to sending in the original copy.
- **Tax Forms:** A schedule E is an acceptable tax document to demonstrate the applicant is an eligible business for CRRG & RLBS. In the application when it states "*appropriate schedules"* a schedule E will suffice for these programs.

Program Specific Updates

LISP
Application: No changes have been made to the program requirements however the application has been updated to make LISP easier to comprehend. The Iowa
life changing website has been updated with this version of the application and the application is attached to this e-mail.

Documentation: An amortization schedule is necessary only for the portion of the loan that has not been paid. For example, if an applicant provides their Payment History from 07/14/08 to 04/01/10, then an amortization schedule would only
need to be provided from 04/01/10 to the remaining portion of the 36 months.

CRRG/RLBS
Service Point: Fields have been added to service point for RLBS and CRRG to show the vacancy period for the property. If a landlord has varying vacancy periods for each unit you would use the longest time frame for these fields.

Business Programs Update

April 28, 2010

We covered many of these items in the most recent Monthly Disaster Recovery Teleconference. Because a few of you were not on the call, a few items mentioned have been repeated in this update.

HUD Technical Visit

As most of you know HUD was at IDED for a "technical visit" last week. During a technical visit, they are available to review current issues, provide guidance and ask questions of the Disaster Recovery staff as to how programs are being managed. This is all to get IDED and Recipients ready for the HUD monitoring visit which will occur in July 2010.

As a result there are a few items which will need our immediate attention:

1. **Per HUD legal, private bank loans must be included in the DOB analysis for businesses.** The reasoning? The Stafford Act requires that, "The President, in consultation with the head of each Federal agency administering any program providing financial assistance to persons, business concerns, or other entities suffering losses as a result of a major disaster or emergency, shall assure that no such person, business concern, or other entity will receive such assistance with respect to any part of such loss as to which he has received financial assistance under any other program or from insurance or *any other source*."(emphasis added). HUD legal reads "any other source" to include private bank loans.

HUD emphasized that CDBG Recovery assistance should be the last source of dollars. That said, the real key is whether CDBG funds duplicate the purpose of the private loan funds. If the purpose is different, we don't have a problem. Even if the purpose is the same, we might not have a DOB if the business can demonstrate an unmet need.

HUD provided some guidance as to how we might look at DOBs for the first Jumpstart Small Business projects that received federal funds. We have also clarified the type of loans/grants/cash that would not constitute a DOB.

So far, we have been able to clarify that the following do not constitute a DOB:

- Loans/grants/cash donations received for an unspecified purpose (e.g. "for disaster recovery/relief efforts").
- Loans/grants/cash/ from business owner's (or owners) personal account(s) (including but not limited to savings or retirement funds).
- Home equity loans

2. **As a result of the HUD-OIG finding** –A DOB analysis must be conducted for ALL projects that received federal CDBG disaster funding for which a DOB analysis was not completed. This includes the federal portion of the Jumpstart Business funds and most of the early BRAP projects.

IDED is developing the correspondence for administrative entities to send to businesses.

3. **BRAP files must be updated to include how market-rate lease was determined** –

Each BRAP file must provide evidence (check list/statement) that the administrator has reviewed the lease and determined it to be "market rate" based on a process or methodology developed by the grant administrator. HUD-Disaster Office has stressed to us that when they monitor, they are not looking for a full blown market-analysis or something that requires local inspection to verify. But rather, they want to see that a policy is in place which specifies lease rates (possibly by sq ft range) for an area or by types of buildings (e.g. retail, class A commercial) and the file has been documented.

Clarification

- **DOB Affidavit:** The DOB affidavit has been updated to include a prefilled purpose for the Jumpstart funds. The duplication of benefits check revolves around the purpose of the funds and this new affidavit should help the business to clarify the purpose of the Jumpstart funds received.

Program Specific Updates

- **EBRAP:** The second page of the EBRAP guidelines includes fixtures in the list of eligible replacement items. This was removed in other sections of the guidelines, but it appears this section was overlooked. The website has been updated to include the updated EBRAP guidelines.

- **LISP:** There has been some discussion about recalculating the applicant's LISP award after the 36 month period. However, this is not an option for this program.

Business Programs Update

June 4, 2010

Update on HUD Monitoring to Iowa

Good news. We heard yesterday that HUD has delayed their monitoring visit that was scheduled for July to September. It is tentatively set for the week of September 13th.
We will let you know more as we know more.

Hopefully you received the suggested BRAP file organization from Peggy this week. Just a reminder, all BRAP files must contain tax returns or certificate of existence.

New Programs – Equipment & Flood Insurance

- **Contracts:** City-Business contracts are attached
- **Award Calculations Worksheet:** also attached

Minor Corrections or Clarification to Guidelines/Application

- **Loan Interest Supplement Program (Line of Credit) – less documentation.**
  - We have worked with HUD to eliminate documentation verifying the use of loan proceeds. Here is how the application now reads:

Purpose of Physical or Economic Injury Loan/Line of Credit.
In addition to the above items, if the loan document provided does not clearly state the loan is disaster related the applicant can provide a letter from the lender clarifying the purpose of the loan/line of credit and that it is disaster related.

The following has been deleted from the guidelines:
The business with a line of credit, will submit to the administrative entity, documentation that expenditures related to the draw meet qualifications of disaster recovery loan.

- The Application & Guidelines are attached and the website will be updated next week.

- **Residential Landlord: "one year" lease not required**
- Eligible applicants must meet the following: Owner provides documentation that rehab of the building is complete and it has been rented with a minimum one year lease by a verifiable tenant or current lease agreements from a verifiable tenant.
  - Also, the payroll requirement has been removed from eligibility check list (attached)
  - And guidelines have been updated and are attached.
- **CRRG clarification:** you may use an appraisal summary as documentation of proof of damage to the building, if the summary clearly identifies the building was flood affected.

Reminders

- **Affidavit with Private Loans:** As part of the DOB analysis IDED must verify the purpose of all sources of funds. If there is a private loan, be sure to upload the loan document with the Affidavit.

- **Award Date:** the date the check is disbursed to the applicant is entered into Service Point in the "award date" field. Remember, funds must be disbursed within 10-days of receipt of funds by the City/County.

- **BRAP:** If BRAP applicants have not completed a DOB Affidavit/Consent & Release/Subrogation Agreement, you can send the attached letter with the most current forms. Once received, upload to Service Point & enter a new/current BRAP DOB Submitted Date. This will let us know to begin the DOB analysis.

- **Applicant for new programs that did not have DOB check for previous award (BRAP).** Enter the DOB submitted date for the new program. And enter DOB Submitted Date (current date) for BRAP. This will signal IDED to conduct a DOB analysis on both programs.

Hi Everyone,

I am sending you this email to provide a few updates in regards to the business programs. If you are a lead COG please remember to forward these updates.

1) I have attached the documents associated with the Duplication of Benefits process to this email. There are sections of these documents that require the administrative entities name to be filled. It should be clear in the document what editing needs to be completed, but please feel free to contact me with any questions.

- I have received a question regarding the Duplication of benefits affidavit and whether the entire insurance policy needs to be attached. As per the other disaster programs the declaration page is sufficient.

2) We are constantly looking for ways in which we can speed up the DOB process. We have found that the DOB process is able to be completed more efficiently when the documents uploaded into service point have been separated out. So, as we move forward with these new programs please upload the documents separately and label accordingly.
The uploads should be labeled like the following:

- Payroll information should be labeled "Payroll"
- Consent and release form and duplication of benefits affidavit should be included under one upload titled "DOB information."
- Tax returns should be labeled "Tax returns"

3) The application has been updated to include an area on the first page to list the business' federal tax id. The website has been updated with the most recent application, please use this application to update your website.

4) One item that was not covered in training was how to consider SBA loans. SBA loans may be considered a DOB based upon SBA's determination, so you don't need to make this determination as part of the DOB calculation. We will send the applicants information to SBA and they are responsible for determining the DOB amount.

Please let me know if you have questions regarding any of these items.

Thank you,

Meridith Marshall

Community Development Division
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, IA 50309
Phone: 515.725.3012
www.iowalifechanging.com

Business Programs Update

January 26, 2010

DOB/Service Point

- Training - Individual webinars to review the new service point processes are going well. Thanks for your questions during this training, it helps us as well. Please contact me to schedule your Service Point training, if you haven't done so.
- BRAP Reminder - The field "BRAP DOB Submitted Date" is now the field that should be completed when you're ready for the DOB check instead of the "Business Rental Date of Award." The "Business Rental Date of Award" field can be filled in with the date the check is issued for the business.
- Review of DOB Process –
  - Administrative entity fills in all general and program specific fields and uploads general and program specific documentation. Once complete…
  - Enter "DOB Submitted Date". This triggers the DOB process.
  - IDED conducts duplication of benefits and eligibility check. This can take 7-10 business days. Once complete
  - IDED posts (uploads) a DOB Verification Report in Service Point & e-mails administrative entity that this is complete.
  - Administrative entity can now prepare a GAX and draw funds for business that have Verification Reports.

Application/Guidelines Revisions

- Residential Landlord – Residential Landlord section of the Business Application has been updated at iowalifechanging.com. The application now asks for the time period the rental unit was vacant.
- Residential Landlord –The option to provide an occupancy permit in place of a minimum one year lease agreement from verifiable tenants has been removed. This is due to the requirements associated with the CDBG National Objective of "Primarily benefits persons of low and moderate income-Housing." Because of this requirement, the landlord must have tenants occupying the units to show this has been met.
- Expanded Business Rental Assistance - The guidelines for Expanded Business Rental Assistance have been updated to clarify a business must be renting in order to receive assistance under EBRAP. This is not a new requirement, but we felt the guidelines needed to be clearer in this respect.

Both the application and guidelines have been updated on our website to reflect these changes.

GAX Forms

- Reminder – The new GAX form, which separates dollars requested by "Urgent Need" (LMI Qualified, N) and LMI (LMI Qualified, Y), is to be used for all future draw requests. This includes your monthly BRAP draws.
- Note – the GAX form has drop down boxes for "Program Code", for "LMI, Y/N" and for Non Profit , Y/N.

EBRAP/BRAP Clarification

There have been a couple of questions regarding eligibility of businesses that were not located in physically damaged space at the time of the disaster. Below is a little history of the programs and three examples. Please let me know if you have additional examples you're working with.

History

The Business Rental Assistance Program was submitted to HUD for approval as part of IDED's Action Plan. The program is for businesses remaining in or locating in rental space that was physically damaged by the 2008 natural disaster(s). Assistance to these businesses is in the form of rental assistance and assistance to replace damaged equipment.

In an effort to get dollars flowing, before the Action Plan was approved, HUD allowed the State to transfer $10 million dollars from New Construction to fund only the rental portion of the Program. Since the Plans approval, assistance is available for both the rental (BRAP) & replacement of damaged equipment (EBRAP) for businesses remaining in or locating in rental space that was physically damaged.

Program Examples

Example 1

At the time of the disaster, ABC Company was located (multi-year lease) in disaster damaged space and had office equipment (at this same location) damaged by the disaster. After the business rental space was rehabbed and ABC Company moved back in.

- ABC Company is eligible to apply for rental assistance (BRAP) and reimbursement to replace damaged office equipment (EBRAP), up to $50,000 combined.

Example 2

Printing Press, LLC lost machinery in the disaster in a location owned by Printing Press, LLC. After the building was rehabbed, Printing Press, LLC moved back into their building and resumed business.

- Printing Press, LLC is not eligible to apply for business rental assistance (BRAP) or reimbursement to replace damaged machinery (EBRAP) because they are not located in a business rental space that was physically damaged by the disaster.

Example 3

Electronic Supplies lost equipment in the disaster in a location owned by Electronic Supplies. After the flood Electronic Supplies plans to relocate their operations to business rental space that was physically damaged by the disaster.

- Once Electronic Supplies locates to the rental space, they are eligible to apply for business rental assistance (BRAP) and reimbursement to replace damaged equipment (EBRAP) up to $50,000 combined.

Wednesday 03/03/2010

I am writing to let you know of revisions that have been made to two of the business programs, BRAP/EBRAP and LISP.

IDED & RIO were asked to consider proposed changes to these programs based on the continued unmet needs of a number of businesses affected by the 2008 natural disaster. After careful consideration IDED/RIO have approved the following changes:

BRAP/EBRAP

- In addition to $50,000 for rental assistance, a business may now receive reimbursement of 75% of the actual replacement costs, up to $75,000.

Loan Interest Supplement Program

- The date a business must close on their Physical disaster loan has been extended from June 1, 2009 to June 30,2010.
- The close date for economic injury loans remains unchanged, June 1, 2009.
- For physical disaster loans closed after June 30, 2009, more extensive supporting documentation is required as proof that the loan is disaster related and the maximum reimbursable interest rate is set at 8%.

Attached to this e-mail please find updated guidelines and application. The website will be updated to reflect these changes.

We have scheduled a conference call for this Friday at 9:00 a.m. to address any questions you may have. If you would like to participate the phone number is 1 (866) 685-1580 and the conference code is 0009991975

Please review these updates and we will have the opportunity to go into further detail during the conference call.

Thank you,

Meridith Marshall

Community Development Division
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, IA 50309
Phone: 515.725.3012

IOWA *life* | **changing®**
www.iowalifechanging.com

Business Programs Update

March 10, 2010

Clarifications

- **Contract:** Since the final award amount is determined after the DOB process is complete, it is okay NOT to upload the contract until we've posted the DOB Verification Form in Service Point. However, the signed contract will need to be uploaded before you can submit a GAX for the project.

- **Legal Name:** Remember the City/County contracts should be with the legal entity and not a business' fictitious or alias name. The legal name of the business will be listed on the Secretary of State's web site and this is the name you'll want to entered into service point

- **Insurance:** The declaration page from the insurance company does need to be uploaded to service point. This is also a good reference when entering information into Service Point to ensure the carrier's name is listed and not the agent's name.
    - The insurance carrier refers to the insurance carrier at the time of the flood.
- **Application:** If an individual is applying for funding from the business programs on behalf of a company and is not the owner of the company this individual must be authorized to sign for the business. The application has been updated to include an area stating the individual is authorized to sign on behalf of the business.
- **Jumpstart Funds:** As you know the rules for the Jumpstart program state that the program funds are available for the purpose of working capital (and/or assistance to purchase energy-efficient equipment). If the DOB affidavit states the business received Jumpstart funds for the purpose of inventory (which is a form of working capital), this could be considered a DOB for EBRAP. Service Point has been updated to include inventory as a drop-down option for "purpose of funds".

Program Specific Updates

BRAP/EBRAP

- For EBRAP applicants make sure the submission of information pertaining to the damaged and replaced items mirrors this

CRRG

- **Occupancy Permit:** The occupancy permit is only to be used in situations where no tenants are occupying the building.

RLBS

- **Occupancy Permit:** The occupancy permit is only to be used in situations where no tenants are occupying the building.

Appeals Process

If an administrative entity has identified a situation or documentation for consideration which allows a business previously deemed ineligible to participate in a business program, the administrative entity may take the following steps to appeal:

1. The administrative entity shall complete a case review on the business' behalf detailing the program requirement(s) the business is unable to meet.
2. The administrative entity will outline the business' situation for which an alternative consideration is proposed in the case review.
3. The administrative entity will submit the case review along with any necessary supporting documentation to IDED for review.
4. The IDED review team (consisting of Tim Waddell, Peggy Russell and Meridith Marshall) will evaluate the case review and send a final determination to the administrative entity.
5. The administrative entity will document the applicant's file with the final case review determination.

Business Programs Update

June 4, 2010

Update on HUD Monitoring to Iowa

Good news. We heard yesterday that HUD has delayed their monitoring visit that was scheduled for July to September. It is tentatively set for the week of September 13th.
We will let you know more as we know more.

Hopefully you received the suggested BRAP file organization from Peggy this week. Just a reminder, all BRAP files must contain tax returns or certificate of existence.

New Programs – Equipment & Flood Insurance

- **Contracts:** City-Business contracts are attached
- **Award Calculations Worksheet:** also attached

Minor Corrections or Clarification to Guidelines/Application

- **Loan Interest Supplement Program (Line of Credit) – less documentation.**
  - We have worked with HUD to eliminate documentation verifying the use of loan proceeds. Here is how the application now reads:

Purpose of Physical or Economic Injury Loan/Line of Credit.
In addition to the above items, if the loan document provided does not clearly state the loan is disaster related the applicant can provide a letter from the lender clarifying the purpose of the loan/line of credit and that it is disaster related.
The following has been deleted from the guidelines:
The business with a line of credit, will submit to the administrative entity, documentation that expenditures related to the draw meet qualifications of disaster recovery loan.

  - The Application & Guidelines are attached and the website will be updated next week.
- **Residential Landlord: "one year" lease not required**
- Eligible applicants must meet the following: Owner provides documentation that rehab of the building is complete and it has been rented with a minimum one year lease by a verifiable tenant or current lease agreements from a verifiable tenant.
  - Also, the payroll requirement has been removed from eligibility check list (attached)
  - And guidelines have been updated and are attached.
- **CRRG clarification:** you may use an appraisal summary as documentation of proof of damage to the building, if the summary clearly identifies the building was flood affected.

Reminders

- **Affidavit with Private Loans:** As part of the DOB analysis IDED must verify the purpose of all sources of funds. If there is a private loan, be sure to upload the loan document with the Affidavit.

- **Award Date:** the date the check is disbursed to the applicant is entered into Service Point in the "award date" field. Remember, funds must be disbursed within 10-days of receipt of funds by the City/County.

- **BRAP:** If BRAP applicants have not completed a DOB Affidavit/Consent & Release/Subrogation Agreement, you can send the attached letter with the most current forms. Once received, upload to Service Point & enter a new/current BRAP DOB Submitted Date. This will let us know to begin the DOB analysis.

- **Applicant for new programs that did not have DOB check for previous award (BRAP).** Enter the DOB submitted date for the new program. And enter DOB Submitted Date (current date) for BRAP. This will signal IDED to conduct a DOB analysis on both programs.

Business Programs Update

November 10, 2010

General Information

- **SBA Remittance Process:** As a part of the DOB analysis we submit all files to the Small Business Administration to verify any duplicating funds. If the SBA notifies us that an applicant has received a loan from SBA for the same purpose as our program, we will note that on the verification form uploaded to Service Point.

The following steps should be followed when there is an SBA Remittance Request.

1) A two party check should be signed by the applicant for the SBA remittance amount found on the award verification form.
2) Administrator mails the signed check to the following address:

Small Business Administration
Attention: Check Team
14925 Kingsport Road
Fort Worth, TX 76155

*When the check is mailed to SBA a note should be included. This note needs to explain this check is from an Iowa Grant program and needs to be applied to the applicants SBA loan. The SBA loan number will need to be included on the note.

3) The entire amount of SBA remittance is required to be sent to SBA. Only the portion of the award remitted to SBA will need to be included on a two party check. The remaining portion can be provided directly to the applicant.

Applicants are able to request a reduction in their monthly loan payment when the check is sent to SBA.

File Resubmission: Due to the changes in the equipment program, administrators may need to resubmit a previously submitted file for approval of the increased award. Attached to this update is a form that should be uploaded for all file resubmissions. When a situation like this arises please follow the process outlined below.

1) Upload the following items to Service Point:

-Updated Application
-Updated award calculation worksheet
-Any program specific information
-Signed contract with adjusted award amount (must be uploaded prior to including the business on a GAX)

2) Fill out the File Resubmission spreadsheet and save as a PDF.
3) Upload this PDF to Service Point.
4) Update applicable Service Point fields. (Need, Award Amount, etc.)
5) Update the DOB submitted date to reflect the current date.

Clarifications

- **Duplication of Benefits**
  - **Award Calculation Worksheet-** When you receive notification of a duplication of benefits there are a few steps that need to be followed.
    1) Remove the DOB Submitted date.
    2) Update the award calculation. You will be notified of the amount determined to be a DOB and you will need to enter this amount in the award calculation in the designated DOB cell. Upload the adjusted award calculation worksheet to Service Point.
    3) Update the award amount in Service Point to adjust for the DOB. The award calculation completed in step two will provide you with the adjusted award amount. This is the award that should be entered into Service Point.
    4) Enter the DOB submitted date to reflect the current date.

Program Specific Updates

- **Equipment Programs:** The guidelines for the equipment programs have been updated to allow vehicles to be considered inventory for car dealerships only. The guidelines have been updated on our website.

Reminders

- All BRAP files need to include a market rate lease analysis and documentation of any identity of interest issues.
- BRAP files also need to demonstrate the business remained in the rental space for the entire six months o rental reimbursement.
- All BRAP awards require a duplication of benefits analysis to be completed. If you have not sent out the DOB documents to the early BRAP applicants, please do so as soon as possible.
- CRRG files need to include documentation of any identity of interest issues and a market rate lease analysis must be included in situations where the tenant and landlord are related parties.

Business Disaster Recovery Business Assistance

Update – June 20, 2011

Just when you thought you were done administering the floods of 2008….

We are writing to inform you of several enhancements to the 2008 Flood Recovery Business Programs. IDED received a formal request for these changes and HUD has subsequently approved…. These enhancements are available only to businesses that applied by the application deadlines established for each program.

Summary of the Enhancements – Most Require No Additional Documentation from Businesses

Extension of funds available through dates:

- BRAP/ERAP/EBRAP/FIRP/CRRG (for non buy-out properties) – funds shall be available through June 30, 2011 June 30, 2012
- CRRG (lost rent for commercial properties in the buy-out) shall be avail through June 30, 2013

Expanded Business Rental Assistance & Equipment Reimbursement Assistance

- The maximum award amount has increased from 75% to 100% of business expenses up to $400,000 rather than the previous maximum award of $300,000 per business. And inventory and supplies may now be reimbursed up to 2 times the inventory and supplies expenses shown on supporting tax schedules.

Flood Insurance Reimbursement Program

- Increase the Program award "not to exceed amount" from $5,000 to $30,000 per business.

Loan Interest Supplement Program

- Increase the Program award "not to exceed amount" from $50,000 to $100,000 per business

Commercial Rental Revenue Gap

- Lost rent may now include commercial building owners whose commercial tenants vacated as a result of the CDBG Property Acquisition program (buy-out).

Residential Landlord Business Support

- Applications for funding for this program shall be received by the administrative entity by the contract end date of the CDBG Housing disaster recovery fund contract.

In addition

As we have discussed with many of you, HUD has reviewed how LMI is currently being documented for the businesses programs. They do not agree that Tax Schedules (C, K, etc) can be used as documentation of total annual income for the applicant.

Therefore, if a new award is being calculated for an "LMI Qualified" business, with no employees, each of the business owners (LLC, Partnership, etc.) will sign a revised LMI Self Certification Form (attached) at the time the new contract is signed. The new contract and LMI Self Certification form will then be uploaded to Service Point.

Details of Program Specific Enhancements

Expanded Business Rental Assistance & Equipment Reimbursement Assistance

- The maximum award amount has increased from 75% to 100% of business expenses up to $400,000 rather than the previous maximum award of $300,000. And inventory and supplies may now be reimbursed up to 2 times the inventory and supplies expenses shown on supporting tax schedules.

- **No additional documentation is needed from the business**. The application deadline for ERAP & EBRAP was December 31, 2010. You may calculate a new award using the eligible receipts the business submitted with their application.

- For example a business that submitted $400,000 in eligible receipts and received an award of $300,000 (75%) may now be awarded an additional $100,000 for a total award of $400,000 (100%).

- For example – a business that submitted $100,000 in eligible receipts and received an award of $75,000 may now be awarded an additional $25,000 for a total award of $100,000.

- Note – Inventory and supplies may now be reimbursed up to two times the inventory and supplies expense reported on supporting tax schedules.

- Administrative entity must follow the process outlined below to increase an award amount.

Flood Insurance Reimbursement Program

- Enhancements to the program increase the award "not to exceed amount" from $5,000 to $30,000.
- No additional documentation is needed from most business. The insurance statement submitted with the business application should show the annual premium. And business will have previously submitted documentation demonstrating the premium has been paid in full.
- Insurance for owners of multiple commercial properties may have exceeded the $5,000 cap and wish to submit additional documentation.
- If the flood insurance premium was greater than $5,000 a new contract will be prepared.
- If award amount has changed follow the process as stated below. **Note**** – the flood insurance contracts have forgivable language which is not applicable and must be amended so administrators do not have to conduct follow-up to forgive the loans. A letter amendment to amend current contracts and a revised contract for applicants that have not been processed will be sent when complete.**

Loan Interest Supplement Program

- Increases the award "not to exceed" amount from $50,000 to $100,000 per business
- Based on the **original loan documents** submitted, if the calculation of 36-mo of interest exceeds $50,000 the business is eligible for an increased loan interest award.
- If the award amount has changed follow the process as stated below.

Commercial Rental Revenue Gap ($25,000 per unit)

- Lost rent may now include commercial building owners whose commercial tenants vacated as a result of the CDBG Property Acquisition Program (buy-out).
- Administrative entity notifies commercial property owners currently participating in the buyout of enhancements to the program.
- Applications (attached) for funding commercial property in the buy-out shall be received by the administrative entity by December 31, 2012.
- Documentation includes: lease agreement executed prior to March 1, 2011 for each unit for which assistance is being requested, documentation of date tenant relocated, and proof of closing for the buyout (HUD1 closing statement & copy of deed instrument used to sign).
- Service Point fields will be updated accordingly.

Administrative Entity - Process to Increase an Award

To make increase an award amount the administrative entity will:

- Upload to Service Point – new application if applicable (CRRG-buyout)
- Upload to Service Point – additional documentation supporting new award amount, if applicable.
- Upload to Service Point - a completed file resubmission form (attached)
- Upload to Service Point – Revised Award Calculation Worksheet (attached) with revised award.
- In Service Point – update/correct program fields if applicable
- In Service Point - Enter a new award amount
- In Service Point – Delete DOB Submitted Date, DOB Completed Date & Eligibility Date
- In Service Point – Enter new DOB Submitted Date. Please note – new awards will be resubmitted to SBA for a DOB check.
- IDED will upload to Service Point a new Verification Form and notify administrative entity
- Upload to Service Point – Contract with new award amount & LMI Self Certification form if applicable.

Business Disaster Recovery Business Assistance
Update – March 2, 2012

We are writing to inform you of several enhancements to the 2008 Flood Recovery Business Programs. IEDA received a formal request for these changes and HUD has subsequently approved this request. These enhancements are available only to businesses that applied by the application deadlines established for each program.

Summary of the enhancements

Expanded Business Rental Assistance & Equipment Reimbursement Assistance

- The maximum award amount has increased from $400,000 to $750,000 of business expenses associated with purchase of machinery and equipment, office equipment, furniture, supplies and inventory.

Flood Insurance Reimbursement Program

- The number of years for which flood insurance reimbursement assistance can be provided has increased from one to three years. The flood insurance policy start date must be between January 1, 2010 and December 31, 2012. The Flood insurance reimbursement period does not extend beyond December 31, 2013.

Loan Interest Supplement Program

- Increase the Program award "not to exceed amount" from $100,000 to $250,000 per business

Commercial Rental Revenue Gap

- Increase the Program award "not to exceed amount" from $25,000 to $100,000 per unit

---

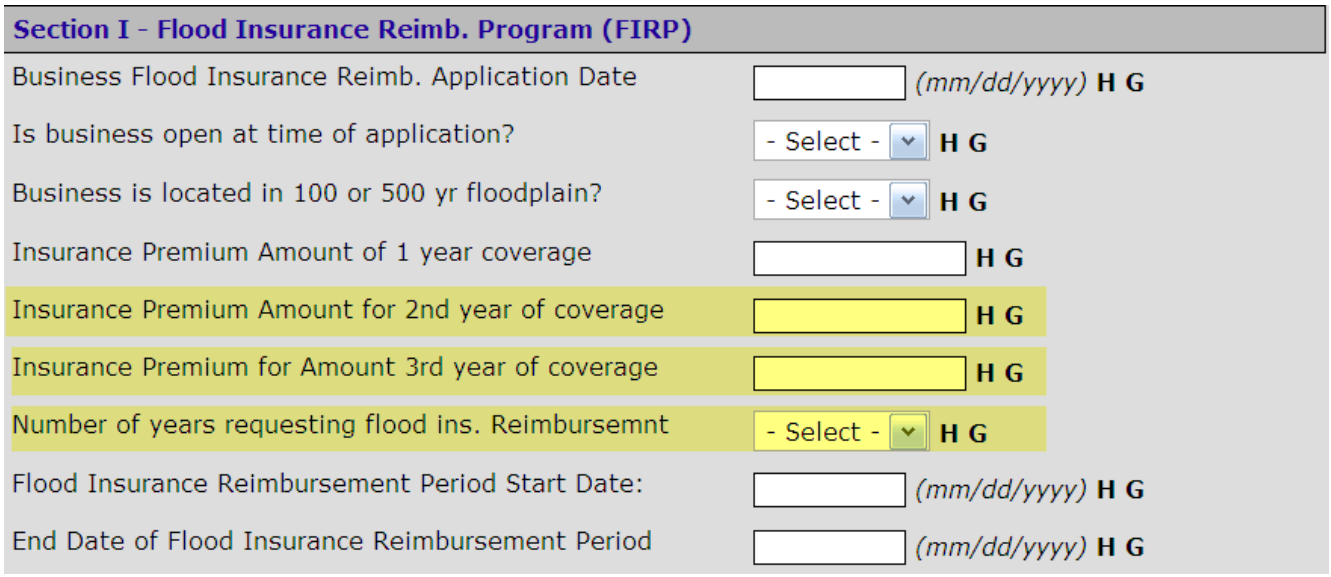
Administrative Entity - Process to increase an award (Resubmit File)

To increase an award amount the administrative entity will follow the steps below.

- Upload to Service Point – new application if applicable (This is necessary for applicants receiving additional FIRP assistance)
- Upload to Service Point – additional documentation supporting new award amount, if applicable.
- Upload to Service Point - a completed file resubmission form (attached)
- Upload to Service Point – Revised Award Calculation Worksheet (attached) with revised award.
- In Service Point – update/correct program fields
- In Service Point – Enter a new award amount
- In Service Point – Delete DOB Submitted Date, DOB Completed Date & Eligibility Date
- In Service Point – Enter new DOB Submitted Date.
- IDED will upload to Service Point a new Verification Form and notify administrative entity
- Upload to Service Point – Contract with new award amount

FIRP Specific Resubmissions:

- There are three additional fields in Service Point to account for the changes made to FIRP. These fields are highlighted below.



- Due to the program changes, the field labeled “Number of years requesting flood Ins. Reimbursement” must be completed for all FIRP applicants.
- The award calculation worksheet has also been modified to include this information.

Program Update 04/13/12

Good morning,

Per HUD monitoring of the State, HUD has asked IEDA to ensure that all files for non-profit businesses contain documentation supporting eligibility.

Traditional CDBG business programs are funded under Section 105(a)(17) of HUD regulations and provide economic development assistance to "for-profit" businesses. However, as described by the State's approved Disaster Recovery Plan, non-profits may be awarded business assistance costs under Section 105(a)(8) of the HCDA.

To comply with Section 105(a)(8), a non-profit business must provide a public service. Public services include, but are not limited to:

- Child care,
- Health care,
- Job training,
- Recreation programs,
- Education programs,
- Public safety services,
- Fair housing activities,
- Services for senior citizens,
- Services for homeless persons,
- Drug abuse counseling and treatment,
- Homebuyer down payment assistance, and
- Emergency assistance payments.

Political activities are **not** an eligible public service.

Each non-profit file must document the public service provided by the entity. Please complete the attached Nonprofit Eligibility Form and add to the applicant's physical file.
Please let me know if you have any questions.

Thank you,

Meridith Marshall | Senior Project Manager

IOWA ECONOMIC DEVELOPMENT AUTHORITY
200 East Grand Avenue | Des Moines, Iowa 50309
PH: 515.725.3012 | meridith.marshall@iowa.gov

iowaeconomicdevelopment.com

Updated Guidance on SBA loans

Can a Grantee provide CDBG DR assistance to homeowners and businesses that have declined loan assistance offered by SBA?

If an applicant has been approved for an SBA loan and voluntarily declines the assitance, the following steps should be taken.

1. An applicant must explain why an SBA loan was declined (e.g., the circumstances that led to his/her decision). This information may be collected through the application process.

Table 1: Sample Questions to Ask Potential CDBG DR Applicants

Question	Applicant's Response
Have you received disaster recovery assistance from the SBA?	☐ Yes ☐ No
If *yes*, what is the amount of the loan?	$[X]
If *no*: did you apply for a SBA loan?	☐ Yes ☐ No
Did you decline a SBA loan?	☐ Yes ☐ No
What was the amount of the loan?	$[_____]
Why was the loan not accepted?	[provide explanation]

2. Demonstrate that providing CDBG-DR assistance to the applicant is necessary and reasonable, consistent with Federal financial standards and establish why it is appropriate. Describe what circumstances and/or facts, such as applicant's decision to decline the SBA loan, let the grantee to determine the CDBG-DR support is a necessary and reasonable recovery expense.

   - *Acceptable*
     - *The total amount of need is greater than the approved loan amount from SBA.*
     - *Income has decreased (e.g. lost job); therefore, the applicant could not afford to take out a loan.*
     - *Similar circumstances that justify an unmet need. Will determine on a case by case basis.*

   - *Unacceptable*
     - *LMI household and therefore could not afford to take out a loan. SBA did underwriting (e.g. financials) to determine if the applicant could afford a loan.*

3. A Determination Form explaining why the award of CDBD-DR assistance is necessary and reasonable must be uploaded to the applicants file.

Sample Determination Form

The [insert grantee name] has determined that the following reasons establish that the CBDG DR award to the applicant is necessary and reasonable given that the applicant declined a SBA loan offer: [insert circumstances or facts].

Based on my review of [insert applicant name]'s file, I have determined that the award is necessary and reasonable as defined above: ☐ **Yes** ☐ **No**

If no, provide an explanation: _____

[insert name/title of grantee staff] [insert signature] [insert date]

***Note-** HUD encourages but does not require applicants (i.e., homeowners and businesses) to apply for SBA assistance as a prerequisite to receiving CDBG DR assistance. HUD will not require applicants who have applied for and been offered SBA assistance to accept the SBA assistance as a prerequisite to receiving CDBG-DR assistance.*

DR Housing

ATTACHMENT A

IOWA CDBG DISASTER RECOVERY HOUSING FUND
PROGRAM DESCRIPTION & BUDGET

Date:

Name of Recipient: _____

Contract Number: _____

To be filled in by IDED	
Original	
Amendment #	
Proj Mgr Sign	

PROGRAM DESCRIPTION	BUDGET
Disaster Recovery Housing Activities: Jumpstart Express Homeowner Repair/Rehabilitation Program Homeowner Repair/Rehabilitation Program Homebuyer Assistance Program Rental Rehabilitation (small, 7 units and under) Program Interim Mortgage Assistance Program Rental Rehabilitation (Large, 8 units and over) Program	$0
	$0
	$0
General Administration (181)	$0
TOTAL	**$0**

CDBG Disaster Recovery Housing Budget and Performance Measures - 2nd Appropriation

Original: _____ **Revision:** _____

Date of Submission: _____

Name of Recipient: EXAMPLE

Contract Number: _____

ACTIVITY	PERFORMANCE MEASURE		NATIONAL OBJECTIVE	BUDGET
	Total Units	LMI Assist Units		
Activity 1: 971 Housing Repair/Rehabilitation for families <80% LMI			LMI	**$0**
Activity 2: 972 Housing Repair/Rehabilitation for families 80 - 100% LMI			UN	**$0**
Activity 3: 981 Homebuyer Assistance for families <80% LMI			LMI	**$0**
Activity 4: 982 Homebuyer Assistance for families 80 - 100% LMI			UN	**$0**
Activity 5: 991 Interim Mortgage Assistance for families 0 - 100% LMI			UN	**$0**
Activity 6: 875 Multi-Family New Production - Rd 5 Small Missouri Valley - Longview Townhomes	10 units	6 units	LMI	**$1,625,000**
Activity 7: 876 Multi-Family New Production - Rd 5 Large Woodbine - Rose Vista Home, Inc.	14 units	8 units	LMI	**$2,160,000**
Activity 8: 731 Rental Rehabilitation (Small, under 8 Units)	1 unit	1	LMI	**$31,693**
Activity 9: 876 Multi-Family New Production	6 units	4	LMI	**$532,320**
Activity 10: 871 Single Family New Production-Round 2 (<80%LMI)	6 units	6	LMI	**$257,137**
Activity 11: 872 Single Family New Production-Round 2 (80-100%LMI)	5 units	0	UN	**$247,054**
Activity 12: 871 Single Family New Production- Round 3 (<80%LMI)	5 units	5	LMI	**$241,968**
Activity 13: 872 Single Family New Production- Round 3 (80-100%LMI)	4 units	0	UN	**$160,506**
GENERAL ADMINISTRATION 181 (2% of line-item total)				**$107,864**
TOTAL BUDGET:				**$5,363,542**

Approved Disaster Recovery Fund Application

HOUSING GENERAL PROVISIONS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM DISASTER RECOVERY FUND

September 23, 2008

1. Amendment.

(a) **Writing Required**

The Contract may only be amended through written prior approval of IDED. Examples of situations where amendments are required include extensions for completion of Activities, changes to the Activities including, but not limited to, alteration of existing approved Activities and Performance Target Goals or inclusion of new Activities.

(b) **Unilateral Modification**

Notwithstanding Paragraph (a) above, IDED may unilaterally modify the Contract at will in order to accommodate any change in the Act or any change in the interpretation of the Act or any applicable Federal, State or local laws, regulations, rules or policies. A copy of such unilateral modification will be given to the Recipient as an amendment to this Contract.

(c) **IDED Review**

IDED will consider whether an amendment request is so substantial as to necessitate reevaluating IDED's original funding decision on the Activity. An amendment will be denied if it substantially alters the circumstances under which the Activity funding was originally approved or if it does not meet requirements set forth in 261 Iowa Administrative Code, Chapter 23.

2. Audit Requirements.

(a) **Single Audit**

The Recipient shall ensure that an audit is performed in accordance with the Single Audit Act Amendment of 1996 and OMB Circular A-133, as applicable, the IDED's administrative rules for the CDBG Program (261 Iowa Administrative Code Chapter 23), and the 2008 CDBG Management Guide.

(b) **Additional Audit**

As a condition of the grant to the Recipient, IDED reserves the right to require the Recipient to submit to a post Activity completion audit and review in addition to the audit required above.

3. Compliance with Laws and Regulations

The Recipient shall comply with all applicable State and Federal laws, rules, ordinances, regulations and orders.

4. Unallowable Costs

If IDED determines at any time, whether through monitoring, audit, closeout procedures or by other means or process that the Recipient has expended funds which are unallowable, the Recipient will be notified of the questioned costs and given an opportunity to justify questioned costs prior to IDED's final determination of the disallowance of costs. Appeals of any determinations will be handled in accordance with the provisions of Chapter 17A, Iowa Code. If it is IDED's final determination that costs previously paid by the IDED are unallowable under the terms of the Contract, the expenditures will be disallowed and the Recipient shall repay to IDED any and all disallowed costs.

5. Program Income

All program income as defined in OMB Circular A-102 and 261 Iowa Administrative Code, Chapter 23, shall be added to the Activity Budget and used to further eligible Activity objectives as defined in the Contract and the Scope of Work in the Disaster Recovery Application for funding. Program income received after the Contract End Date shall be returned to IDED, or may be used in another CDBG Contract that is "open" when the Program Income is received. For entitlement cities funded directly by this contract, program income received after the end date of this contract shall be used as program income for their regular entitlement city CDBG program. Proceeds totaling less than $25,000 from any CDBG Contract or Contracts received in one year would not be considered Program Income.

6. Interest Earned

To the extent that interest is earned on advances of CDBG funds, this interest shall be returned to IDED, except that the Recipient may keep interest amounts of up to $100 per year for administrative expenses.

7. Suspension

When the Recipient has failed to comply with the Contract, award conditions or standards, IDED may, on reasonable notice to the Recipient, suspend the Contract and withhold future payments, or prohibit the Recipient from incurring additional obligations of CDBG funds. Suspension may continue until the Recipient completes the corrective action as required by IDED. IDED may allow such necessary and proper costs which the Recipient could not reasonably avoid during the period of suspension provided IDED concludes that such costs meet the provisions of HUD regulations issued pursuant to OMB Circular A-87.

8. Termination.

(a) **For Cause**

IDED may terminate the Contract in whole, or in part, whenever IDED determines that the Recipient has failed to comply with the terms and conditions of the Contract.

(b) **For Convenience**

IDED, the Recipient may terminate the Contract in whole, or in part, when all parties agree that the continuation of the Activity would not produce beneficial results commensurate with the future disbursement of funds.

(c) **Due To Reduction or Termination of CDBG Funding**

At the discretion of IDED, the Contract may be terminated in whole, or in part, if there is a reduction or termination of CDBG funds to the State.

9. Procedures Upon Termination

(a) **Notice**

IDED shall provide written notice to the Recipient of the decision to terminate, the reason(s) for the termination, and the effective date of the termination. If there is a partial termination due to a reduction in funding, the notice will set forth the change in funding and the changes in the approved budget. The Recipient shall not incur new obligations beyond the effective date and shall cancel as many outstanding obligations as possible. IDED's share of noncancellable obligations which IDED determines were properly incurred prior to notice of cancellation will be allowable costs.

(b) **Rights in Products**

All finished and unfinished documents, data, reports, or other material prepared by the Recipient under the Contract shall, at IDED option, become the property of IDED.

(c) **Return of Funds**

The Recipient shall return to IDED all unencumbered funds within one week of receipt of the notice of termination. Any costs previously paid by IDED which are subsequently determined to be unallowable through audit, monitoring, or closeout procedures shall be returned to IDED within thirty (30) days of the disallowance.

10. Enforcement Expenses

The Recipient shall pay upon demand any and all reasonable fees and expenses of the Department, including the fees and expenses of their attorneys, experts and agents, in connection with the exercise or enforcement of any of the rights of the Department under this Contract.

11. Indemnification

The Recipient shall indemnify and hold harmless the Department, its officers and employees, from and against any and all losses, accruing or resulting from any and all claims subcontractors, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Recipient in the performance of this Contract.

12. Conflict of Interest.

(a) **General**

Except for the use of CDBG funds to pay salaries and other related administrative or personnel costs, no persons identified in paragraph (b) below who exercise or have exercised any functions or responsibilities with respect to CDBG assisted Activities or who are in a position to participate in a decision making process or gain inside information with regard to such Activities, may obtain a personal or financial interest or benefit from a CDBG assisted Activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

(b) **Persons Covered**

The conflict of interest provisions described above apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the Recipient, or of any designated public agencies, or sub-recipients which are receiving CDBG funds.

(c) **Conflicts of Interest**

Chapter 68B, Code of Iowa, the "Iowa Public Officials Act," shall be adhered to by the Recipient, its officials and employees.

13. Use of Debarred, Suspended, or Ineligible Contractors or Sub-Recipients

CDBG funds shall not be used directly or indirectly to employ, award contracts to, or otherwise engage the service of, or fund any contractor or sub-recipient during any period of debarment, suspension, or placement in ineligible status under the provisions of 24 CFR Part 24 or any applicable law or regulation of the Department of Labor.

14. Civil Rights.

(a) **Discrimination in Employment**

The Recipient shall not discriminate against any qualified employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity, familial status, or physical or mental disability. The Recipient may take affirmative action to
ensure that applicants are employed and that employees are treated without regard to their race, color, religion, sex, national origin, age, sexual orientation, gender identity, familial status, or disability. Such action shall include but may not be limited to the following:

employment, upgrading, demotion or transfers; recruitment or recruitment advertising; lay-off or termination; rates
of pay or other forms of compensation; and selection for training, including an apprenticeship. The Recipient agrees to post notices setting forth the provisions of the nondiscrimination clause in conspicuous places so as to be available to employees.

(b) Consideration for Employment

The Recipient shall, in all solicitations or advertisements for employees placed by or on behalf of the Recipient, state
that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability, or familial status. Solicitation and Advertisement - The Recipient shall list all suitable
employment openings in the State Employment Service local offices.

(c) Civil Rights Compliance in Employment

The Recipient shall comply with all relevant provisions of the Iowa Civil Rights Act of 1965 as amended, Iowa Code Section 19B.7, Federal Executive Order 11246, as amended; Title VI of the U.S. Civil Rights Act of 1964 as amended (42 U.S.C. Section 2000d et seq.), the Fair Labor Standards Act (29 U.S.C. Section 201 et seq.), The Americans with Disabilities Act, as applicable, (P.L. 101-336, 42 U.S.C. 12101-12213), Section 504 of the Rehabilitation Act of 1973 as
amended (29 U.S.C. Section 794), and the Age Discrimination Act of 1975 as amended (42 U.S.C. Section 6101 et seq.). The Recipient will furnish all information and reports requested by the State of Iowa or required by or pursuant to the rules and regulations thereof and will permit access to payroll and employment records by the State
of Iowa to investigate compliance with these rules and regulations.

(d) Certification Regarding Government-Wide Restriction on Lobbying

The Recipient certifies, to the best of his or her knowledge and belief, that:

i) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

ii) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, “Disclosure Form to Report Federal Lobbying” in accordance with its instruction.

iii) The Recipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
This certification is a material representation of fact upon which reliance was placed when this transaction was
made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

(e) Program Nondiscrimination

The Recipient shall conform with requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and
HUD regulations issued pursuant thereto contained in 24 CFR Part 1. No person in the United States shall on the basis of race, color, religion, sex, national origin, age, sexual orientation, gender identity, familial status, or physical or mental disability be excluded from participation in, be denied
the benefits of, or be subjected to discrimination under any program or Activity funded in whole or in part with funds made available through this Contract. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et. seq.) or with respect to an otherwise qualified individual with a

disability as provided in the Americans with Disabilities Act, as applicable, (P.L. 101-336, 42 U.S.C. 12101-12213) or Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) shall also apply to any such program or Activity.

(f) **Fair Housing**

The Recipient shall comply with Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), generally known as the Fair Housing Act, and with HUD regulations found at 24 CFR Part 107, issued in compliance with Federal Executive Order 11063, as amended by Federal Executive Order 12259. The recipient shall also comply with Section 109, Title I of the Housing and Community Development Act of 1974, as amended.

(g) **Section 3 Compliance**

The Recipient shall comply with provisions for training, employment, and contracting in accordance with Section 3 of
the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u).

(h) **Noncompliance with the Civil Rights Laws**

In the event of the Recipient's noncompliance with the nondiscrimination clauses of this Contract or with any of the aforesaid rules, regulations, or requests, this Contract may be canceled, terminated, or suspended either wholly or in part. In addition, the State of Iowa may take further action, imposing other sanctions and invoking additional remedies as provided by the Iowa Civil Rights Act of 1965 (Chapter 216, Code of Iowa 2007) or as otherwise provided
by law.

(i) **Inclusion in Subcontracts**

The Recipient will include the provisions of the preceding paragraphs of Section 14 in every subcontract unless exempt y the State of Iowa, and said provisions will be binding on each subcontractor. The Recipient will take such action with respect to any subcontract as the State of Iowa may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event the Recipient becomes involved in or is threatened by litigation with a subcontractor or vendor as a result of such direction by the State of Iowa, the Recipient may request the State of Iowa to enter into such litigation to protect the interests of the State of Iowa.

15. Political Activity

No portion of program funds shall be used for any partisan political activity or to further the election or defeat of any candidate for public office. Neither the program nor the funds provided therefore, nor the personnel employed in the administration of this Contract, shall be in any way or to any extent, engaged in the conduct of political activities in contravention of The Hatch Act (5 U.S.C. 15).

16. Limit on Recovery of Capital Costs

The Recipient will not attempt to recover any capital costs of public improvements assisted in whole or part under this Contract by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless

(i) funds received under this Contract are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I of the Housing and Community Development Act of 1974, as amended, or

(ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the Recipient has certified to the Department that it lacks sufficient funds received under Title I of the Housing and Community Development Act of 1974, as amended, to comply with the requirements of clause (i) above.

HOUSING
Requirements for Single-Family Housing Activities
CDBG (Disaster Recovery) Supplemental Funds
Jump Start Federal "Attachment E" to the DRH Contract

- These requirements pertain to three single-family housing activities accomplished under the CDBG (Disaster Recovery) Supplemental funds.
- Single-family housing activities under this guidance will be limited to the activities described in the IDED's Disaster Recovery Action Plan: 1) Housing Repair I Rehabilitation; 2) Homebuyer Assistance; and 3) Interim Mortgage Assistance.
- Housing Repair I Rehabilitation and Homebuyer Assistance activities are broken down into sub-activities. There are sub-activities serving only low and moderate income (LMI) persons or households (at or below 80% of median family income), and sub-activities serving those above 80% up to 100% of median family income.
- The Housing Repair/ Rehabilitation activity also provides for an emergency rehabilitation sub-activity (known as Jump Start Express) that provides for repair and rehabilitation costs at an amount not-to-exceed $24,999 in federal funds, and that does not require that property standards compliance be achieved on the property with these repairs I rehabilitation.
- All activities undertaken must meet a CDBG National Objective.
- For purposes of the CDBG Supplemental funds, all technical services related costs (also known as soft costs; carrying costs; direct administration costs) will be considered as "protect delivery costs". Project delivery costs, although administrative in nature, must be considered as project costs attributable to the housing activity undertaken and accounted for in this manner. Overall, project delivery costs need to be reasonable and cannot exceed $10,000 per unit.
- The lead COG will be considered as a sub-recipient of the lead county (i.e., an extension of that local government).
- CDBG Supplemental Funds dedicated to single-family housing will be limited to serving only persons or households whose incomes are at or below the median income limits (MFI) as established by HUD (i.e., 100% of HUD MFI, by county and by household size).
- Use the HUD definition of "single-family" dwelling unit for these activities.
- Applicants at the local level, in order to be eligible for assistance, must have applied for and received FEMA housing assistance, or be a participant in a FEMA or CDBG-DR funded buyout.
- No duplication of benefits will be allowed. Prior to assisting homeowners or homebuyers with CDBG Supplemental Funds, the IDED I recipient will need to determine and verify any monies received from any other federal or state financial resources providing disaster recovery funding and any insurance settlement payments provided to your homeowner or homebuyer, and adjust the CDBG Supplemental Funds amount and project scope accordingly.
- Any Federal (NFIP) Flood Insurance settlement received by a homeowner or homebuyer seeking assistance must be deducted from any CDBG Supplemental Funds assistance provided as well. Again, no duplication of benefits will be allowed.
- No rehabilitation benefits to structures located within the 100-year floodplain will be allowed, unless the activity meets all HUD environmental requirements, all applicable flood mitigation design standards, and the property is insured by Federal Flood Insurance.
- No rehabilitation benefits will be allowed to structures located in designated or proposed buy-out areas.
- No new construction for homebuyer assistance will be allowed in designated or proposed buy-out areas.
- Activity specific requirements:

Housing Repair / Rehabilitation

- The maximum per unit assistance level (CDBG Supplemental funds) for Housing Repair/ Rehabilitation is $60,000. The administrative entity will be allowed actual project delivery costs not to exceed $10,000 per unit above this amount.
- Recipients are allowed to conduct an "Emergency Repair / Rehabilitation" activity known as Jumpstart Express. The maximum per unit assistance level (CDBG Supplemental funds) for Jump Start Express is $37,500, inclusive of all costs. The hard costs of federally funded rehabilitation under the Jumpstart Express activity cannot exceed $24,999. Under Jumpstart Express, assisted properties are not required to be brought into conformance with the applicable property standards, pre-disaster condition only.
- It will be the homeowner's choice for the selection of either the Housing Repair I Rehabilitation activity or Jumpstart Express.
- Beneficiaries of this activity must be the owner of record of the property to be assisted (ownership type is limited to fee simple title or 99-year leasehold ownership). Absolutely no land sales contracts.
- Housing repair I rehabilitation assistance will be allowed only on the beneficiary's primary residence.
- Assistance to homeowners will be limited to forgivable loans. Forgivable loans under this activity must be a 5-year receding forgivable loan. Forgivable loans must be secured as a mortgage lien on the assisted property. Payback of CDBG funds will be required if the assisted property owner sells, vacates, rents or abandons the property any time within the 5 year period.
- Only the actual CDBG Supplemental Funds-funded rehabilitation costs incurred and/or the lead hazard abatement costs (as applicable) incurred need to be secured with the forgivable loan. Project delivery costs incurred need not be included in, or secured by, the mortgage lien. Lead hazard reduction costs incurred (structures rehabilitated with CDBG Supplemental funds at or less than $24,999) need not be included in, or secured by, the mortgage lien.
- All units to be repaired or rehabilitated must be both financially and structurally feasible to rehabilitate. Recipients need to establish parameters for making this determination.
- Except for Jumpstart Express, all units to be repaired or rehabilitated must meet all applicable property standards upon completion. The CDBG Entitlement Cities and communities with populations at or greater than 15,000, need to comply with your own locally adopted and enforced codes, standards and ordinances. For the remainder of the State, in the absence of any locally adopted and enforced codes or standards, the requirements of Iowa's Minimum Housing Rehabilitation Standards apply.
- It is the IDED's goal to utilize the CDBG Supplemental Funds in a manner that results in green-built, sustainable single-family structures. For those communities conducting single-family rehabilitation activities that are subject to Iowa's Minimum Housing Rehabilitation Standards, the applicable "green" requirements are contained therein. For all communities not subject to Iowa's Minimum Housing Rehabilitation Standards, the IDED asks that you incorporate the "green" design requirements of Iowa's Minimum Housing Rehabilitation Standards into your individual project specifications I work write-ups, all assisted units.
- The CDBG Supplemental funds are subject to the requirements of the Federal Lead Safe Housing regulations, impacting all single-family dwelling units that were constructed prior to January 1, 1978. The approach needing to be taken with regard to lead safe housing is dictated based on the amount of CDBG Supplemental funds used for rehabilitation costs.

Homebuyer Assistance

- Homebuyer Assistance is limited to persons or households whose primary residence was destroyed and determined to be infeasible to rehabilitate.
- Types of Homebuyer Assistance activities that may be undertaken with the CDBG Supplemental Funds are:

1) Rehabilitation in Support of Homeownership (existing structures), not-to-exceed $24,999 in CDBG Supplemental funds;
2) Acquisition Assistance (either existing or newly constructed structures), including: downpayment assistance, buyer's side closing costs, mortgage buy-down (principal reduction), combinations of the above; and
3) Combinations of both rehabilitation and acquisition assistance.

- Expanding on #2 above, 100% of the downpayment required by the principal lender may be paid for with CDBG Supplemental Funds, however, the lender's downpayment requirement cannot exceed 25% of the purchase price or the appraised Fair Market Value (FMV), whichever is less.
- Purchased properties under this activity must result in ownership in the form of fee simple title or 99-year leasehold. Absolutely no land sales contracts.
- Homebuyer Assistance must be provided as a 5-year receding forgivable loan secured by a mortgage lien on the assisted (purchased) property. Payback of CDBG funds will be required if the assisted homebuyer sells, vacates, rents or abandons their purchased property any time within the 5 year period.
- In addition to the five-year forgivable loan mortgage lien filed (recorded) on the homebuyer's replacement housing, a mortgage lien shall also be filed (recorded) on that assisted homebuyer's destroyed or badly damaged structure (if that structure is located in a designated or proposed FEMA and/or CDBG buyout area, but the buyout has not yet occurred). This mortgage lien must be filed in order to secure an interest in that property prior to the buyout assistance being provided. This mortgage lien need not be filed on a Homebuyer Assistance beneficiary's destroyed home if the destroyed property is not located in a proposed or designated buyout area (i.e., will not receive additional financial assistance). Post buyout Homebuyer Assistance provision will not have this mortgage lien filing requirement.
- Homebuyer Assistance is limited to persons or households whose primary residence was destroyed and determined to be infeasible to rehabilitate. Many of the beneficiaries of this activity will also benefit from a FEMA and/or CDBG buyout of their destroyed or badly damaged residence. As the buyouts occur, subsequent financial assistance provided will result in a duplication of benefits determination and calculation. Certain financial benefits received prior to the buyout will potentially reduce the buyout amount that can be offered. The IDED now has in place our Buyout / DOB policy, offering replacement housing assistance at an amount up to $25,000 to lessen the DOB impact to those that obtain Homebuyer Assistance ahead of buyout assistance.
- Only the actual CDBG Supplemental Funds-funded rehabilitation costs and/or acquisition subsidy provided needs to be secured with the forgivable loan. Project delivery costs and lead hazard reduction costs incurred need not be included in, or secured by, the mortgage lien.
- Recipients shall require the beneficiaries of their homebuyer assistance activities to use a principal loan product that meets all of the following criteria:
  1) With the exception of a Habitat for Humanity loan product, the principal mortgage loan must be the only repayable loan in all individual homebuyer assistance projects.
  2) The CDBG Supplemental funds may be recorded in junior position to the principal loan, but must be recorded in senior position to all other funding in all homebuyer assistance projects (with the exception of a Habitat for Humanity principal loan). Additionally, recipients of CDBG Supplemental homebuyer assistance activities must maintain their assistance security agreements in the above-stated recording position throughout the 5-year period, and will not be allowed to subordinate the required recording position to any other forms of assistance, such as home equity loans.
  3) Any mortgage lending entity's (a regulated lender's) principal mortgage loan products may be used provided they meet all of the following minimum requirements: a) Loan interest rates

cannot be higher than four percentage points above the federal prime interest rate at the time of loan commitment; b) Loan terms will include a 75% or higher Loan-to-Value ratio (LVR); c) No less than a 15-year, fully amortized, fixed-rate mortgage may be used (early pay-off provisions must be allowed); and d) No adjustable rate mortgages or balloon payment types of mortgages will be allowed.

- The maximum per unit assistance level (CDBG Supplemental funds) for Homebuyer Assistance is $60,000. For those persons or households receiving homebuyer assistance ahead of a buyout, and, will receive financial benefits from a buyout of their destroyed or badly damaged property, the $60,000 maximum per unit Homebuyer Assistance level remains at the same. For those applicants participating in both Homebuyers Assistance and a buyout, any assistance in excess of $25,000 will be impacted by the Buyout / DOB process. For those persons or households eligible for Homebuyer Assistance after the buyout of their destroyed or badly damaged property has occurred, Homebuyer Assistance will have a maximum per unit assistance level of $25,000.
- The administrative entity will be allowed actual project delivery costs above the per unit assistance level, not to exceed $10,000.
- The Homebuyer Assistance is to be provided by the recipient jurisdiction where the assisted homebuyer is purchasing a replacement dwelling unit, not from the recipient jurisdiction where the homebuyer's destroyed dwelling unit is located. The exception to this provision would be if an assisted homebuyer purchases a dwelling unit in any of the counties that are not declared disaster area counties. These homebuyers would apply for and obtain Homebuyer Assistance from the recipient jurisdiction where their destroyed dwelling unit is located.
- All existing units to be purchased in need of rehabilitation must be both structurally and financially feasible to rehabilitate.
- All existing units to be purchased in need of rehabilitation must meet all applicable property standards upon completion.
- The CDBG Entitlement Cities and communities with populations at or greater than 15,000 need to comply with your own locally adopted and enforced codes, standards and ordinances.
- For the remainder of the State, in the absence of any locally adopted and enforced codes or standards, the requirements of Iowa's Minimum Housing Rehabilitation Standards apply.
- It is the IDED's goal to utilize the CDBG Supplemental Funds in a manner that results in green-built, sustainable single-family structures. For those communities conducting single-family rehabilitation activities in support of homeownership that are subject to Iowa's Minimum Housing Rehabilitation Standards, the applicable "green" requirements are contained therein.
- For all communities not subject to Iowa's Minimum Housing Rehabilitation Standards, the IDED asks that you incorporate the "green" design requirements of Iowa's Minimum Housing Rehabilitation Standards into your individual project specifications / work write-ups, all assisted units.
- All replacement housing under this activity purchased with CDBG Supplemental funds needs to be located outside of the 100-year flood plain and outside of a designated or proposed buy-out area. The exception to the latter part of the above requirement pertains to buyout areas in the 500-year floodplain approved by the IDED for redevelopment. For these areas, Homebuyer Assistance may be used to purchase existing (repairable) replacement housing or to newly construct replacement housing within such buyout areas.
- The CDBG Supplemental funds are subject to the requirements of the Federal Lead Safe Housing regulations, impacting all single-family dwelling units to be purchased that were constructed prior to January 1, 1978.

Interim Mortgage Assistance

- Interim Mortgage Assistance is available only to applicants whose destroyed dwelling unit is located in a designated or proposed buy-out area. Applicants for Interim Mortgage Assistance are also eligible for Homebuyer Assistance, but not Housing Repair / Rehabilitation.
- Interim mortgage assistance may be used to maintain mortgages (payment of principal, interest, property taxes and hazard insurance).
- The maximum interim mortgage assistance allowable per assisted person or household will be $1,000 per month for a period not to exceed twenty (20) months or until the buyout of their destroyed property transpires, whichever is less, starting on the date the Interim Mortgage Assistance is awarded.
- Interim mortgage assistance may be provided as a grant.
- Where Interim Mortgage Assistance has been provided, the total principal portion of the assisted person or household's mortgage payment paid for with Interim Mortgage Assistance payments will be considered as a source of funds that will be considered as a duplication of benefits for other activities or financial resources they may receive (e.g., CDBG-DR funded buyout of their destroyed or badly damaged structure; post buyout Homebuyer Assistance; acquisition subsidies under Single-Family Unit Production – New Construction).

Rental Rehabilitation (Small Projects) Guidelines
CDBG Supplemental Disaster Recovery Funds
"Attachment F" to the DRH Contract

- Rental rehabilitation, under the Small Projects Rental Rehabilitation activity, is limited to projects of seven units or fewer.
- Definitions:
  - *"Affordable Rental Units"* means those units contained in the mortgaged property and contained in the agreement for covenants and restrictions that are occupied by low and moderate income families at any given time. Affordable rental units (in the appropriate number as described later in these guidelines under national objective) are to be retained at all times as affordable rental units throughout the period of affordability (5 years) through income limitations of the tenants occupying those units and through rent limitations for the tenants occupying those units.
  - *"Disaster Event"* means the federally declared 2008 Iowa tornado, flood and storm events, which occurred between May 25 and August 13, 2008.
  - *"Project"* - means a site or sites together with any building or buildings (including manufactured structures that are taxed as real property)located on a site or sites that are under common ownership, management, and financing and are to be assisted with CDBG Supplemental funds as a single undertaking, and includes all activities associated with the site(s) and building(s).
- Eligible applicants (must meet all of the following):
  - This activity is available only to rental property owners (individuals; for-profit entities; and non-profit entities);
  - Rental property owners seeking rental rehabilitation assistance must have been the owner of record of the property (or properties) for which funding is sought prior to the date of the disaster event affecting the property or properties. Contract buyers who had a purchase contract in place for the property prior to the date of the disaster event affecting the property or properties and have the cooperation and signatory support of the deed holder, to receive Jumpstart Repair funds, are also eligible;
  - This activity is available only to rental property owners whose properties were affected (damaged, impacted) by a disaster event (see definition);
  - This activity is available only to rental property owners who can demonstrate the ability to fund on-going operational expenses associated with the rental property over the life of the forgivable loan, as evidenced by; including, but not limited to: income / expense statements or proformas, adequate maintenance reserves, etc.; and
  - This activity is available only to rental property owners that agree to comply with all federal, state and local requirements (including, but not limited to: these guidelines; the forgivable mortgage and agreement for covenants and restrictions for rental rehabilitation; Fair Housing and Equal Opportunity requirements; accessibility for persons with disabilities; procurement and contracting requirements; local rental housing codes and requirements; etc.).
- Eligible properties:
  - At least one residential rental unit in the project had to have been affected (damaged, impacted) by a disaster event in order for the project to be eligible for assistance. For individual structures (buildings) in scattered site types of projects, all structures must have had at least one residential rental unit affected (damaged, impacted) by a disaster event in order for those structures to be eligible for assistance. An example of a rental unit impacted by a disaster event might include items such as mechanical systems or electrical systems located in a flooded basement that serve rental units located on first or upper floors of the structure.;
  - In order to be eligible for rental rehabilitation assistance, the rental property owner must be able to demonstrate and document that their property was impacted by a disaster event. This might include, but is not limited to: insurance claims documentation; inspection reports (city, insurance claims representative, A/E, etc.);
  - If the damage sustained (all properties in a project) was limited only to damage caused by a sanitary sewer back-up, the rental rehabilitation project is not eligible for assistance under this activity; and

  - Eligible properties within proposed projects will be limited to those that are entirely (100%) residential rental units. No mixed-use types of properties will be eligible under this activity.
- No duplication of benefits will be allowed. Prior to assisting rental property owners with CDBG Supplemental Funds, the recipient / IDED will need to determine and verify any monies received from any other federal or state financial resources providing disaster recovery funding and any insurance settlement payments provided to the rental property owner, and adjust the CDBG Supplemental Funds amount and project scope accordingly.
- Any Federal Flood Insurance settlement received by a rental property owner seeking assistance must be deducted from any CDBG Supplemental Funds assistance provided as well. Again, no duplication of benefits will be allowed.
- No rental rehabilitation benefits to structures or projects located within the 100-year floodplain will be allowed, unless the activity meets all HUD environmental requirements, all applicable flood mitigation design standards, and the property is insured by Federal Flood Insurance.
- No rental rehabilitation benefits to structures or projects located in designated or proposed buy-out areas will be allowed.
- All rental units to be rehabilitated must be both financially and structurally feasible to rehabilitate. Recipients shall establish parameters for making this determination.
- All rental units in a project (including the property as a whole) must meet all applicable property standards upon completion.

  The CDBG Entitlement Cities and communities with populations at or greater than 15,000 needs to comply with your own locally adopted and enforced codes, standards and ordinances.

  For the remainder of the State, in the absence of any locally adopted and enforced codes or standards, the requirements of the State Building Code apply.

- CDBG Supplemental funds may be used to rehabilitate disaster affected units and all other units in a disaster affected rental property or project, including all common areas and grounds applicable to all residential rental units in a project.
- It is the IDED's goal to utilize the CDBG Supplemental Funds in a manner that results in green-built, sustainable multi-family structures. To the extent possible, the requirements of the Iowa Greens Streets Criteria should be followed.
- The CDBG Supplemental funds are subject to the requirements of the Federal Lead Safe Housing regulations, impacting all multi-family dwelling units and projects that were constructed prior to January 1, 1978.
- CDBG National Objective - All assisted rental properties must meet the national objective of "Primarily benefits persons of low and moderate income – Housing". Effectively, this means that at least 51% of the units in an assisted property must be occupied by persons or households whose incomes are at or below 80% of the area median income limits (LMI).
  - In a one unit project – the one unit must be made available to and occupied by a LMI tenant.
  - In a two unit project – one of the two units must be made available to and occupied by a LMI tenant.
  - Projects of three or more units – 51% of all units in the project (rounded up to the nearest whole number) must be made available to and occupied by a LMI tenant (e.g., in a four unit project, three units must be made available to and occupied by LMI tenants).

Scattered site projects accomplished as a single undertaking shall take into consideration the individual properties on the various sites when determining national objective compliance (e.g., a seven single unit project on seven different sites must all be available to and occupied by a LMI tenant).

Following the provision of CDBG Supplemental Funds assistance to a project (i.e., following reimbursement of costs, rehabilitation costs, lead hazard reduction costs, etc.), when all work has been completed and accepted and the forgivable loan and deed restriction has been recorded; the 5-year term of affordability begins. It is at this juncture (initial occupancy following the provision of assistance) that the appropriate number of units in the project needs to be occupied by LMI tenants and subsequent rents limited on those units.
If any of the rental units are occupied with over-income tenants at this juncture, there may be a need to permanently displace over-income tenants. Permanent displacement is subject to the requirements of the Uniform Act.

- Maximum (gross) rent limits on the CDBG Supplemental Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current HOME Program Fair Market Rents (HOME FMRs). Net rents must be calculated based upon the utility allowances established by the local public housing authority that has jurisdiction for the area served.
- Rental property owners of CDBG Supplemental funds assisted projects shall agree to a five-year period of affordability in terms of tenant income restrictions (limitations) and through affordable rent limitations (controls) on all CDBG Supplemental funds assisted rental units serving LMI tenants, maintaining the appropriate number of affordable rental units for the entire five-year period.

  Long-term affordability requirements shall be secured through an agreement for covenants and restrictions that ride with the assisted property's land.

  Throughout the period of affordability, assisted rental property owners shall ensure that the appropriate number of rental units remains affordable to, and are occupied by, income eligible and verified LMI tenants. All assisted rental units shall be subject to the maximum rent limitations (HOME Program FMRs, by bedroom size) applicable to all assisted rental units for the five-year period of affordability.

- Form of assistance – 5-year forgivable loan (non-receding), forgiven in full at the end of the five year compliance period. If the assisted property is sold or transferred, or converted to an alternate use, during the five-year period following completion and acceptance, the entire amount of the forgivable loan shall be repaid. Only the federally funded hard costs of rehabilitation need to be secured with the forgivable loan document.

  Upon mutual agreement and consent between the IDED, the recipient and the originally assisted rental property owner, the assisted rental project may be sold or transferred, but, only if the purchaser agrees to continue with the terms of the forgivable loan agreement and the agreement for covenants and restrictions, to complete the remainder of the five-year affordability period.

- The maximum assistance per unit (on the hard cost of rehabilitation) shall not exceed $24,999 in CDBG Supplemental funds. Additional CDBG Supplemental funds (above the $24,999 per unit rehabilitation limit) may be used for: lead hazard reduction (as applicable); lead hazard reduction carrying costs; project delivery costs; and temporary or permanent relocation (as applicable), but in no case shall the total CDBG Supplemental assistance exceed $37,500 per unit (i.e., inclusive of all costs).
- Any and all additional costs of the project above the stated CDBG Supplemental funds limitations shall come from other financial resources. All other necessary financial resources shall be committed and secured prior to the commitment of CDBG Supplemental funds.
- Program Income does not pertain to those sub-recipients of rental construction or rehabilitation that can certify that the they are a for-profit entity and that they own the funded project with no portion of the project being leased to the sub-recipient by a third party. They can show for-profit status by completing the Department's Certificate of the Owner. They can show ownership of the project property by either producing a Title Guaranty Certificate or a title opinion and/or documentation from the county recorder's office or the County Assessor's office. Land ownership in Iowa must be recorded in the county that the property resides with the recorder and the county assessor's office also lists ownership of land as a way of accurately taxing property owners.

Rental Rehabilitation (Large Projects) Guidelines
CDBG Supplemental Disaster Recovery Funds
"Attachment G" to the DRH Contract

- Rental rehabilitation, under the Large Projects Rental Rehabilitation activity, is for projects of eight units or more. This activity does not include those projects for which low income housing tax credits are also sought or that comprise the financial resources of the proposed project's budget.

- Definitions:

  "Affordable Rental Units" means those units contained in the mortgaged property and contained in the agreement for covenants and restrictions that are occupied by low and moderate income families at any given time. Affordable rental units (in the appropriate number as described later in these guidelines under national objective) are to be retained at all times as affordable rental units throughout the period of affordability (5 years) through income limitations of the tenants occupying those units and through rent limitations for the tenants occupying those units.

  "Disaster Event" means the federally declared 2008 Iowa tornado, flood and storm events, which occurred between May 25, 2008 and August 13, 2008.

  "Project" - means a site or sites together with any building or buildings located on a site or sites that are under common ownership, management, and financing and are to be assisted with CDBG Supplemental funds as a single undertaking, and includes all activities associated with the site(s) and building(s).

  "*Project Delivery Costs"* - For purposes of the CDBG Supplemental funds used for rental rehabilitation, all technical services related costs (also known as soft costs; carrying costs; direct administration costs) will be considered as "project delivery costs". Project delivery costs, although administrative in nature, must be considered as project costs attributable to the housing activity undertaken and accounted for in this manner. Overall, project delivery costs need to be reasonable and cannot exceed $10,000 per unit.
  Project delivery costs include, but are not limited to: tenant income determination and verification; A/E or design costs; energy raters involved in the project; relocation (temporary or permanent); initial inspections; cost estimates; lead hazard reduction oversight; lead hazard reduction carrying costs; etc.

- Eligible applicants (must meet all of the following):

  - This activity is available only to rental property owners (individuals; for-profit entities; and non-profit entities);
  - Rental property owners seeking rental rehabilitation assistance must have been the owner of record of the property (or properties) for which funding is sought prior to the date of the disaster event affecting the property or properties
  - This activity is available only to rental property owners whose properties were affected (physically damaged, impacted) by a disaster event (see definition of disaster event);
  - This activity is available only to rental property owners who can demonstrate the ability to fund on-going operational expenses associated with the rental property or properties over the life of the forgivable loan, as evidenced by; including, but not limited to: income / expense statements or proformas, adequate maintenance reserves, etc.; and
  - This activity is available only to rental property owners that agree to comply with all federal, state and local requirements (including, but not limited to: these guidelines; the forgivable mortgage and agreement for covenants and restrictions for rental rehabilitation; Fair Housing and Equal Opportunity requirements; accessibility for persons with disabilities; procurement and contracting requirements; labor standards; local rental housing codes and requirements; etc.).

- Rental property owners will need to make application through an IDED designated CDBG Disaster Recovery recipient (see attached map and contact list) applicable to the rental property's location. These IDED designated CDBG Disaster Recovery recipients should be sought for assistance with application preparation, as they will need to be involved in the overall administration and oversight (from start to finish) of rental property rehabilitations within their jurisdictions. Rental rehabilitation awards will result in a contract between the IDED designated CDBG Disaster Recovery recipient and the rental property owner.

  The IDED CDBG Disaster Recovery recipient will receive applications directly from rental property owners. The IDED CDBG Disaster Recovery recipient will review (and work with rental property applicants on the final details of the proposal, revising as necessary) and approve applications locally.
  The IDED Disaster Recovery recipients will then submit these applications (in their final, locally approved form) to the IDED. The IDED will then add (by amendment) approved projects and their respective budgets into the contracts between the IDED Disaster Recovery recipient and the IDED.

- Eligible properties:

  - At least four residential rental units in the project had to have been affected (physically damaged, impacted) by a disaster event in order for the project to be eligible for assistance. For individual structures (buildings) in scattered site types of projects, all structures must have had at least two residential rental units affected (physically damaged, impacted) by a disaster event in order for those (all) structures to be eligible for assistance.

    An example of a rental unit physically impacted by a disaster event might include items such as mechanical systems or electrical systems located in a flooded lower level that serves all rental units located on first or upper levels of the structure;
  - In order to be eligible for rental rehabilitation assistance, the rental property owner must be able to demonstrate and document that their property was physically impacted by a disaster event. This might include, but is not limited to: insurance claims documentation; inspection reports (city, insurance claims representative, A/E, etc.);
  - If the damage sustained (all properties in a project) was limited only to damage caused by a sanitary sewer back-up, the rental rehabilitation project is not eligible for assistance under this activity; and
  - Eligible properties and structures within proposed projects will be limited to those that are entirely (100%) residential rental units. No mixed-use types of properties will be eligible under this activity.

- No duplication of benefits will be allowed. Prior to assisting rental property owners with CDBG Supplemental Funds, the recipient / IDED will need to determine and verify any monies received from any other federal or state financial resources providing disaster recovery funding and any insurance settlement payments provided to the rental property owner, and adjust the CDBG Supplemental Funds amount and project scope accordingly.

- Any Federal Flood Insurance settlement received by a rental property owner seeking assistance must be deducted from any CDBG Supplemental Funds assistance provided as well. Again, no duplication of benefits will be allowed.

- No rental rehabilitation benefits to structures or projects located within the 100-year floodplain will be allowed, unless: 1) the activity meets all HUD environmental requirements (as determined by the unit of local government where the project is located); 2) all applicable flood mitigation (NFIP) design standards are met; and 3) the property is insured by Federal Flood Insurance throughout the period of affordability.

- No rental rehabilitation benefits to structures or projects located in designated or proposed buy-out areas will be allowed.

- All rental units to be rehabilitated must be both financially and structurally feasible to rehabilitate. Recipients shall establish parameters for making this determination.

- All rental units in a project (including the property as a whole) must meet all applicable property standards upon completion.

- The CDBG Entitlement Cities and communities with populations at or greater than 15,000 need to comply with your own locally adopted and enforced building or housing codes, standards and ordinances for rental properties in your jurisdiction.

- For the remainder of the State, in the absence of any locally adopted and enforced building and housing codes or standards, the requirements of the State Building Code apply.

- Architectural / engineering (A/E) or design services shall be employed for design and construction oversight, as applicable and appropriate, by the rental property owner for which CDBG funds are sought.

- The IDED Disaster Recovery recipient that has jurisdiction over funded rental rehabilitation projects shall be involved in the administration, project delivery and oversight (including throughout the period of affordability).

- For an eligible rental rehabilitation project, CDBG Supplemental funds may be used to rehabilitate disaster affected units and all other units in a disaster affected rental property or project, including all common areas and grounds applicable to all residential rental units in a project.

- It is the IDED's goal to utilize the CDBG Supplemental Funds in a manner that results in green-built, sustainable multi-family structures. To the extent possible, the requirements of the Iowa Greens Streets Criteria should be followed. This consideration should be given in the selection of A/E services and contractors for the project. An energy rater will also need to be employed in green built projects.

- The CDBG Supplemental funds are subject to the requirements of the Federal Lead Safe Housing regulations, impacting all multi-family dwelling units and projects that were constructed prior to January 1, 1978. As applicable, assisted rental property owners shall employ the services of an Iowa Certified Lead Professional in the evaluation, project design, lead hazard reduction oversight, and clearance testing. As applicable, assisted rental property owners shall employ a contractor(s) that has been trained in safe work practices. Lead safe housing requirements, as applicable, shall continue throughout the period of affordability on assisted rental properties through on-going maintenance and periodic inspections with turnover in occupancy and at least annually.

- CDBG National Objective - All assisted rental projects shall meet the national objective of "Primarily benefits persons of low and moderate income – Housing". Effectively, this means that no less than 51% of the units in an assisted rental project shall be occupied by persons or households whose incomes are at or below 80% of the area median income limits (LMI) by household size as established by HUD for the jurisdiction in which the rental project is located.

  - 51% of all units in the project (rounded up to the nearest whole number) shall be made available to and occupied by a LMI tenant (e.g., in a twelve unit project, seven units shall be made available to and occupied by LMI tenants).
  - For rental projects that contain residential units of varying bedroom sizes, to the extent possible, the 51% criteria needs to be applied (i.e., a proportional share) to all sizes (number of bedrooms) of units.

  Scattered site projects accomplished as a single undertaking shall take into consideration the individual properties on the various sites when determining national objective compliance (i.e., the 51% criteria).

Following the provision of CDBG Supplemental Funds assistance to a rental project (i.e., following reimbursement of costs, rehabilitation costs, lead hazard reduction costs, project delivery costs, etc.), when all work has been completed and accepted and the forgivable loan and agreement for covenants and restrictions has been recorded; the 5-year term of affordability begins.

It is at this juncture (initial occupancy following the provision of assistance) that the appropriate number of units in the project needs to be occupied by the appropriate number of LMI tenants and the subsequent rents limited on those units. If any of the rental units are occupied with over-income tenants at this juncture, there may be a need to permanently displace over-income tenants. Permanent displacement is subject to the requirements of the Uniform Act.

- Maximum (gross) rent limits on the CDBG Supplemental Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current HOME Program Fair Market Rents (HOME FMRs). Net rents must be calculated based upon the utility allowances established by the local public housing authority that has jurisdiction for the area served in which the assisted rental project is located.

- Rental property owners of CDBG Supplemental funds assisted rental projects shall agree to a five-year period of affordability in terms of tenant income restrictions (limitations) and through affordable rent limitations (controls) on all CDBG Supplemental funds assisted rental units (affordable rental units) serving LMI tenants, maintaining the appropriate number of affordable rental units for the entire five-year period.

Long-term affordability requirements shall be secured through an agreement for covenants and restrictions that ride with the assisted rental property owner's land.

Throughout the period of affordability, assisted rental property owners shall ensure that the appropriate number of rental units remains affordable to, and are occupied by, income eligible and verified LMI tenants. All assisted rental units shall be subject to the maximum rent limitations (HOME Program FMRs, by bedroom size) applicable to all assisted rental units for the entire five-year period of affordability.

- Throughout the period of affordability, assisted rental property owners shall agree to periodic reporting requirements and compliance monitoring (for tenant incomes and rents on the affordable units, appropriate unit mix, etc.).

- Form of assistance – The form of financial assistance (CDBG funds) will be a 5-year forgivable loan (non-receding), forgiven in full at the end of the five year compliance period. If the assisted rental project is sold or transferred, or converted to an alternate (non-residential) use, during the five-year period following completion and acceptance, the entire amount of the CDBG forgivable loan shall be repaid.

Only the federally funded hard costs of rehabilitation need to be secured with the forgivable loan document.

Upon mutual agreement and consent between the IDED, the IDED Disaster Recovery recipient and the originally assisted rental property owner; the assisted rental project may be sold or transferred, but, only if the new purchaser agrees to continue with the terms of the forgivable loan agreement and the agreement for covenants and restrictions, to complete the remainder of the five-year affordability period (tenant income and rent limitations on 51% of the rental units).

- The maximum assistance per unit (on the hard cost of rehabilitation) shall not exceed $24,999 in CDBG Supplemental funds. Additional CDBG Supplemental funds (above the $24,999 per unit rehabilitation limit) may be used for: lead hazard reduction (as applicable) and project delivery costs (see definition), but in no case shall the total CDBG Supplemental assistance exceed $37,500 per unit (i.e., inclusive of all costs).

- Any and all additional costs of the project above the stated CDBG Supplemental funds limitations shall come from other financial resources. All other necessary financial resources shall be committed and secured prior to the commitment of CDBG Supplemental funds to the rental project.

- Program Income does not pertain to those sub-recipients of rental construction or rehabilitation that can certify that the they are a for-profit entity and that they own the funded project with no portion of the project being leased to the sub-recipient by a third party. They can show for-profit status by completing the Department's Certificate of the Owner. They can show ownership of the project property by either producing a Title Guaranty Certificate or a title opinion and/or documentation from the county recorder's office or the County Assessor's office. Land ownership in Iowa must be recorded in the county that the property resides with the recorder and the county assessor's office also lists ownership of land as a way of accurately taxing property owners.

Single-Family Unit Production – New Construction

"Attachment H" to the DRH Contract

- Any of the IDED's eleven CDBG Disaster Recovery Recipients may apply for this activity to newly construct single-family dwelling units within your jurisdiction. More than one application (proposed project) may be submitted. For the expanded COG regions, this activity will only be allowed in incorporated communities within your jurisdiction. Submit your proposals to the IDED by no later than April 30, 2009.

- Applicants should determine the development team that will be involved in this activity (project by project) prior to the recipient's proposal submission to the IDED and will need to be able to convey the development team members and their respective roles and responsibilities in the proposed projects. Development team members may include, but are not limited to:

  - Program administrator / overseer;
  - Builder(s) or developer(s) of the single-family housing;
  - Architectural / Engineering (A/E) or design services, as applicable;
  - Lender(s) and Loan Closer(s);
  - Energy Rater firm;
  - Realtor(s), if involved;
  - Etc.

- This activity is limited to newly constructed single-family / single unit dwelling units. Manufactured single-family dwelling units are permissible providing they are affixed to a permanent foundation and will be taxed as real property upon completion. Condominium style single-family projects for individual homeownership are permissible.

- Applications need to be targeted at and tied to communities that lost single-family housing as a result of the disasters of 2008.

- Builders and developers selected for participation under these proposals should offer a variety of types and styles of housing, various sizes (square footage) and units with various numbers of bedrooms and bathrooms; all within the project cost limitation.

- Newly constructed single-family units under these applications will be made available for sale to persons or households whose incomes are at or below the median (100%) income limits as established by HUD, by county and by household size.

- Assistance under this activity is provided as acquisition assistance (mortgage buy-down) invested into individual projects at the assisted homebuyer's principal loan closings. Assistance under this activity will not be allowed to be combined with Federal Jumpstart Homebuyer Assistance or State Jumpstart Downpayment Assistance on the same dwelling unit or person / household served.

- Effectively, the CDBG Supplemental funds are used to buy-down the cost-to-construct, including the land on which it is constructed, to an affordable sales price and an affordable loan amount for income eligible homebuyers.

- There is a maximum per unit development cost cap of $180,000.

- There is a maximum per unit CDBG subsidy cap of 30% of the per unit development cap, unit by unit.

- The maximum amount of CDBG funds that may be applied for (per proposal) is $1,000,000.

- Newly constructed single-family dwelling units under this activity shall not be constructed in a 100-year flood plain or within buy-out areas, known or proposed.

- All newly constructed single-family units shall be designed and constructed in accordance with all locally adopted and enforced building codes and standards. In the absence of any locally adopted and enforced building codes or standards, the requirements of the Iowa State Building Code shall apply.

- It is the IDED's goal to utilize the CDBG Supplemental Funds in a manner that results in green-built, sustainable single-family structures. All newly constructed single-family housing should, to the extent possible, meet the requirements of the Iowa Green Streets Criteria.

- Lots (land) on which to construct the single-family housing proposed should, to the extent possible, be identified, and where possible site control obtained, prior to application submission, and identified within the application. This is particularly important for those proposals that intend to meet the requirements of the Iowa Green Streets Criteria.

- Recipients will be allowed general administrative funds not-to-exceed two percent (2%) of the total award (calculated by considering the total of all project-related costs as ninety-eight percent of the total award).

- Recipients will be allowed "project delivery costs" in an amount not-to-exceed $5,000 per unit. Per unit project delivery costs may be included on top of (in excess of) individual project development costs. Project delivery costs include, but are not limited to:

    - Marketing of the activity and individual newly constructed units;
    - Oversight / coordination of the development team members and their roles and responsibilities;
    - Homebuyer application intake;
    - Income eligibility determination and verification;
    - Pre-qualification of homebuyers;
    - Construction oversight and coordination;
    - Participation in individual mortgage loan closings;
    - Etc.

  Per unit project delivery costs are on top of the per unit development cost limitation.
- Applications shall identify, for participation in this activity, at least two regulated lenders (preferably three or more) and obtain from them a statement of their willingness to participate. Individual principal mortgage loans may then be tailored around the participating lender's underwriting criteria and the loan products offered by the lender(s). Recipients may then be allowed to restrict or limit applicants (assisted homebuyers) to using one of the recipients's identified participating lenders in the transaction, but there needs to be adequate choice opportunities to assisted homebuyers.

- Participating lenders shall offer principal loan products that minimally meet the following criteria:

    - Loan interest rates cannot be higher than four percentage points above the federal prime interest rate at the time of loan commitment;
    - Loan-to-value ratios (LVRs) at 70% (as the CDBG funds will be used to subsidize up to 30% of the per unit development cost);
    - No less than a 15-year, fully amortized, fixed-rate mortgage may be used (early pay-off provisions must be allowed); and

  - No adjustable rate mortgages or balloon payment types of mortgages will be allowed.

- The builder(s) of the single-family housing shall obtain their own construction financing for all dwelling units they construct.

- Builders will be allowed a builders fee (overhead and profit) not-to-exceed fifteen percent of the cost of construction, each individual dwelling unit. Builder's fees shall be included within the total cost to construct and contained within the per unit development cost limitation.

- All assisted persons or households (homebuyers) must be able to support a mortgage (at or greater than the bought-down / subsidized purchase price), documented with a firm loan commitment.

- Homebuyer purchased properties under this activity must result in ownership in the form of fee simple title or 99-year leasehold.

- The CDBG Supplemental funds subsidy amount provided (not including project delivery costs and general administration) must be secured as a mortgage lien on the assisted homebuyer's purchased property behind (recorded in junior position) the principal lender's mortgage loan. The assistance shall be provided as a 5-year receding forgivable loan. Payback of funds will be required if the assisted homebuyer sells, vacates, rents or abandons their purchased property any time within the five year period.

- With the exception of a Habitat for Humanity principal loan product (where there are two principal mortgages involved), the principal mortgage loan must be the only repayable loan in all individual homebuyer assistance projects under these proposals.

- The CDBG Supplemental funds forgivable loan may be recorded in junior position to the principal loan, but must be recorded in senior position to any and all other funding in all projects (with the exception of a Habitat for Humanity loan). Additionally, recipients must maintain their assistance security agreements in the above-stated recording position throughout the 5-year period, and will not be allowed to subordinate the required recording position to any other forms of assistance, such as refinancing or home equity loans for the five-year period.

==========

- The following is a sub-set of the Attachment H Single-Family Unit Production – New Construction requirements, incorporated as of the above stated amended and effective date. These sub-set requirements are intended to address the retention of certain single-family residential dwelling units by providing a mechanism and financial assistance to allow for the moving of structures from 100-year flood plains to other locations; rehabilitating these structures (as applicable); and reselling these structures to income qualified homebuyers.
- For this purpose, the new sub-set requirements (conveyed hereafter) will be considered as single-family unit production.

- This program will be limited to residential single-family, single-unit, detached structures that have been approved for FEMA and/or CDBG-DR buyout assistance and demolition / clearance, and is limited to structures that can and will be permanently moved out of the 100-year floodplain, and retained (through the moving to another location; rehabilitated, as applicable; and resold) in lieu of demolition and clearance of the structure.

- All Department of Homeland Security / FEMA requirements apply with respect to the retention of these structures versus the demolition of these structures.

- The actual acquisition of these units will occur with the FEMA and/or CDBG-DR buyout.

- The green space requirements and restrictive re-use requirements will apply to all lots from which structures are relocated from following their relocation to another location.

- Originally, the IDED budgeted $20,000,000 for the first round of the Single-Family Unit Production – New Construction activity. An unobligated amount of $1,300,000 remains available for this new sub-set program (Moving / Rehabilitation / Resale).

- For those communities who would like to participate, proposals will need to be submitted to the IDED for our review and approval. Communities under the jurisdiction of an expanded COG region will need to submit their proposals through the appropriate County CDBG-DR housing recipient. The IDED will review individual proposals in the order in which they are received. If complete, and no additional information is needed or no follow-up is necessary, the IDED will approve proposals in a like manner (first ready, first approved), and will continue to approve proposals until we have exhausted available funds.

- Proposals from communities will have to address all of the project details, participants, and financing, including, but not limited to:

  - Property transfer from the community to a contractor / developer following the buyout transaction;
  - The actual moving of these structures;
  - All site-related issues (i.e., the sites on which structures will be moved to, such as land acquisition, site preparation, utilities connections, foundations, etc.;
  - The actual placement of relocated structures on other sites;
  - Rehabilitation need (taking into consideration lead safe housing as applicable and historic significance as applicable);
  - Income eligibility determination and verification;
  - Marketing of these structures to buyers following completion; and
  - Sales.
  - All other (non-CDBG-DR) funding must be secured and committed.
  - As part of the above, proposals will need to identify all known participates and identify their respective roles and responsibilities in the overall program implementation.

- A total project budget will need to be established based on the total number of structures to be moved, rehabilitated and resold, taking into account all of the above identified project costs plus individual unit project delivery costs.

- Under this Moving / Rehabilitation / Resale program, the CDBG-DR assistance will be limited to providing acquisition assistance (an acquisition subsidy) to income eligible homebuyers at the time of their principal loan closing (i.e., at purchase, after the structure has been moved, rehabilitated and made ready for purchase).

- The acquisition subsidy will be limited to 25% of the end purchase price or appraised fair market value, whichever is less, not-to-exceed $45,000 per unit

- This program is limited to persons or households (homebuyers) whose incomes are at or below the median (100%) family income limits as established by HUD, by county and by family size.

- The IDED will allow individual per unit project delivery costs above the acquisition subsidies provided to homebuyers under this program, not to exceed $7,500.

- Recipients will be allowed general administration funds not-to-exceed 2% of the total CDBG-DR award, calculated by considering the total of all eligible project- related costs (i.e., the acquisition subsidies and the project delivery

costs combined) as 98% of the total.

- All CDBG-DR public law requirements and all cross-cutting legislative requirements will apply to all components of all Moving / Rehabilitation / Resale projects, even though the CDBG-DR funds may only be used for acquisition subsidies, project delivery costs and general administration. For example:

  - Environmental clearances of all sites on which structures will be relocated to;
  - URA requirements – site(s) acquisition;
  - Procurement requirements;
  - All structures must be rehabilitated to conform with the applicable property standards;
  - All pre-1978 built structures must be made temporarily lead safe;
  - Etc.
  - Additionally, any and all local requirements must also be met.

- The final sales price (fair market value) of all structures under this program will need to be determined, as accurately as possible, prior to submitting a proposal in order to determine the acquisition subsidy amounts and subsequent budget.

- Participating (regulated) lenders shall offer principal loan products that minimally meet the criteria found above in the original Attachment H guidelines.

- The CDBG-DR acquisition subsidy shall be provided as a five-year receding forgivable loan and recorded in junior (second) position to the principal loan.

- Purchased properties under this program must result in ownership in the form of fee simple title or 99-year leasehold.

Addendum
Single Family Unit Production

All questions/concerns/grievances should be initially directed to the local City or COG involved in the program. If the homebuyer/applicant is not satisfied with the local response, they should contact the Iowa Economic Development Authority (IEDA) with a complete written narrative of their question/concern/grievance along with any documentation available to support the issue.

Multi-Family (Rental) Unit Production – New Construction
"Attachment I" to the DRH Contract

- Any of the IDED's eleven CDBG Disaster Recovery Recipients may apply for this activity to newly construct multi-family rental dwelling units within their jurisdictions. More than one application (proposed project) may be submitted, however, applications, project-by-project, need to be submitted individually. For the expanded COG regions, this activity will only be allowed in incorporated communities within your jurisdiction. Submit your proposals to the IDED by no later than June 30, 2009.

  The IDED CDBG Disaster Recovery Recipient will receive applications directly from multi-family rental property owners and/or developers. The IDED CDBG Disaster Recovery Recipient will review (and work with rental applicants on the final details of the proposal, revising as necessary) and will first approve applications locally. The IDED Disaster Recovery Recipients will then submit these applications (in their final, complete, and locally approved form) to the IDED. The IDED will then add (by amendment) approved projects and their respective budgets into the contracts between the IDED Disaster Recovery Recipient and the IDED.

  The IDED Disaster Recovery recipient that has jurisdiction over funded Multi-Family (Rental) Unit Production projects shall be involved in the administration, project delivery and oversight of the project from start to finish (including throughout the period of affordability).

- This activity is limited to newly constructed multi-family housing of **twelve units or fewer**. This activity does not include those projects for which low income housing tax credits are also sought or that comprise the financial resources of the proposed project's budget.

- Definitions:

  "Affordable Rental Units" means those units contained in the mortgaged property and contained in the agreement for covenants and restrictions that are occupied by low and moderate income persons or households at any given time. Affordable rental units (in the appropriate number as described later in these guidelines under the CDBG National Objective criteria) are to be retained at all times as affordable rental units throughout the period of affordability (5 years) through income limitations of the tenants occupying those units and through rent limitations for the tenants occupying those units.

  "Disaster Event" means the federally declared 2008 Iowa tornado, flood and storm events, which occurred between May 25, 2008 and August 13, 2008.

  "Project" - means a site or sites together with any building or buildings located on a site or sites that are under common ownership, management, and financing and are to be assisted with CDBG Supplemental funds as a single undertaking, and includes all activities associated with the site(s) and building(s).

  "*Project Delivery Costs"* - For purposes of the CDBG Supplemental funds used for multi-family new production, all technical services related costs (also known as soft costs; carrying costs; direct administration costs; etc.) will be considered as "project delivery costs". Project delivery costs must be considered as project costs attributable to the rental housing activity undertaken and accounted for in this manner. Overall, project delivery costs need to be reasonable and cannot exceed $5,000 per unit. This $5,000 per unit allowance is to be included in (added onto) the overall project development costs.

- Applicants, prior to application submission, need to determine the development team that will be involved in this activity (project by project) prior to the recipient's proposal submission to the IDED and will need to be

able to convey the development team members and their respective roles and responsibilities in the proposed projects within the application. Development team members may include, but are not limited to:

- Owner (or eventual owner);
- Program administrator / overseer from start to finish, including throughout the prescribed period of affordability, if different from the owner;
- Developer(s) and/or builder(s) of the multi-family (rental) housing;
- Architectural / Engineering (A/E) or design services, as applicable;
- Construction Lender(s);
- Property Manager(s);
- Energy Rater firm;
- Etc.

- Applications need to be targeted at and tied to communities that lost multi-family rental housing units as a result of a disaster event (see definition). Support documentation must be included in all proposals.

- There is a maximum per unit development cost cap of $60,000 on the CDBG Disaster Recovery funds.

- The overall maximum per unit development costs of individual rental units shall not exceed the HUD 221(d)(3) limits, all funding sources combined.

- Any and all additional costs of the project above the stated CDBG Supplemental funds limitations shall come from other financial resources. All other necessary financial resources shall be committed and secured prior to the commitment of CDBG Supplemental funds to the rental project.

- CDBG National Objective - All assisted multi-family (rental) new production projects shall meet the national objective of "Primarily benefits persons of low and moderate income – Housing". Effectively, this means that no less than 51% of the rental units in an assisted rental project shall be occupied by persons or households whose incomes are at or below 80% of the area median income limits (LMI) by household size as established by HUD for the jurisdiction in which the rental project is located.

  - 51% of <u>all</u> rental units in the project (rounded up to the nearest whole number) shall be made available to and occupied by a low and moderate (LMI) tenant (e.g., in a twelve unit project, seven units shall be made available to and occupied by LMI tenants).
  - For rental projects that contain residential units of varying bedroom sizes, to the extent possible, the 51% criteria needs to be applied (i.e., a proportional share) to all sizes (number of bedrooms) of units.

  Scattered site projects accomplished as a single undertaking shall take into consideration the individual properties on the various sites when determining national objective compliance (i.e., the 51% criteria).

  Following the provision of CDBG Supplemental Funds assistance to a rental project, when all work has been completed and accepted and the forgivable loan and agreement for covenants and restrictions has been recorded; the 5-year term of affordability begins. It is at this juncture (initial occupancy following the provision of assistance) that the appropriate number of units in the project needs to be occupied by the appropriate number of LMI tenants and the subsequent rents limited on those units.

- Maximum (gross) rent limits on the CDBG Supplemental Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current HOME Program Fair Market Rents (HOME FMRs). Net rents must be calculated based upon the utility allowances established by the local public housing authority that has jurisdiction for the area served in which the assisted rental project is located.

- Rental property owners of CDBG Supplemental funds assisted rental projects shall agree to a five-year period of affordability in terms of tenant income restrictions (limitations) and through affordable rent limitations

(controls) on all CDBG Supplemental funds assisted rental units (i.e., the affordable rental units) serving LMI tenants, maintaining the appropriate number of affordable rental units for the entire five-year period.

Long-term affordability requirements shall be secured through an agreement for covenants and restrictions that ride with the assisted rental property owner's land.

Throughout the period of affordability, assisted rental property owners shall ensure that the appropriate number of rental units remains affordable to, and are occupied by, income eligible and verified LMI tenants. All assisted rental units shall be subject to the maximum rent limitations (HOME Program FMRs, by bedroom size) applicable to all assisted rental units for the entire five-year period of affordability. The IDED's CDBG Supplemental Funds Disaster Recovery recipient will be responsible for the long-term affordability requirements and oversight for all funded new construction multi-family (rental) projects within their jurisdiction.

- Throughout the period of affordability, assisted rental property owners shall agree to periodic reporting requirements and compliance monitoring and/or inspections (for tenant incomes and rents on the affordable units, appropriate unit mix, property standards compliance, etc.).

- The CDBG Supplemental funds subsidy amount provided (not including general administration) must be secured as a mortgage lien on the assisted multi-family property.

- The CDBG Supplemental funds forgivable loan may be recorded in junior position to the principal conventional loan (if there is one), but must be recorded in senior position to any and all other funding in the project. Additionally, recipients must maintain their assistance security agreements in the above-stated recording position throughout the 5-year period.

- Form of assistance – The form of financial assistance (CDBG funds) will be a 5-year forgivable loan (non-receding), forgiven in full at the end of the five year compliance period. If the assisted rental project is sold or transferred, or converted to an alternate (non-residential) use, during the five-year period following completion and acceptance, the entire amount of the CDBG forgivable loan shall be repaid.

  Upon mutual agreement and consent between the IDED, the IDED Disaster Recovery recipient and the originally assisted rental property owner; the assisted rental project may be sold or transferred, but, only if the new purchaser agrees to continue with the terms of the forgivable loan agreement and the agreement for covenants and restrictions, to complete the remainder of the five-year affordability period (tenant income and rent limitations on 51% of the rental units).

- Newly constructed multi-family dwelling units under this activity shall not be constructed in a 100-year flood plain or within buy-out areas, known or proposed.

- All newly constructed multi-family units shall be designed and constructed in accordance with all locally adopted and enforced building codes and standards. In the absence of any locally adopted and enforced building codes or standards, the requirements of the Iowa State Building Code shall apply.

- It is the IDED's goal to utilize the CDBG Supplemental Funds in a manner that results in green-built, sustainable single-family structures. All newly constructed multi-family housing shall meet the requirements of the Iowa Green Streets Criteria.

- Lots (land) on which to construct the multi-family housing proposed need to be identified and where possible site control (not ownership) obtained, prior to application submission, and be identified (property address and

legal description) within the application. This is particularly important with regard to the requirements of the Iowa Green Streets Criteria.

- Recipients (the IDED's Disaster Recovery recipients) will be allowed general administrative funds not-to-exceed two percent (2%) of the total award (calculated by considering the total of all project-related costs as ninety-eight percent of the total award).

- Recipients will be allowed "project delivery costs" in an amount not-to-exceed $5,000 per unit. Project delivery costs include, but are not limited to:

  - Oversight / coordination of the development team members and their roles and responsibilities;
  - All architectural /engineering (A/E) or design costs;
  - Construction oversight and coordination (supervision), including green, sustainable design features;
  - Legal and accounting;
  - Construction loan financing costs;
  - Developers fees;
  - Construction contingencies;
  - Builders overhead and profit;
  - Energy rater firms involvement;
  - Marketing of the project to perspective tenants;
  - Initial tenant application intake and processing; and
  - Initial income eligibility determination and verification;

- The owner and/or the developer / builder of the newly constructed multi-family housing shall obtain their own construction financing.

- Developers / builders will be allowed a combined developers fee and/or builders fee (overhead and profit) not-to-exceed twelve percent of the total cost of construction.

- Program Income does not pertain to those sub-recipients of rental construction or rehabilitation that can certify that the they are a for-profit entity and that they own the funded project with no portion of the project being leased to the sub-recipient by a third party. They can show for-profit status by completing the Department's Certificate of the Owner. They can show ownership of the project property by either producing a Title Guaranty Certificate or a title opinion and/or documentation from the county recorder's office or the County Assessor's office. Land ownership in Iowa must be recorded in the county that the property resides with the recorder and the county assessor's office also lists ownership of land as a way of accurately taxing property owners.

Single-Family Unit Production – New Construction Round #2

"Attachment J" to the DRH Contract

- All eleven CDBG Disaster Recovery Housing Recipients are being provided funds to newly construct single-family dwelling units within your jurisdictions. Funding for Round #2 of this activity totals $30,000,000 and will be allocated to recipients per the allocation formula conveyed in correspondence from the IDED dated October 8, 2009. An amount "up to" these allocation amounts will be amended into recipient contracts following receipt, review and approval of recipient's development plans that will be prepared based on the allocation formula amounts.

- For the expanded COG regions, this activity will only be allowed in incorporated communities within your jurisdictions. The expanded COG regions will need to determine where best (within your jurisdictions) to construct single-family housing. Consideration (even prioritization) should be given to conducting this activity within communities that have, or will have, FEMA and/or CDBG funded buyouts occurring.

- Based on the formula allocation budget amount, recipients are to prepare and submit for our review and approval a detailed development plan for this activity. Development plans shall minimally detail the all of the following:

    - Unit by unit specifics, including but not limited to: unit size (square footage); style of unit (e.g., ranch, two-story; story and one half, etc.); stick-built or manufactured housing; single-family detached or condominium style descriptions; number of bedrooms, number of bathrooms; full basements, crawl spaces or slab on grades; other amenities; Iowa Green Streets Criteria compliance, as applicable (green development plan and checklist); total development cost (which needs to be the same as the sales price or the appraised fair market value, whichever is less); identification of the CDBG-DR 25% subsidy amount based on the total project cost; developer or builder identification; location of the unit (address and/or legal description); developers fee; etc.;
    - A summary of the above, project by project / builder by builder / location by location and a grand total summary depicting total project development costs;
    - Project delivery costs. Define what this entails, cost, and by whom project delivery costs will be performed and incurred;
    - Final total project development costs (for budget summary) depicting the total CDBG-DR subsidy amounts requested for the units to be constructed; the total project delivery costs (all units); a calculation of the general administration funds amount based on the above; and a grand total of CDBG-DR funds.

- Submission of development plans to the IDED are due by no later than March 1, 2010, but may be submitted earlier. Development plans need to be complete and accurate. The IDED will require a minimum of 30 days for its review and approval of individual development plans. It is the IDED's goal to approve all development plans and have activity funds amended into contracts ahead of the 2010 construction season.

- Recipients will have until December 31, 2011 to have all single-family dwelling units funded under this activity under construction.

- Recipients need to determine the development team members that will be involved in this activity (project by project, if more than one, within your jurisdictions) prior to the recipient's development plan submission to the IDED. You will need to be able to convey within your development plans all of the development team members and their respective roles and responsibilities in the proposed projects. Development team members may include, but are not limited to:

    - Program administrator / overseer;

- Builder(s) or developer(s) of the single-family housing;
- Architectural / Engineering (A/E) or design services, as applicable;
- Lender(s) and Loan Closer(s);
- Energy Rater firm(s);
- Realtor(s), if involved;
- Monitoring of assisted properties during the five year affordability period;
- Etc.

- This activity is limited to newly constructed single-family / single unit dwelling units. Manufactured single-family dwelling units are permissible providing they are affixed to a permanent foundation and will be taxed as real property upon completion. Condominium style single-family projects for individual homeownership are also permissible.

- Builders and developers selected for participation under these proposals should offer a variety of types and styles of housing, various sizes (square footage) and units with various numbers of bedrooms and bathrooms; all within the per unit project cost limitations. Development plans will need to be specific project by project and collective of all projects and units.

- Newly constructed single-family units under this activity (these development plans) shall be made available for sale only to persons or households whose incomes are at or below the median (100%) income limits as established by HUD, by county and by household size. Additionally, one-half of all newly constructed single-family units constructed under this activity (these development plans) shall be made available for sale only to persons or households whose incomes are at or below 80% of the median income limits as established by HUD, by county and by household size.

- There is a maximum per unit development cost cap of $180,000. For one half of all single-family units constructed under this activity, there is a maximum per unit development cost cap of $150,000.

- If the above criteria (requiring that one-half of all units constructed be held to $150,000 per unit in project development costs) cannot be achieved with funds allocated (per the October 8, 2009 allocation formula), recipients will have one of two options:

  - Propose an alternative(s) to newly constructed single-family housing, such as newly constructed multi-family housing. Any alternative housing activities proposed must, however, meet the CDBG-DR requirements and limitations of those activities. Funding for any alternative activity will be need to come from the funding amount allocated under the October 8, 2009 Single –Family Unit Production – New Construction Round #2 formula allocation. Development plans will have to clearly define all such proposed alternatives; or
  - Accept a twenty-five (25%) reduction to the formula allocation amount provided, and subsequently reduce the total scope and overall production unit numbers that can be achieved. Note, however, that one-half of the units to be produced (i.e., the reduced number of units within the reduced allocation amount) must still be held to a maximum per unit development cost cap of $150,000, and one-half of these units must be made available for sale only to persons or households whose incomes are at or below 80% of the median family income limits as established by HUD, by county and by household size.

    If the $150,000 per unit cost cap on one-half of the units still cannot be achieved, funds from the reduced allocation amount may be used for lot cost buydowns to assist with the overall reduction of the total project development cost limitation. Development plans will need to clearly convey the details of proposed lot buydowns.

- Infrastructure in support of single-family housing development or redevelopment. The IDED recognizes that lots on which to construct single-family housing under this activity may not be readily available. Some communities may need to develop building lots or develop, even create subdivisions with multiple lots. Some communities, those with buyouts of 500-year flood plains are desirous of redeveloping areas or neighborhoods.

  Under this activity and within the formula allocation amount to be provided, the IDED will allow up to one-half of the allocated funds to be used for infrastructure in support of housing. Details, restrictions, limitations and guidance on the infrastructure in support of housing will be conveyed in the not-too-distant future and amended into this guidance.

- There is a maximum per unit CDBG-DR acquisition subsidy investment cap of 25% of the per unit development cost cap, unit by unit.

- Assistance under this activity is provided as acquisition assistance (downpayment or mortgage buy-down) invested into individual projects at the assisted homebuyer's individual principal loan closing. Assistance under this activity will not be allowed to be combined with Federal Jumpstart Homebuyer Assistance or State Jumpstart Downpayment Assistance or Single Family Unit Production – New Construction from the first round of funding on the same dwelling unit or to the same person / household (homebuyer) served.

- Effectively, the CDBG-DR funds, provided as acquisition subsidies, are used to buy-down the cost-to-construct, including the land on which it is constructed, to an affordable sales price and an affordable loan amount for income eligible homebuyers.

- Recipients will be allowed to use CDBG-DR funds for reasonable, usual and customary buyer's side closing costs in an amount not to exceed 3% of the unit purchase price. Buyer's side closing costs, if locally allowed, shall be deducted from the 25% acquisition subsidy limitation, subsequently reducing the acquisition subsidy amount down to as low as 22% of the per unit development cost cap. Development plans will need to address whether or not buyer's side closing costs will be allowed to be paid for with CDBG-DR funds, and will need to describe what will be considered as allowable buyer's side closing costs.

- Newly constructed single-family dwelling units under this activity shall not be constructed in a 100-year flood plain or within buy-out areas, known or proposed. The exception to the buyout area limitation is that the IDED will allow units to be constructed in buyout areas located in the 500-year flood plain that are specifically being bought out for the designated purpose of redevelopment and approved for such in the CDBG-DR funded buyouts.

- All newly constructed single-family units shall be designed and constructed in accordance with all locally adopted and enforced building codes and standards. In the absence of any locally adopted and enforced building codes or standards, the requirements of the Iowa State Building Code shall apply.

- It is the IDED's goal to utilize the CDBG-DR funds in a manner that results in green-built, sustainable single-family structures.
  For all available in-fill lots and all available (currently existing) sub-division lots for single-family construction under this activity, all newly constructed single-family housing should, to the extent possible, meet the requirements of the Iowa Green Streets Criteria (particularly structure design considerations, not necessarily site related aspects).

  For newly created sub-division lots (including approved redevelopment areas) created specifically for this activity and made available for single-family construction under this activity, meeting the Iowa Greens Streets Criteria is required (unit design considerations and site related considerations). The Iowa Green Streets Criteria

green development plan and checklist shall be submitted for all such units within respective development plan submissions.

- Lots (land) on which to construct the single-family housing proposed needs to be identified and conveyed within development plan submissions (addresses and/or legal descriptions, all individual lots). Where possible site control needs to be obtained by the builders or developers of this single-family housing prior to development plan submission.

  Where a new sub-division or newly created lots are proposed within development plan submissions, all details will also need to be submitted, including but not limited to: land acquisition costs; ownership of the development site(s); site preparation needs; infrastructure needs; zoning; timing; etc.

  Redevelopment areas (bought out 500-year floodplain areas) will also need to address the above-stated details within development plans. In this scenario, the community where the buyout has occurred or will occur will be the owner of such lots for single-family construction. Details need to be provided depicting the transferring of acquired lots to builders / developers of single-family housing under this activity.

- Recipients will be allowed general administrative funds not-to-exceed two percent (2%) of the activity allocation amount (calculated by considering the total of all project-related costs as ninety-eight percent of the total amount).

- Recipients will be allowed "project delivery costs" in an amount not-to-exceed $5,000 per unit. Per unit project delivery costs may be included on top of (in excess of) individual project development costs. Project delivery costs include, but are not limited to:

  - Marketing of the activity and individual newly constructed units (if not the individual builder's or developer's responsibility);
  - Oversight / coordination of the development team members and their roles and responsibilities, unit by unit and project by project;
  - Homebuyer application intake;
  - Income eligibility determination and verification;
  - Pre-qualification or pre-approval of homebuyers if you chose to do so;
  - Construction oversight and coordination, as applicable;
  - Participation in individual mortgage loan closings;
  - Etc.

  NOTE: Certain builder / developer costs should be considered as project delivery costs, such as design costs, energy rating costs and seller's side real estate commissions fees. Since the IDED is allowing a builder / developer fee of up to 15% of the individual project development costs, these costs should be compensated for (built into) the builder's / developer's fee rather than the project delivery costs that are capped at $5,000 per unit.

- Development plans shall identify, for participation in this activity, at least three regulated lenders and obtain from them a commitment of their willingness to participate. There needs to be adequate lender choice opportunities available to assisted homebuyers. Individual principal mortgage loans may then be tailored around the participating lender's underwriting criteria and the loan products offered by these lender(s).

- Participating lenders shall offer principal loan products that minimally meet the following criteria:

  - Loan interest rates cannot be higher than four percentage points above the federal prime interest rate at the time of loan commitment;

- Loan-to-value ratios (LVRs) at 75% (as the CDBG-DR funds will be used to subsidize 25% of the per unit development cost);
- No less than a 15-year, fully amortized, fixed-rate mortgage may be used (early pay-off provisions must be allowed); and
- No adjustable rate mortgages or balloon payment types of mortgages will be allowed.

- The participating builder(s) of the single-family housing under this activity shall obtain their own construction financing for all dwelling units they construct.

- Builders will be allowed a builders fee (overhead and profit) not-to-exceed fifteen percent of the cost of construction, each individual dwelling unit. Builder's fees shall be included within the total cost to construct and contained within the per unit development cost limitations.

- All assisted persons or households (homebuyers) must be able to support a mortgage (at or greater than the bought-down / subsidized purchase price), documented with a firm loan commitment prior to committing CDBG-DR acquisition subsidies.

- Homebuyer purchased properties under this activity must result in ownership in the form of fee simple title or 99-year leasehold. Condominium single-family structures shall have deed restrictions or covenants in place prior to sale regarding this type of ownership.

- The CDBG-DR funds subsidy amounts provided to assisted homebuyers (not including project delivery costs or general administration) must be secured as a mortgage lien on the assisted homebuyer's purchased property behind (recorded in junior position) the principal lender's mortgage loan. The assistance (acquisition subsidy) shall be provided as a five-year receding forgivable loan. Payback of funds will be required if the assisted homebuyer sells, vacates, rents or abandons their purchased property any time within the five year period.

- With the exception of a Habitat for Humanity principal loan product (where there are typically two principal mortgages involved), the principal mortgage loan must be the only repayable loan in all individual homebuyer assistance projects under these proposals.

- The CDBG-DR funds forgivable loan may be recorded in junior position to the principal loan, but must be recorded in senior position to any and all other funding in all projects (with the exception of a Habitat for Humanity loan). Additionally, recipients must maintain their assistance security agreements in the above-stated recording position throughout the five-year period, and will not be allowed to subordinate the required recording position to any other forms of assistance, such as refinancing or home equity loans for the five-year period.

Multi-Family (Rental) Unit Production – New Construction – Round 2
"Attachment K" to the DRH Contract

Any of the IDED's eleven CDBG Disaster Recovery Housing Recipients and any of the following five CDBG Entitlement Cities: Ames; Council Bluffs; Davenport; Dubuque and West Des Moines, may apply for this activity on behalf of for-profit or non-profit multi-family (rental) housing developers to newly construct multi-family rental dwelling units within their jurisdictions. This activity's funding will only be allowed for projects located in one of the presidentially declared disaster recovery counties.

Applications may qualify as either: a) Replacing units lost; or b) Impact on area recovery.

More than one application (proposed project) may be submitted under the "replacing units lost" category (see distribution discussion below), however, applications, project-by-project, need to be submitted individually. For the expanded COG regions, this activity will only be allowed in incorporated communities within your jurisdiction. All individual projects must have written concurrence and acceptance of the project from the local government entity in which the project will be located.

Submit your proposals to the IDED by no later than June 30, 2010.

- Distribution of awards under this activity will be as follows. No more than one project per applicant will be funded under the "Impact on Area Recovery" category. Multiple projects may be funded under the "Replacing units lost" category provided they qualify (in terms of documented replacement housing need). Applications may be prioritized according to such factors as: a) affordability; b) sustainability; c) need (market); d) the project's relationship to the disasters of 2008; and e) other factors, if necessary, because of funding limitations and/or the overall goal to ensure availability of this activity across all affected areas of the State of Iowa. Otherwise, Applications will be reviewed on a date received basis and funded as they meet requirements for approval. The IDED may require (and at our discretion) a market study to be conducted to support the claimed need for a proposed project (including such factors as location, size of rental units, number of rental units, rent structure, etc.). Required market studies will be at the applicant's expense.

- This activity is limited to newly-constructed multi-family housing. This activity does not include those projects for which low income housing tax credits are also sought or that comprise any portion of the financial resources of the proposed project's budget.

- Definitions:

  "Adaptive Re-use" For purposes of this guidance for this activity, adaptive re-use proposals (i.e., those projects converting non-residential use structures or buildings into residential use structures or buildings) will be considered as new construction, and therefore eligible under this activity.

  "Affordable Rental Units" means those units contained in the mortgaged property and contained in the agreement for covenants and restrictions that are occupied by low and moderate income persons or households at any given time. Affordable rental units (in the appropriate number as described later in these guidelines under the CDBG National Objective criteria) are to be retained at all times as affordable rental units throughout the period of affordability (10 years) through income limitations of the tenants occupying those units and through rent limitations for the tenants occupying those units.

  "Project" - means a site or sites together with any building or buildings located on a site or sites that are under common ownership, management, and financing and are to be assisted with CDBG Supplemental funds as a single undertaking, and includes all activities associated with the site(s) and building(s).

- Applicants, prior to application submission, need to determine the development team that will be involved in each project and prior to proposal submission to the IDED. Applicants will need to be able to convey the development team members and their respective roles and responsibilities in the proposed projects within the application submitted to the IDED. Development team members may include, but are not limited to:

  - Owner (or eventual owner);
  - Program administrator / overseer from start to finish, including throughout the prescribed period of affordability, if different from the owner;
  - Developer(s) and/or builder(s) of the multi-family (rental) housing;
  - Architectural / Engineering (A/E) or design services, as applicable;
  - Construction Lender(s);
  - Permanent Lender(s), as applicable;
  - Property Manager(s);
  - Energy Rater firm;
  - Etc.

- There is a maximum per project cap limitation of $3,000,000 on the CDBG Disaster Recovery funds.

- There is a maximum per unit development cost cap of $60,000 on the CDBG Disaster Recovery funds. The maximum per unit cost cap for adaptive re-use types of projects will be $66,000 on the CDBG Disaster Recovery funds.

- Any and all additional costs of the project above the stated CDBG Supplemental funds limitations of $3,000,000 shall come from other financial resources. Projects should reflect a Debt Service Coverage Ratio between 1.15 and 1.35 for the ten years of affordability. All other necessary financial resources shall be committed and secured prior to the commitment of CDBG Supplemental funds to the rental project.

- CDBG National Objective - All assisted multi-family (rental) new production projects shall meet the national objective of "Primarily benefits persons of low and moderate income – Housing". Effectively, this means that no less than 51% of the rental units in an assisted rental project shall be occupied by persons or households whose incomes are at or below 80% of the area median income limits (LMI) by household size as established by HUD for the jurisdiction in which the rental project is located. No mixed-use type of projects will be allowed under this activity.

  - 51% of all rental units in the project (rounded up to the nearest whole number) shall be made available to and occupied by a low and moderate (LMI) tenant (e.g., in a thirty-two unit project, seventeen units shall be made available to and occupied by LMI tenants).
  - For rental projects that contain residential units of varying bedroom sizes, to the extent possible, the 51% criteria needs to be applied (i.e., a proportional share) to all sizes (number of bedrooms) of units.

  Scattered site projects accomplished as a single undertaking shall take into consideration the individual properties on the various sites when determining national objective compliance (i.e., the 51% criteria).

  Following the provision of CDBG Supplemental Funds assistance to a rental project, when all work has been completed and accepted and the forgivable loan and agreement for covenants and restrictions has been recorded; the 10-year term of affordability begins. It is at this juncture (initial occupancy following the provision of assistance) that the appropriate number of units in the project needs to be occupied by the appropriate number of LMI tenants and the subsequent rents limited on those units.

- Projects constructed under this activity will likely result in mixed-income projects, in that, only a percentage of the total number of units are required to meet the activity income and rent requirements (i.e., the "assisted" units). In the design of projects under this activity, consideration needs to be given to keeping all units in the

project, not just the assisted units, consistent with each other in terms of bedroom sizes, square footage, similar design features, similar amenities, etc. This will allow assisted property owners units to maintain the required percentage of assisted units within the project and at the same time be able to use any of the units in the project to meet the required percentage. If unit design is not consistent, applications may be rejected; awards reduced and/or contain other restrictions to ensure appropriate use of funds for affordable units.

- Maximum (gross) rent limits on the CDBG Supplemental Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current HOME Program 65% rent limits.

- Rental property owners of CDBG Supplemental funds assisted rental projects shall agree to a 10-year period of affordability in terms of tenant income restrictions (limitations) and through affordable rent limitations (controls) on all CDBG Supplemental funds assisted rental units (i.e., the affordable rental units) serving LMI tenants, maintaining the appropriate number of affordable rental units for the entire 10-year period.

  Long-term affordability requirements shall be secured through an agreement for covenants and restrictions that ride with the assisted rental property owner's land.

  Throughout the period of affordability, assisted rental property owners shall ensure that the appropriate number of rental units remains affordable to, and are occupied by, income eligible and verified LMI tenants. All assisted rental units shall be subject to the maximum rent limitations (by bedroom size) applicable to all assisted rental units for the entire 10-year period of affordability. Applicants will need to identify who will be responsible for the long-term affordability requirements and oversight for all funded new construction multi-family (rental) projects.

- Throughout the period of affordability, assisted rental property owners shall agree to periodic reporting requirements and compliance monitoring and/or inspections (for tenant incomes and rents on the affordable units, appropriate unit mix, property standards compliance, etc.).

- The CDBG Supplemental funds subsidy amount provided must be secured as a mortgage lien on the assisted multi-family property.

- The CDBG Supplemental funds forgivable loan may be recorded in junior position to the principal conventional loan (if there is one), but must be recorded in senior position to any and all other funding in the project. Additionally, recipients must maintain their assistance security agreements in the above-stated recording position throughout the 10-year period.

- Form of assistance – The form of financial assistance (CDBG funds) will be a 10-year forgivable loan (non-receding), forgiven in full at the end of the 10-year compliance period. If the assisted rental project is sold or transferred, or converted to an alternate (non-residential) use, during the 10-year period following completion and acceptance, the entire amount of the CDBG forgivable loan shall be repaid.

  Upon mutual agreement and consent between the IDED and the originally assisted rental property owner; the assisted rental project may be sold or transferred, but, only if the new purchaser agrees to continue with the terms of the forgivable loan agreement and the agreement for covenants and restrictions, to complete the remainder of the10-year affordability period (tenant income and rent limitations on 51% of the rental units).

- Newly constructed multi-family dwelling units under this activity shall not be constructed in a 100-year flood plain or within buy-out areas (those buying out properties in a 100-year flood plain), known or proposed. No adaptive re-use multi-family proposals located within the 100-year flood plain will be allowed under this activity.

- All newly constructed multi-family units shall be designed and constructed in accordance with all locally adopted and enforced building codes and standards. In the absence of any locally adopted and enforced building codes or standards, the requirements of the Iowa State Building Code shall apply.

- It is the IDED's goal to utilize the CDBG Supplemental Funds in a manner that results in green-built, sustainable multi-family structures. All newly constructed multi-family housing shall meet the requirements of the Iowa Green Streets Criteria. All proposals must submit a completed Green Development Plan and Checklist.

- Lots (land) on which to construct the multi-family housing proposed need to be identified and where possible site control (not ownership) obtained, prior to application submission, and be identified (property address and legal description) within the application. This is particularly important with regard to the requirements of the Iowa Green Streets Criteria.

- Recipients may be allowed general administrative funds in an amount not-to-exceed two percent (2%) of the total award (calculated by considering the total of all project-related costs as ninety-eight percent of the total award).

- The owner and/or the developer / builder of the newly constructed multi-family housing shall obtain their own construction financing.

- Developers / builders will be allowed a combined developers fee and/or builders fee (overhead and profit) not-to-exceed twelve percent of the total cost of construction.

- Program Income does not pertain to those sub-recipients of rental construction or rehabilitation that can certify that the they are a for-profit entity and that they own the funded project with no portion of the project being leased to the sub-recipient by a third party. They can show for-profit status by completing the Department's Certificate of the Owner. They can show ownership of the project property by either producing a Title Guaranty Certificate or a title opinion and/or documentation from the county recorder's office or the County Assessor's office. Land ownership in Iowa must be recorded in the county that the property resides with the recorder and the county assessor's office also lists ownership of land as a way of accurately taxing property owners.

Guidance for Multi-Family (Rental) Unit Production – w/Low Income Housing Tax Credits

- Submit your proposals to the IDED by no later than March 31, 2010.

  This CDBG Disaster Recovery activity will only be allowed for projects located in one of the 2008 Presidentially Declared Disaster Recovery Counties and is open to for-profit or non-profit multi-family (rental) housing developers to newly construct, rehabilitate, or convert multi-family rental dwelling units. Amount set aside for activity is $30,000,000.

  Applications may qualify as either: a) Replacing units lost; or b) Impact on area recovery.

  All individual projects must have written concurrence and acceptance of the project from the local government entity in which the project will be located.

  Applications will be reviewed on a date received basis, in consultation with the Iowa Finance Authority, and funded as they meet requirements for approval.

- This activity is limited to newly construct, rehabilitate, or convert multi-family housing.

- Definitions:

  "Adaptive Re-use" means those projects converting non-residential use structures or buildings into residential use structures or buildings.

  "Affordable Rental Units" means those units contained in the mortgaged property and contained in the agreement for covenants and restrictions that are occupied by low and moderate income persons or households at any given time. Affordable rental units (in the appropriate number as described later in these guidelines under the CDBG National Objective criteria) are to be retained at all times as affordable rental units throughout the period of affordability (15 or 30 years as required through the Low Income Housing Tax Credit Application) through income limitations of the tenants occupying those units and through rent limitations for the tenants occupying those units.

  "Crosscutting Regulations" means Federal regulations which have applicability across other Federal programs and include HUD's Lead Safe Housing Regulations, Rights and Fair Housing, Labor Standards for projects with 8 units or more, Acquisition and Relocation and are requirements of this program.

  "Project" means a site or sites together with any building or buildings located on a site or sites that are under common ownership, management, and financing and are to be assisted with CDBG Supplemental funds as a single undertaking, and includes all activities associated with the site(s) and building(s).

- Applicants, prior to application submission, need to determine the development team that will be involved in each project and prior to proposal submission to the IDED. Applicants will need to be able to convey the development team members and their respective roles and responsibilities in the proposed projects within the application submitted to the IDED. Development team members may include, but are not limited to:

  - Owner (or eventual owner);
  - Program administrator / overseer from start to finish, including throughout the prescribed period of affordability, if different from the owner;
  - Developer(s) and/or builder(s) of the multi-family (rental) housing;
  - Architectural / Engineering (A/E) or design services, as applicable;
  - Construction Lender(s);

- Permanent Lender(s), as applicable;
- Property Manager(s);
- Energy Rater/Consultant Firm;
- Other Team Members

- There is a maximum per project cap limitation of $3,000,000 on the CDBG Disaster Recovery funds.

- There is a maximum per unit development cost cap of $60,000 on the CDBG Disaster Recovery funds. The maximum per unit cost cap for adaptive re-use types of projects will be $66,000 on the CDBG Disaster Recovery funds.

- Any and all additional costs of the project above the stated CDBG Supplemental funds limitations of $3,000,000 shall come from other financial resources. Projects should reflect a Debt Service Coverage Ratio between 1.20 and 1.50 for the first fifteen years of affordability. All other necessary financial resources shall be committed and secured prior to the commitment of CDBG Supplemental funds to the rental project.

- CDBG National Objective - All assisted multi-family (rental) new production projects shall meet the national objective of "Primarily benefits persons of low and moderate income – Housing". Effectively, this means that no less than 51% of the rental units in an assisted rental project shall be occupied by persons or households whose incomes are at or below 80% of the area median income limits (LMI) by household size as established by HUD for the jurisdiction in which the rental project is located.
  - 51% of all rental units in the project (rounded up to the nearest whole number) shall be made available to and occupied by a low and moderate (LMI) tenant (e.g., in a thirty-two unit project, seventeen units shall be made available to and occupied by LMI tenants).

  - For rental projects that contain residential units of varying bedroom sizes, to the extent possible, the 51% criteria needs to be applied (i.e., a proportional share) to all sizes (number of bedrooms) of units.

  Scattered site projects accomplished as a single undertaking shall take into consideration the individual properties on the various sites when determining national objective compliance (i.e., the 51% criteria). Mixed use properties will be allowed under this activity under the following conditions:
  – A unique occupant (with unique EIN/Social Security Number) must occupy each of the applicable residential unit(s) and commercial unit(s).
  – Each unit must have a unique mailing address.
  – Each unit must have a separate entrance.
  – The Residential unit will be required to comply with all HUD rules and regulations (rent and income requirements).
  – The business unit will be subject to DOB processing.
  – Square footage of respective spaces (Rental vs Commercial/Business) must be documented. Costs for common space used by both entities (roof, hallways, maintenance space/equipment, etc.) must be allocated based on percent of square footage of each entity.

  Following the provision of CDBG Supplemental Funds assistance to a rental project, when all work has been completed and accepted and the forgivable loan and agreement for covenants and restrictions has been recorded; the 15 year or 30 year (as applicable) term of affordability begins. It is at this juncture (initial occupancy following the provision of assistance) that the appropriate number of units in the project needs to be occupied by the appropriate number of LMI tenants and the subsequent rents limited on those units.

- Projects constructed under this activity may result in mixed-income projects, in that, only a percentage (51%) of the total number of units are required to meet the activity income and rent requirements (i.e., the "assisted" units). In the design of projects under this activity, consideration needs to be given to keeping all units in the project, not just the assisted units, consistent with each other in terms of bedroom sizes, square footage, similar design features, similar amenities, etc. This will allow assisted property owners units to maintain the

required percentage of assisted units within the project and at the same time be able to use any of the units in the project to meet the required percentage. If unit design is not consistent, applications may be rejected; awards reduced and/or contain other restrictions to ensure appropriate use of funds for affordable units.

- Maximum (gross) rent limits on the CDBG Supplemental Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current LIHTC 60% rent limits.

- Rental property owners of CDBG Supplemental funds assisted rental projects shall agree to a 15 year or 30 year (as applicable) period of affordability in terms of tenant income restrictions (limitations) and through affordable rent limitations (controls) on all CDBG Supplemental funds assisted rental units (i.e., the affordable rental units) serving LMI tenants, maintaining the appropriate number of affordable rental units for the entire 15 year or 30 year (as applicable) period of affordability.

  Long-term affordability requirements shall be secured through an agreement for covenants and restrictions that ride with the assisted rental property owner's land.
  Throughout the period of affordability, assisted rental property owners shall ensure that the appropriate number of rental units remains affordable to, and are occupied by, income eligible and verified LMI tenants. All assisted rental units shall be subject to the maximum rent limitations (by bedroom size) applicable to all assisted rental units for the entire 15 year or 30 year (as applicable) period of affordability. Applicants will need to identify who will be responsible for the long-term affordability requirements and oversight for all funded new construction multi-family (rental) projects.
- Throughout the period of affordability, assisted rental property owners shall agree to periodic reporting requirements and compliance monitoring and/or inspections (for tenant incomes and rents on the affordable units, appropriate unit mix, property standards compliance, etc.).

- The CDBG Supplemental funds subsidy amount provided must be secured as a mortgage lien on the assisted multi-family property.

- The CDBG Supplemental funds forgivable loan may be recorded in junior position to the principal conventional loan (if there is one). Additionally, recipients must maintain their assistance security agreements in the above-stated recording position throughout the 15 year or 30 year (as applicable) period of affordability.

- Form of assistance – The form of financial assistance (CDBG funds) will be a 15 year or 30 year (as applicable) zero percent (0%) forgivable loan (non-receding), forgiven in full at the end of the 15 year or 30 year compliance period.

  Upon mutual agreement and consent between the IDED and the originally assisted rental property owner; the assisted rental project may be sold or transferred, but, only if the new purchaser agrees to continue with the terms of the forgivable loan agreement and the agreement for covenants and restrictions, to complete the remainder of the 15 year or 30 year (as applicable) period of affordability (tenant income and rent limitations on 51% of the rental units).

- Multi-family dwelling units under this activity shall not be constructed in a 100-year flood plain or within buy-out areas (those buying out properties in a 100-year flood plain), known or proposed. No adaptive re-use multi-family proposals located within the 100-year flood plain will be allowed under this activity.

- All multi-family units shall be designed and constructed in accordance with all locally adopted and enforced building codes and standards. In the absence of any locally adopted and enforced building codes or standards, the requirements for new construction will be based on the Iowa State Building Code. The requirements for conversion, rehabilitation and historic will be based upon the Iowa's Minimum Housing Rehabilitation Standards.

- It is the IDED's goal to utilize the CDBG Supplemental Funds in a manner that results in green-built, sustainable multi-family structures. All multi-family housing shall meet the requirements of the Iowa Green Streets Criteria. All proposals must submit a completed Green Development Plan and Checklist.

- Lots (land) on which to construct the multi-family housing proposed need to be identified and where possible site control (not ownership) obtained, prior to application submission, and be identified (property address and legal description) within the application. This is particularly important with regard to the requirements of the Iowa Green Streets Criteria.

- The owner and/or the developer / builder of the multi-family housing shall obtain their own construction financing.

- All Federal Crosscutting Regulations required under the CDBG Program Disaster Recovery Fund General Provisions Dated September 23, 2008 shall apply. See definition of Crosscutting Regulations.

- Environmental requirements under 24 CFR Part 50 and 24 CFR Part 58 shall apply. [Caution: Do not commit or expend funds before the environmental review is complete and a Request for Release of Funds (RROF) is submitted and a Release of Funds letter is issued by the State of Iowa. However, you may incur costs for those certain activities that are "exempt" from the environmental review requirements under 24 CFR Part 58.34. These costs include administration, environmental review, engineering and design. Costs for exempt activities may be incurred as of the date of this letter but cannot be reimbursed by IDED until execution of the contract.]

Disaster Recovery Rental Low Income Tax Credit Projects (08-DRRTC-2xx)

In May 2008 Iowa experienced a string of severe storms and flooding. In response the President declared a Presidential declaration for disaster FEMA-1763-DR-Iowa dated May 27, 2008, as amended, for Iowa Severe Storms, Tornadoes, and Flooding (May 27, 2008 and continuing). Congress passed the Supplemental Appropriations Act, 2008 (PUBLIC LAW 110–252—JUNE 30, 2008), which appropriated $300,000,000 in Community Development Block Grant (CDBG) funds related to disaster relief, long-term recovery, and restoration of infrastructure in areas covered by a declaration of major disaster under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.) as a result of natural disasters. The State of Iowa was allocated a total of $156,690,815 from that appropriation for recovery from the impacts of the severe storms, tornadoes, and flooding experienced in Iowa. This has a designation of State of Iowa, Action Plan 1.

Iowa received additional allocations of funds of $125,297,142 under the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act of 2009 (Pub. L. 110-329 – September 30, 2008). The State's plan for use of these funds was given in the original State of Iowa Action Plan # 2 for Disaster Recovery. Amendment # 4 to Action Plan # 2 provides for the distribution of the second round of the funds allocated to Iowa, $516,713,868, under the federal Act. Amendment # 8 to Action Plan #2 provides for the distribution of a third round of funds allocated to Iowa, which is made available under the Disaster Recovery Enhancement Fund of P.L. 110-329 for a Plan 2 total of $734,178,651.

In February 2009 the U.S. Department of Housing and Urban Development (HUD) granted a waiver to states to allow them to distribute its disaster funds to carry out activities directly rather that distribute all funds to units of local governments. This has allowed the State of Iowa to provide funds directly to for-profit and non-profit developers as well as traditional city and county governments (Federal Register / Vol. 74, No. 29/Friday, February 13, 2009/Notices page 7249).

In Amendment # 8, 2nd Plan 2, E. New Housing Production IEDA requested and received approval to amend the action to provide assistance to developers of new affordable rental and owner occupied. For new rental housing, priority was given to projects involving the disaster set-aside of the Low Income Housing Tax Credit program administered by the Iowa Finance Authority. 34 LIHTC projects were awarded a CDBG Disaster total of $39,231,654. The State of Iowa tracked the projects through its C.D.B.G. System, a Microsoft Access database. HUD used a system called the Disaster Recovery Grant Reporting System (DRGR) to track projects.

The 08-DRRTC-2xx projects were awarded as repayable loans and not forgivable loans because the funds must have the character of a repayable loan in order to count as basis for the Low Income Housing Tax Credits. The CDBG Disaster Recovery loan terms for the DRRTC match the affordability period of the tax credit component of the projects which are 30 years in the majority of cases with the exception of 08-DRRTC-224 Des Moines Leased Housing Assoc VII, LP, 08-DRRTC-225 Des Moines Leased Housing Assoc VII, LP and 08-DRRTC-226 Des Moines Leased Housing Assoc VII, LP that have terms of affordability that expires after 35 years or on February 1, 2048 which is also the date that loan matures. All loans are at 0%, deferred interest. Starting in 2040 loans will be coming due and IEDA at the time will start to receive the repayments of the total loan principle at the end of each project's the term of affordability and the date found on the Amortization Schedule, Exhibit C. Upon repayment of the loans the mortgage and covenants and restrictions may be released.

The total amount of funds that are to be repaid is **$39,231,654** and each project is required to repay their entire loan principle. **The returned funds retain their identity as federal CDBG funds and can only be used CDBG eligible projects as defined by HUD**. Please contact HUD for instructions on tracking these funds through DRGR, Integrated Disbursement and Information System (used by HUD to track regular CDBG funds), or the successor system HUD is using in 2040.

Single-Family Unit Production – New Construction – Round #3
"Attachment L" to the DRH Contract

- All eleven CDBG Disaster Recovery Housing Recipients are being provided funds to newly construct single-family dwelling units within your jurisdictions. Funding for Round #3 of this activity totals $25,000,000 and will be allocated to recipients per the allocation formula conveyed in correspondence from the IDED dated August 18, 2010. An amount "up to" these allocation amounts will be amended into recipient contracts following receipt, review and approval of recipient's development plans that will be prepared based on the allocation formula amounts.

- For the expanded COG regions, this activity will only be allowed in incorporated communities within your jurisdictions. The expanded COG regions will need to determine where best (within your jurisdictions) to construct single-family housing. Consideration (even prioritization) should be given to conducting this activity within communities that have, or will have, FEMA and/or CDBG funded buyouts occurring.

- If the recipient participated in the CDBG buyout funded with Disaster Recovery funds and plans to redevelop these properties on the 500 year flood plain you must meet either the LMI or Slum and Blight national objective prior to redevelopment. In order to meet the slum and blight national objective the recipient must follow the criteria in 24 CFR 570.483 (c)(1).

- Based on the formula allocation budget amount, recipients are to prepare and submit for our review and approval a detailed development plan for this activity. Development plans shall minimally detail all of the following:
  - Unit by unit specifics, including but not limited to: unit size (square footage); style of unit (e.g., ranch, two-story; story and one half, etc.); stick-built or manufactured housing; single-family detached or condominium style descriptions; number of bedrooms, number of bathrooms; full basements, crawl spaces or slab on grades; other amenities; Iowa Green Streets Criteria compliance, as applicable (green development plan and checklist); total development cost (which needs to be the same as the sales price or the appraised fair market value, whichever is less); identification of the CDBG-DR 25% subsidy amount based on the total project cost; developer or builder identification; location of the unit (address and/or legal description); developers fee; etc.;
  - A summary of the above, project by project / builder by builder / location by location and a grand total summary depicting total project development costs;
  - Project delivery costs. Define what this entails, cost, and by whom project delivery costs will be performed and incurred;
  - Final total project development costs (for budget summary) depicting the total CDBG-DR subsidy amounts requested for the units to be constructed; the total project delivery costs (all units); a calculation of the general administration funds amount based on the above; and a grand total of CDBG-DR funds.
- Submission of development plans to the IDED are due by no later than October 15, 2010, but may be submitted earlier. Development plans need to be complete and accurate. The IDED will require a minimum of 30 days for its review and approval of individual development plans. It is the IDED's goal to approve all development plans and have activity funds amended into contracts ahead of the 2010 construction season.

- Recipients will have until December 31, 2012 to have all single-family dwelling units funded under this activity under construction.

- Recipients need to determine the development team members that will be involved in this activity (project by project, if more than one, within your jurisdictions) prior to the recipient's development plan submission to the IDED. You will need to be able to convey within your development plans all of the development team members and their respective roles and responsibilities in the proposed projects. Development team members may include, but are not limited to:
  - Program administrator / overseer;

- Builder(s) or developer(s) of the single-family housing;
- Architectural / Engineering (A/E) or design services, as applicable;
- Lender(s) and Loan Closer(s);
- Energy Rater firm(s);
- Realtor(s), if involved;
- Monitoring of assisted properties during the five year affordability period;
- Etc.

- This activity is limited to newly constructed single-family / single unit dwelling units. Manufactured single-family dwelling units are permissible providing they are affixed to a permanent foundation and will be taxed as real property upon completion. Condominium style single-family projects for individual homeownership are also permissible.

- Builders and developers selected for participation under these proposals should offer a variety of types and styles of housing, various sizes (square footage) and units with various numbers of bedrooms and bathrooms; all within the per unit project cost limitations. Development plans will need to be specific project by project and collective of all projects and units.

- Newly constructed single-family units under this activity (these development plans) shall be made available for sale only to persons or households whose incomes are at or below the median (100%) income limits as established by HUD, by county and by household size. Additionally, one-half of all newly constructed single-family units constructed under this activity (these development plans) shall be made available for sale only to persons or households whose incomes are at or below 80% of the median income limits as established by HUD, by county and by household size.

- There is a maximum per unit development cost cap of $180,000. For one half of all single-family units constructed under this activity, there is a maximum per unit development cost cap of $150,000.

- If the above criteria (requiring that one-half of all units constructed be held to $150,000 per unit in project development costs) cannot be achieved with funds allocated (per the August 18, 2010 allocation formula), recipients will have one of two options:
  - Propose an alternative(s) to newly constructed single-family housing, such as newly constructed multi-family housing. Any alternative housing activities proposed must, however, meet the CDBG-DR requirements and limitations of those activities. Funding for any alternative activity will be need to come from the funding amount allocated under the August 18, 2010 Single –Family Unit Production – New Construction Round #3 formula allocation. Development plans will have to clearly define all such proposed alternatives; or
  - Accept a twenty-five (25%) reduction to the formula allocation amount provided, and subsequently reduce the total scope and overall production unit numbers that can be achieved. Note, however, that one-half of the units to be produced (i.e., the reduced number of units within the reduced allocation amount) must still be held to a maximum per unit development cost cap of $150,000, and one-half of these units must be made available for sale only to persons or households whose incomes are at or below 80% of the median family income limits as established by HUD, by county and by household size.

  If the $150,000 per unit cost cap on one-half of the units still cannot be achieved, funds from the reduced allocation amount may be used for lot cost buy-downs to assist with the overall reduction of the total project development cost limitation. Development plans will need to clearly convey the details of proposed lot buy-downs.

- Infrastructure in support of single-family housing development or redevelopment. The IDED recognizes that lots on which to construct single-family housing under this activity may not be readily available. Some communities may need to develop building lots or develop, even create subdivisions with multiple lots. Some communities, those with buyouts of 500-year flood plains are desirous of redeveloping areas or neighborhoods.

Under this activity and within the formula allocation amount to be provided, the IDED will allow up to one-half of the allocated funds to be used for infrastructure in support of housing. Details, restrictions, limitations and guidance on the infrastructure in support of housing are placed at the end of this Attachment.

- There is a maximum per unit CDBG-DR acquisition subsidy investment cap of 25% of the per unit development cost cap, unit by unit.

- Assistance under this activity is provided as acquisition assistance (downpayment or mortgage buy-down) invested into individual projects at the assisted homebuyer's individual principal loan closing. Assistance under this activity will not be allowed to be combined with Federal Jumpstart Homebuyer Assistance or State Jumpstart Downpayment Assistance or Single Family Unit Production – New Construction from the first round of funding on the same dwelling unit or to the same person / household (homebuyer) served.

- Effectively, the CDBG-DR funds, provided as acquisition subsidies, are used to buy-down the cost-to-construct, including the land on which it is constructed, to an affordable sales price and an affordable loan amount for income eligible homebuyers.

- Recipients will be allowed to use CDBG-DR funds for reasonable, usual and customary buyer's side closing costs in an amount not to exceed 3% of the unit purchase price. Buyer's side closing costs, if locally allowed, shall be deducted from the 25% acquisition subsidy limitation, subsequently reducing the acquisition subsidy amount down to as low as 22% of the per unit development cost cap. Development plans will need to address whether or not buyer's side closing costs will be allowed to be paid for with CDBG-DR funds, and will need to describe what will be considered as allowable buyer's side closing costs.

- Newly constructed single-family dwelling units under this activity shall not be constructed in a 100-year flood plain or within buy-out areas, known or proposed. The exception to the buyout area limitation is that the IDED will allow units to be constructed in buyout areas located in the 500-year flood plain that are specifically being bought out for the designated purpose of redevelopment and approved for such in the CDBG-DR funded buyouts.

- All newly constructed single-family units shall be designed and constructed in accordance with all locally adopted and enforced building codes and standards. In the absence of any locally adopted and enforced building codes or standards, the requirements of the Iowa State Building Code shall apply.

- It is the IDED's goal to utilize the CDBG-DR funds in a manner that results in green-built, sustainable single-family structures.

  For all available in-fill lots and all available (currently existing) sub-division lots for single-family construction under this activity, all newly constructed single-family housing should, to the extent possible, meet the requirements of the Iowa Green Streets Criteria (particularly structure design considerations, not necessarily site related aspects).

  For newly created sub-division lots (including approved redevelopment areas) created specifically for this activity and made available for single-family construction under this activity, meeting the Iowa Greens Streets Criteria is required (unit design considerations and site related considerations). The Iowa Green Streets Criteria green development plan and checklist shall be submitted for all such units within respective development plan submissions.

- Lots (land) on which to construct the single-family housing proposed needs to be identified and conveyed within development plan submissions (addresses and/or legal descriptions, all individual lots). Where possible site control needs to be obtained by the builders or developers of this single-family housing prior to development plan submission.

Where a new sub-division or newly created lots are proposed within development plan submissions, all details will also need to be submitted, including but not limited to: land acquisition costs; ownership of the development site(s); site preparation needs; infrastructure needs; zoning; timing; etc.
Redevelopment areas (bought out 500-year floodplain areas) will also need to address the above-stated details within development plans. In this scenario, the community where the buyout has occurred or will occur will be the owner of such lots for single-family construction. Details need to be provided depicting the transferring of acquired lots to builders / developers of single-family housing under this activity.

- Recipients will be allowed general administrative funds not-to-exceed two percent (2%) of the activity allocation amount (calculated by considering the total of all project-related costs as ninety-eight percent of the total amount).

- Recipients will be allowed "project delivery costs" in an amount not-to-exceed $5,000 per unit. Per unit project delivery costs may be included on top of (in excess of) individual project development costs. Project delivery costs include, but are not limited to:
  - Marketing of the activity and individual newly constructed units (if not the individual builder's or developer's responsibility);
  - Oversight / coordination of the development team members and their roles and responsibilities, unit by unit and project by project;
  - Homebuyer application intake;
  - Income eligibility determination and verification;
  - Pre-qualification or pre-approval of homebuyers if you chose to do so;
  - Construction oversight and coordination, as applicable;
  - Participation in individual mortgage loan closings;
  - Etc.
  - NOTE: Certain builder / developer costs that are eligible project delivery costs, such as design costs, energy rating costs and seller's side real estate commission fees should be compensated by (built into) the builder's / developer's fee rather than the project delivery costs that are capped at $5,000 per unit, since the IDED is allowing a builder / developer fee of up to 15% of the individual project development costs.
- Development plans shall identify, for participation in this activity, at least three regulated lenders and obtain from them a commitment of their willingness to participate. There needs to be adequate lender choice opportunities available to assisted homebuyers. Individual principal mortgage loans may then be tailored around the participating lender's underwriting criteria and the loan products offered by these lender(s).

- Participating lenders shall offer principal loan products that minimally meet the following criteria:
  - Loan interest rates cannot be higher than four percentage points above the federal prime interest rate at the time of loan commitment;
  - Loan-to-value ratios (LVRs) at 75% (as the CDBG-DR funds will be used to subsidize 25% of the per unit development cost);
  - No less than a 15-year, fully amortized, fixed-rate mortgage may be used (early pay-off provisions must be allowed); and
  - No adjustable rate mortgages or balloon payment types of mortgages will be allowed.
- The participating builder(s) of the single-family housing under this activity shall obtain their own construction financing for all dwelling units they construct.

- Builders will be allowed a builders fee (overhead and profit) not-to-exceed fifteen percent of the cost of construction, each individual dwelling unit. Builder's fees shall be included within the total cost to construct and contained within the per unit development cost limitations.

- All assisted persons or households (homebuyers) must be able to support a mortgage (at or greater than the bought-down / subsidized purchase price), documented with a firm loan commitment prior to committing CDBG-DR acquisition subsidies.

- Homebuyer purchased properties under this activity must result in ownership in the form of fee simple title or 99-year leasehold. Condominium single-family structures shall have deed restrictions or covenants in place prior to sale regarding this type of ownership.

- The CDBG-DR funds subsidy amounts provided to assisted homebuyers (not including project delivery costs or general administration) must be secured as a mortgage lien on the assisted homebuyer's purchased property behind (recorded in junior position) the principal lender's mortgage loan. The assistance (acquisition subsidy) shall be provided as a five-year receding forgivable loan. Payback of funds will be required if the assisted homebuyer sells, vacates, rents or abandons their purchased property any time within the five year period.

- With the exception of a Habitat for Humanity principal loan product (where there are typically two principal mortgages involved), the principal mortgage loan must be the only repayable loan in all individual homebuyer assistance projects under these proposals.

- The CDBG-DR funds forgivable loan may be recorded in junior position to the principal loan, but must be recorded in senior position to any and all other funding in all projects (with the exception of a Habitat for Humanity loan). Additionally, recipients must maintain their assistance security agreements in the above-stated recording position throughout the five-year period, and will not be allowed to subordinate the required recording position to any other forms of assistance, such as refinancing or home equity loans for the five-year period.

- The new construction must meet either the CDBG National objective of primarily benefiting low and moderate income persons which means that 51% of those benefiting must be at or below 80% of the median family income or if a part of the CDBG funded buyout and redeveloping property on the 500 year flood plain aid in the prevention or elimination of slums and blight. To address this objective, the application must document the extent or seriousness of deterioration in the area to be assisted, showing a clear adverse effect on the well-being of the area or community and illustrating that the proposed activity will alleviate or eliminate the conditions causing the deterioration.

Infrastructure in support of Housing – New Housing Production (Single-Family)

- This activity will include the construction of certain infrastructure to support new single-family construction. This will include streets, sewer and water extensions to serve the area(s) to be developed.
- The required development plan must include a detailed cost for the new infrastructure and a map of the proposed area to be developed. The development plan must also include commitments for the construction of all other utilities (e.g., gas, electricity, telephone, cable, etc.) These utilities are not considered as eligible activities under the infrastructure in support of housing.
- The local government, in which the infrastructure in support of new housing is proposed, will be the applicant for these funds. Applicants seeking infrastructure in support of housing will be required to justify the need for the infrastructure and provide appropriate documentation to support the need.
- In the expanded COG regions, awards for infrastructure in support of housing will be made to the local government where the housing development will be located, and a separate contract between the IDED and the local government will be required for the infrastructure component. Awards to the cities of Cedar Falls, Cedar Rapids, Des Moines, Iowa City and Waterloo that are direct applicants will receive a single contract and the infrastructure will be included in the housing development activity.
- For newly developed areas such as new subdivisions that will yield multiple lots for single family unit development, the infrastructure extensions and expansions must be "specific" only to the lots/area being developed for the Single-Family Unit Production – New Construction – Round #3 activity. The infrastructure must also be designed and sized appropriately only to those lots/areas being developed for the activity to avoid over-building or building for future development.

Multi-Family (Rental) Unit Production – New Construction – Round #3
"Attachment M" to the DRH Contract

Any of the IDED's eleven CDBG Disaster Recovery Housing Recipients and any of the following five CDBG Entitlement Cities: Ames; Council Bluffs; Davenport; Dubuque and West Des Moines, may apply for this activity on behalf of for-profit or non-profit multi-family (rental) housing developers to newly construct multi-family rental dwelling units within their jurisdictions. This activity's funding will only be allowed for projects located in one of the presidentially declared disaster recovery counties.

Applications may qualify as either: a) Replacing units lost; or b) Impact on area recovery.

More than one application (proposed project) may be submitted under the "replacing units lost" category (see distribution discussion below), however, applications, project-by-project, need to be submitted individually. For the expanded COG regions, this activity will only be allowed in incorporated communities within your jurisdiction. All individual projects must have written concurrence and acceptance of the project from the local government entity in which the project will be located.

Submit your proposals to the IDED by no later than November 15, 2010.

- Distribution of awards under this activity will be as follows. No more than one project per applicant will be funded under the "Impact on Area Recovery" category. Multiple projects may be funded under the "Replacing units lost" category provided they qualify (in terms of documented replacement housing need). Applications may be prioritized according to such factors as: a) affordability; b) sustainability; c) need (market); d) the project's relationship to the disasters of 2008; and e) other factors, if necessary, because of funding limitations and/or the overall goal to ensure availability of this activity across all affected areas of the State of Iowa. Otherwise, Applications will be reviewed on a date received basis and funded as they meet requirements for approval. The IDED may require (and at our discretion) a market study to be conducted to support the claimed need for a proposed project (including such factors as location, size of rental units, number of rental units, rent structure, etc.). Required market studies will be at the applicant's expense.

- In the event that application requests exceed the amount of funds available, the CDBG Disaster Recovery Housing Funds will be prorated among the applications.

- This activity is limited to newly-constructed multi-family housing. This activity does not include those projects for which low income housing tax credits are also sought or that comprise any portion of the financial resources of the proposed project's budget.

- Definitions:

  "Adaptive Re-use" For purposes of this guidance for this activity, adaptive re-use proposals (i.e., those projects converting non-residential use structures or buildings into residential use structures or buildings) will be considered as new construction, and therefore eligible under this activity.

  "Affordable Rental Units" means those units contained in the mortgaged property and contained in the agreement for covenants and restrictions that are occupied by low and moderate income persons or households at any given time. Affordable rental units (in the appropriate number as described later in these guidelines under the CDBG National Objective criteria) are to be retained at all times as affordable rental units throughout the period of affordability (10 years) through income limitations of the tenants occupying those units and through rent limitations for the tenants occupying those units.

"Project" - means a site or sites together with any building or buildings located on a site or sites that are under common ownership, management, and financing and are to be assisted with CDBG Supplemental funds as a single undertaking, and includes all activities associated with the site(s) and building(s).

- Applicants, prior to application submission, need to determine the development team that will be involved in each project and prior to proposal submission to the IDED. Applicants will need to be able to convey the development team members and their respective roles and responsibilities in the proposed projects within the application submitted to the IDED. Development team members may include, but are not limited to:

  - Owner (or eventual owner);
  - Program administrator / overseer from start to finish, including throughout the prescribed period of affordability, if different from the owner;
  - Developer(s) and/or builder(s) of the multi-family (rental) housing;
  - Architectural / Engineering (A/E) or design services, as applicable;
  - Construction Lender(s);
  - Permanent Lender(s), as applicable;
  - Property Manager(s);
  - Energy Rater firm;
  - Etc.

- There is a maximum per project cap limitation of $6,000,000 on the CDBG Disaster Recovery funds. The Recipient shall determine the per unit cost cap limitation, for each project, if any.

- A CDBG Disaster Recovery Housing Recipient must provide a 20% match, to the CDBG funds, as a Source of Funds for the project. These funds must be committed by Resolution and examples of the match include but are not limited to Tax Abatement, HOME, TIF.

- Any and all additional costs of the project above the stated CDBG Supplemental funds limitations of $6,000,000 shall come from other financial resources. Projects should reflect a Debt Service Coverage Ratio between 1.15 and 1.35 for the ten years of affordability. All other necessary financial resources shall be committed and secured prior to the commitment of CDBG Supplemental funds to the rental project.

- CDBG National Objective - All assisted multi-family (rental) new production projects shall meet the national objective of "Primarily benefits persons of low and moderate income – Housing". Effectively, this means that no less than 51% of the rental units in an assisted rental project shall be occupied by persons or households whose incomes are at or below 80% of the area median income limits (LMI) by household size as established by HUD for the jurisdiction in which the rental project is located. No mixed-use type of projects will be allowed under this activity.

  - 51% of all rental units in the project (rounded up to the nearest whole number) shall be made available to and occupied by a low and moderate (LMI) tenant (e.g., in a thirty-two unit project, seventeen units shall be made available to and occupied by LMI tenants).
  - For rental projects that contain residential units of varying bedroom sizes, to the extent possible, the 51% criteria needs to be applied (i.e., a proportional share) to all sizes (number of bedrooms) of units.

  Scattered site projects accomplished as a single undertaking shall take into consideration the individual properties on the various sites when determining national objective compliance (i.e., the 51% criteria).

  Following the provision of CDBG Supplemental Funds assistance to a rental project, when all work has been completed and accepted and the forgivable loan and agreement for covenants and restrictions has been recorded; the 10-year term of affordability begins. It is at this juncture (initial occupancy following the

provision of assistance) that the appropriate number of units in the project needs to be occupied by the appropriate number of LMI tenants and the subsequent rents limited on those units.

- Projects constructed under this activity will likely result in mixed-income projects, in that, only a percentage of the total number of units are required to meet the activity income and rent requirements (i.e., the "assisted" units). In the design of projects under this activity, consideration needs to be given to keeping all units in the project, not just the assisted units, consistent with each other in terms of bedroom sizes, square footage, similar design features, similar amenities, etc. This will allow assisted property owners units to maintain the required percentage of assisted units within the project and at the same time be able to use any of the units in the project to meet the required percentage. If unit design is not consistent, applications may be rejected; awards reduced and/or contain other restrictions to ensure appropriate use of funds for affordable units.

- Maximum (gross) rent limits on the CDBG Supplemental Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current HOME Program 65% rent limits.

- Rental property owners of CDBG Supplemental funds assisted rental projects shall agree to a 10-year period of affordability in terms of tenant income restrictions (limitations) and through affordable rent limitations (controls) on all CDBG Supplemental funds assisted rental units (i.e., the affordable rental units) serving LMI tenants, maintaining the appropriate number of affordable rental units for the entire 10-year period.

  Long-term affordability requirements shall be secured through an agreement for covenants and restrictions that ride with the assisted rental property owner's land.

  Throughout the period of affordability, assisted rental property owners shall ensure that the appropriate number of rental units remains affordable to, and are occupied by, income eligible and verified LMI tenants. All assisted rental units shall be subject to the maximum rent limitations (by bedroom size) applicable to all assisted rental units for the entire 10-year period of affordability. Applicants will need to identify who will be responsible for the long-term affordability requirements and oversight for all funded new construction multi-family (rental) projects.

- Throughout the period of affordability, assisted rental property owners shall agree to periodic reporting requirements and compliance monitoring and/or inspections (for tenant incomes and rents on the affordable units, appropriate unit mix, property standards compliance, etc.).

- The CDBG Supplemental funds subsidy amount provided must be secured as a mortgage lien on the assisted multi-family property.

- The CDBG Supplemental funds forgivable loan may be recorded in junior position to the principal conventional loan (if there is one), but must be recorded in senior position to any and all other funding in the project. Additionally, recipients must maintain their assistance security agreements in the above-stated recording position throughout the 10-year period.

- Form of assistance – The form of financial assistance (CDBG funds) will be a 10-year forgivable loan (non-receding), forgiven in full at the end of the 10-year compliance period. If the assisted rental project is sold or transferred, or converted to an alternate (non-residential) use, during the 10-year period following completion and acceptance, the entire amount of the CDBG forgivable loan shall be repaid.

  Upon mutual agreement and consent between the IDED and the originally assisted rental property owner; the assisted rental project may be sold or transferred, but, only if the new purchaser agrees to continue with the terms of the forgivable loan agreement and the agreement for covenants and restrictions, to complete the remainder of the10-year affordability period (tenant income and rent limitations on 51% of the rental units).

- Newly constructed multi-family dwelling units under this activity shall not be constructed in a 100-year flood plain or within buy-out areas (those buying out properties in a 100-year flood plain), known or proposed. No adaptive re-use multi-family proposals located within the 100-year flood plain will be allowed under this activity.

- All newly constructed multi-family units shall be designed and constructed in accordance with all locally adopted and enforced building codes and standards. In the absence of any locally adopted and enforced building codes or standards, the requirements of the Iowa State Building Code shall apply.

- It is the IDED's goal to utilize the CDBG Supplemental Funds in a manner that results in green-built, sustainable multi-family structures. All newly constructed multi-family housing shall meet the requirements of the Iowa Green Streets Criteria. All proposals must submit a completed Green Development Plan and Checklist.

- Lots (land) on which to construct the multi-family housing proposed need to be identified and where possible site control (not ownership) obtained, prior to application submission, and be identified (property address and legal description) within the application. This is particularly important with regard to the requirements of the Iowa Green Streets Criteria.

- Recipients may be allowed general administrative funds in an amount not-to-exceed two percent (2%) of the total award (calculated by considering the total of all project-related costs as ninety-eight percent of the total award).

- The owner and/or the developer / builder of the newly constructed multi-family housing shall obtain their own construction financing.

- Developers / builders will be allowed a combined developers fee and/or builders fee (overhead and profit) not-to-exceed twelve percent of the total cost of construction.

- Program Income does not pertain to those sub-recipients of rental construction or rehabilitation that can certify that the they are a for-profit entity and that they own the funded project with no portion of the project being leased to the sub-recipient by a third party. They can show for-profit status by completing the Department's Certificate of the Developer. They can show ownership of the project property by either producing a Title Guaranty Certificate or a title opinion and/or documentation from the county recorder's office or the County Assessor's office. Land ownership in Iowa must be recorded in the county that the property resides with the recorder and the county assessor's office also lists ownership of land as a way of accurately taxing property owners.

Single-Family Unit Production – New Construction – Round #4

"Attachment N" to the DRH Contract

- All participating CDBG Disaster Recovery Housing Recipients are being provided funds for new construction/gut reconstruction of single-family dwelling units within your jurisdictions. Funding for Round #4 of this activity totals $25,000,000 and will be allocated to participating recipients per the allocation formula attached. An amount "up to" these allocation amounts will be amended into recipient contracts following receipt, review and approval of recipient's development plans that will be prepared based on the allocation formula amounts.

- For the expanded COG regions, this activity will only be allowed in incorporated communities within your jurisdictions. The expanded COG regions will need to determine where best (within your jurisdictions) to construct single-family housing. Consideration (even prioritization) should be given to conducting this activity within communities that have acquired lots with FEMA and/or CDBG buyout funds.

- Based on the formula allocation budget amount, recipients are to prepare and submit for our review and approval a detailed development plan for this activity. Development plans shall minimally detail all of the following:

  - Unit by unit specifics, including but not limited to: unit size (square footage); style of unit (e.g., ranch, two-story; story and one half, etc.); stick-built, manufactured housing or gut reconstruction; single-family detached or condominium style descriptions; number of bedrooms, number of bathrooms; full basements, crawl spaces or slab on grades; other amenities; Iowa Green Streets Criteria compliance, as applicable (green development plan and checklist); total development cost (which needs to be the same as the sales price or the appraised fair market value, whichever is less); identification of the CDBG-DR 25% subsidy amount based on the total development cost; developer or builder identification; location of the unit (address and/or legal description); developers fee (up to 15% of the price of the house unless the lot is provided by the city—if the city provides the lot, the developers fee will be 15% of the cost of the house minus the value of the lot).
  - A summary of the above, project by project / builder by builder / location by location and a grand total summary depicting total project costs;
  - Project delivery costs. Define what this entails, cost, and by whom project delivery costs will be performed and incurred (project delivery costs cannot exceed $5,000 per unit);
  - Final total project development costs (for budget summary) depicting the total CDBG-DR subsidy amounts requested for the units to be constructed; the total project delivery costs (all units); a calculation of the general administration funds amount based on the above; and a grand total of CDBG-DR funds.

- Submission of development plans to the IEDA are due by no later than February 29, 2012, but may be submitted earlier. Development plans need to be complete and accurate. The IEDA will require a minimum of 30 days for its review and approval of individual development plans. It is the IEDA's goal to approve all development plans and have activity funds amended into contracts ahead of the 2012 construction season.

- Recipients will have until March 15, 2013 to have all single-family dwelling units funded under this activity under construction.

- Recipients need to determine the development team members that will be involved in this activity (project by project, if more than one, within your jurisdictions) prior to the recipient's development plan submission to the IEDA. You will need to be able to convey within your development plans all of the development team members

and their respective roles and responsibilities in the proposed projects. Development team members may include, but are not limited to:

- Program administrator / overseer;
- Builder(s) or developer(s) of the single-family housing;
- Architectural / Engineering (A/E) or design services, as applicable;
- Lender(s) and Loan Closer(s);
- Energy Rater firm(s);
- Realtor(s), if involved;
- Monitoring of assisted properties during the five year affordability period;
- Etc.

- This activity is limited to newly constructed or gut reconstruction of single-family / single unit dwelling units. Manufactured single-family dwelling units are permissible providing they are affixed to a permanent foundation and will be taxed as real property upon completion. Condominium style single-family projects for individual homeownership are also permissible.

- Gut reconstruction – regardless of year the house was built, gut rehab will be "down to the studs renovation." All houses must be up to code standards. If the woodwork is historic and salvageable, it may be retained for reuse, but not drywall.

- Development plans will need to be specific project by project and include all projects and units.

- Houses built under this activity shall be made available for sale only to persons or households whose incomes are at or below the median (80%) income limits as established by HUD, by county and by household size.

- There is a maximum per unit development cost cap of $150,000.

- If the above criteria cannot be achieved with funds allocated, recipients will have one of two options:

  - Propose an alternative(s) to newly constructed single-family housing, such as newly constructed multi-family housing, such as condos. Remember that this is a homeownership program, so "rental" new construction is not allowed. Condominium style single-family projects for individual homeownership are permissible.

    - Any alternative housing activities proposed must, however, meet the CDBG-DR requirements and limitations of those activities. Funding for any alternative activity needs to come from the funding amount allocated under this Single –Family Unit Production – New Construction Round #4 formula allocation. Development plans will have to clearly define all such proposed alternatives; or

    - Accept a twenty-five (25%) reduction to the formula allocation amount provided, and subsequently reduce the total scope and overall production unit numbers that can be achieved. The reduced number of units within the reduced allocation amount must still be held to a maximum per unit development cost cap of $150,000, and must be made available for sale only to persons or households whose incomes are at or below 80% of the median family income limits as established by HUD, by county and by household size. Funds from the

reduced allocation amount may be used for lot cost buydowns. Development plans will need to clearly convey the details of proposed lot buydowns.

- ***Infrastructure in support of single-family housing development or redevelopment***. The IEDA recognizes that lots on which to construct single-family housing under this activity may not be readily available. Some communities may need to develop building lots or develop, even create, subdivisions with multiple lots. Some communities, those with buyouts of 500-year flood plains, are desirous of redeveloping areas or neighborhoods.
  Under this activity and within the formula allocation amount to be provided, the IEDA will allow up to one-half of the allocated funds to be used for infrastructure in support of housing. Details, restrictions, limitations and guidance on the infrastructure in support of housing are placed at the end of these guidelines.

- There is a maximum per unit CDBG-DR downpayment or mortgage buydown cap of 25% of the sales price or appraised fair market value (whichever is less) to the homebuyer.

- Assistance under this activity is provided as downpayment or mortgage buy-down at the assisted homebuyer's individual principal loan closing. Assistance under this activity will not be allowed to be combined with Federal Jumpstart Homebuyer Assistance or State Jumpstart Downpayment Assistance or Single Family Unit Production – New Construction from the other rounds of funding on the same dwelling unit or to the same person / household (homebuyer) served.

- Effectively, the CDBG-DR funds are used to buy-down the cost-to-construct, including the land on which it is constructed, to an affordable sales price and an affordable loan amount for income eligible homebuyers.

- Recipients will be allowed to use CDBG-DR funds for reasonable, usual and customary buyer's side closing costs in an amount not to exceed 3% of the unit purchase price. Buyer's side closing costs, if locally allowed, shall be deducted from the 25% subsidy limitation, subsequently reducing the subsidy amount down to as low as 22% of the per unit development cost cap. Development plans will need to address whether or not buyer's side closing costs will be allowed to be paid for with CDBG-DR funds, and will need to describe what will be considered as allowable buyer's side closing costs.

- Newly constructed/gut reconstruction single-family dwelling units under this activity shall not be constructed in a 100-year flood plain or within buy-out areas, known or proposed. The exception to the buyout area limitation is that the IEDA will allow units to be constructed in buyout areas located in the 500-year flood plain that are specifically being bought out for the designated purpose of redevelopment and approved for such in the CDBG-DR funded buyouts.

- All newly constructed single-family units shall be designed and constructed in accordance with all locally adopted and enforced building codes and standards. In the absence of any locally adopted and enforced building codes or standards, the requirements of the Iowa State Building Code shall apply.

- It is the IEDA's goal to utilize the CDBG-DR funds in a manner that results in green-built, sustainable single-family structures.
  For all available in-fill lots and all available (currently existing) sub-division lots for single-family construction under this activity, all newly constructed single-family housing should, to the extent possible, meet the requirements of the Iowa Green Streets Criteria (particularly structure design considerations, not necessarily

site related aspects).
For newly **created** sub-division lots (including approved redevelopment areas) created specifically for this activity and made available for single-family construction under this activity, meeting the Iowa Greens Streets Criteria is required (unit design considerations and site related considerations). The Iowa Green Streets Criteria "green development plan and checklist" shall be submitted for all such units within respective development plan submissions.

- Lots (land), on which to construct the single-family housing proposed, need to be identified and conveyed within development plan submissions (addresses and/or legal descriptions, all individual lots). Where possible site control needs to be obtained by the builders or developers of this single-family housing prior to development plan submission.
  Where a new sub-division or newly created lots are proposed within development plan submissions, all details will also need to be submitted, including but not limited to: land acquisition costs; ownership of the development site(s); site preparation needs; infrastructure needs; zoning; timing; etc.
  Redevelopment areas (bought out 500-year floodplain areas) will also need to address the above-stated details within development plans. In this scenario, the community where the buyout has occurred or will occur will be the owner of such lots for single-family construction. Details need to be provided depicting the transferring of acquired lots to builders / developers of single-family housing under this activity.
  In the case of gut reconstruction, site control is required either by the developer or the city.

- Recipients will be allowed general administrative funds not-to-exceed two percent (2%) of the activity allocation amount (calculated by considering the total of all project-related costs as ninety-eight percent of the total amount).

- Recipients will be allowed "project delivery costs" in an amount not-to-exceed $5,000 per unit. Per unit project delivery costs may be included on top of (in excess of) individual project development costs. Project delivery costs include, but are not limited to:

  - Marketing of the activity and individual newly constructed units (if not the individual builder's or developer's responsibility);
  - Oversight / coordination of the development team members and their roles and responsibilities, unit by unit and project by project;
  - Homebuyer application intake;
  - Income eligibility determination and verification;
  - Pre-qualification or pre-approval of homebuyers if you chose to do so;
  - Construction oversight and coordination, as applicable;
  - Participation in individual mortgage loan closings;
  - Etc.
    NOTE: Since the IEDA is allowing a builder / developer fee of up to 15% of the price of the house ; design costs, energy rating costs and seller's side real estate commission fees should be compensated for (built into) the builder's / developer's fee rather than the project delivery costs that are capped at $5,000 per unit.

- Development plans shall identify, for participation in this activity, at least three regulated lenders and obtain from them a commitment of their willingness to participate. There needs to be adequate lender choice opportunities available to assisted homebuyers. Individual principal mortgage loans may then be tailored around the participating lender's underwriting criteria and the loan products offered by these lender(s).

- Participating lenders shall offer principal loan products that minimally meet the following criteria:

- Loan interest rates cannot be higher than four percentage points above the federal prime interest rate at the time of loan commitment;
- Loan-to-value ratios (LVRs) at 75% (as the CDBG-DR funds will be used to subsidize 25% of the per unit development cost);
- No less than a 15-year, fully amortized, fixed-rate mortgage may be used (early pay-off provisions must be allowed); and
- No adjustable rate mortgages or balloon payment types of mortgages will be allowed.

- The participating builder(s) of the single-family housing under this activity shall obtain their own construction financing for all dwelling units they construct.

- Builders will be allowed a builders fee (overhead and profit) not-to-exceed fifteen percent of the cost of construction, of each individual dwelling unit. Builder's fees shall be included within the sales price or appraised fair market value.

- All assisted persons or households (homebuyers) must be able to support a mortgage (at or greater than the bought-down / subsidized purchase price), documented with a firm loan commitment prior to committing to the CDBG-DR funds subsidy.

- The assisted home must be the primary residence of the assisted persons or households (homebuyers).

- Homebuyer purchased properties under this activity must result in ownership in the form of fee simple title or 99-year leasehold. Condominium single-family structures shall have deed restrictions or covenants in place prior to sale regarding this type of ownership.

- The CDBG-DR funds subsidy amounts provided to assisted homebuyers (not including project delivery costs or general administration) must be secured as a mortgage lien on the assisted homebuyer's purchased property behind (recorded in junior position) the principal lender's mortgage loan. The assistance (subsidy) shall be provided as a five-year receding forgivable loan. Payback of funds will be required if the assisted homebuyer sells, vacates, rents or abandons their purchased property any time within the five year period.

- With the exception of a Habitat for Humanity principal loan product (where there are typically two principal mortgages involved), the principal mortgage loan must be the only repayable loan in all individual homebuyer assistance projects under these proposals.

- The CDBG-DR funds forgivable loan may be recorded in junior position to the principal loan, but must be recorded in senior position to any and all other funding in all projects (with the exception of a Habitat for Humanity loan). Additionally, recipients must maintain their assistance security agreements in the above-stated recording position throughout the five-year period, and will not be allowed to subordinate the required recording position to any other forms of assistance, such as refinancing or home equity loans for the five-year period.

- Refinancing, to lower the mortgage interest rate, will be allowed during the 5-year affordability period. However, no less than a 5-year, fully amortized, fixed-rate mortgage will be accepted. No refinancing will be allowed during the 5-year affordability period where funds/equity is withdrawn.

Infrastructure in support of Housing – New Housing Production (Single-Family)

- This activity will include the construction of certain infrastructure to support new single family construction. This will include streets, sewer and water extensions to serve the area(s) to be developed.

- The required development plan must include a detailed cost for the new infrastructure and a map of the proposed area to be developed. The development plan must also include commitments for the construction of all other utilities (e.g., gas, electricity, telephone, cable, etc.) These utilities are not considered as eligible activities under the infrastructure in support of housing.

- The local government, in which the infrastructure in support of new housing is proposed, will be the applicant for these funds. Applicants seeking infrastructure in support of housing will be required to justify the need for the infrastructure and provide appropriate documentation to support the need.

- In the expanded COG regions, awards for infrastructure in support of housing will be made to the local government where the housing development will be located, and a separate contract between the IEDA and the local government will be required for the infrastructure component. Awards to the cities of Cedar Falls, Cedar Rapids, Des Moines, Iowa City and Waterloo that are direct applicants will receive a single contract and the infrastructure will be included in the housing development activity.

- For newly developed areas such as new subdivisions that will yield multiple lots for single family unit development, the infrastructure extensions and expansions must be "specific" only to the lots/area being developed for the Single-Family Unit Production – New Construction – Round # 4 activity. The infrastructure must also be designed and sized appropriately only to those lots/areas being developed for the activity to avoid over-building or building for future development.

Multi-Family (Rental) Unit Production – New Construction – Round #4

"Attachment O" to the DRH Contract

Any of the IEDA's eleven CDBG Disaster Recovery Housing Recipients and any of the following five CDBG Entitlement Cities: Ames; Council Bluffs; Davenport; Dubuque and West Des Moines, may apply for this activity on behalf of for-profit or non-profit multi-family (rental) housing developers to newly construct multi-family rental dwelling units within their jurisdictions. This activity's funding will only be allowed for projects located in one of the presidentially declared disaster recovery counties.

Funds available for this round are $15,000,000.

Applications may qualify as either: a) Replacing units lost; or b) Impact on area recovery.

More than one application (proposed project) may be submitted under the "replacing units lost" category (see distribution discussion below), however, applications, project-by-project, need to be submitted individually. For the expanded COG regions, this activity will only be allowed in incorporated communities within your jurisdiction. All individual projects must have written concurrence and acceptance of the project from the local government entity in which the project will be located.

Submit your proposals to the IEDA by no later than May 15, 2012.

Distribution of awards under this activity will be as follows. No more than one project per applicant will be funded under the "Impact on Area Recovery" category. Multiple projects may be funded under the "Replacing units lost" category provided they qualify (in terms of documented replacement housing need). Applications may be prioritized according to such factors as: a) affordability; b) sustainability; c) need (market); d) the project's relationship to the disasters of 2008; and e) other factors, if necessary, because of funding limitations and/or the overall goal to ensure availability of this activity across all affected areas of the State of Iowa. Otherwise, Applications will be reviewed on a date received basis and funded as they meet requirements for approval. The IEDA may require (and at our discretion) a market study to be conducted to support the claimed need for a proposed project (including such factors as location, size of rental units, number of rental units, rent structure, etc.). Required market studies will be at the applicant's expense.

CDBG Disaster Recovery Housing Funds will be awarded on a first come/first served; most ready to proceed after evaluation of proposals. The COGs or Cities submitting the approved proposals to IEDA will verify the readiness to proceed in their cover letter.

This activity is limited to newly-constructed multi-family housing. This activity does not include those projects for which low income housing tax credits are also sought or that comprise any portion of the financial resources of the proposed project's budget.

- Definitions:

  "Adaptive Re-use" For purposes of this guidance for this activity, adaptive re-use proposals (i.e., those projects converting non-residential use structures or buildings into residential use structures or buildings) will be considered as new construction, and therefore eligible under this activity.

- *"Affordable Rental Units"* means those units contained in the mortgaged property and contained in the agreement for covenants and restrictions that are occupied by low and moderate income persons or households at any given time. Affordable rental units (in the appropriate number as described later in these guidelines under the CDBG National Objective criteria) are to be retained at all times as affordable rental units throughout the period of affordability (10 years) through income limitations of the tenants occupying those units and through rent limitations for the tenants occupying those units.

"Project" - means a site or sites together with any building or buildings located on a site or sites that are under common ownership, management, and financing and are to be assisted with CDBG Supplemental funds as a single undertaking, and includes all activities associated with the site(s) and building(s).

- Applicants, prior to application submission, need to determine the development team that will be involved in each project and prior to proposal submission to the IEDA. Applicants will need to be able to convey the development team members and their respective roles and responsibilities in the proposed projects within the application submitted to the IEDA. Development team members may include, but are not limited to:

  - Owner (or eventual owner);
  - Program administrator / overseer from start to finish, including throughout the prescribed period of affordability, if different from the owner;
  - Developer(s) and/or builder(s) of the multi-family (rental) housing;
  - Architectural / Engineering (A/E) or design services, as applicable;
  - Construction Lender(s);
  - Permanent Lender(s), as applicable;
  - Property Manager(s);
  - Energy Rater firm;
  - Etc.

- There is a maximum per project cap limitation of $3,000,000 on the CDBG Disaster Recovery funds. The Recipient shall determine the per unit cost cap limitation, for each project, if any.

- Any and all additional costs of the project above the stated CDBG Supplemental funds limitations of $3,000,000 shall come from other financial resources. Projects should reflect a Debt Service Coverage Ratio between 1.15 and 1.35 for the ten years of affordability. All other necessary financial resources shall be committed and secured prior to the commitment of CDBG Supplemental funds to the rental project.

- CDBG National Objective - All assisted multi-family (rental) new production projects shall meet the national objective of "Primarily benefits persons of low and moderate income – Housing". Effectively, this means that no less than 51% of the rental units in an assisted rental project shall be occupied by persons or households whose incomes are at or below 80% of the area median income limits (LMI) by household size as established by HUD for the jurisdiction in which the rental project is located. No mixed-use type of projects will be allowed under this activity.

  - 51% of all rental units in the project (rounded up to the nearest whole number) shall be made available to and occupied by a low and moderate (LMI) tenant (e.g., in a thirty-two unit project, seventeen units shall be made available to and occupied by LMI tenants).
  - For rental projects that contain residential units of varying bedroom sizes, to the extent possible, the 51% criteria needs to be applied (i.e., a proportional share) to all sizes (number of bedrooms) of units.

  Scattered site projects accomplished as a single undertaking shall take into consideration the individual properties on the various sites when determining national objective compliance (i.e., the 51% criteria).

  Following the provision of CDBG Supplemental Funds assistance to a rental project, when all work has been completed and accepted and the forgivable loan and agreement for covenants and restrictions has been recorded; the 10-year term of affordability begins. It is at this juncture (initial occupancy following the provision of assistance) that the appropriate number of units in the project needs to be occupied by the appropriate number of LMI tenants and the subsequent rents limited on those units.

- Upper Story projects constructed under this activity will likely result in mixed-income projects, in that, only a percentage of the total number of units are required to meet the activity income and rent requirements (i.e., the "assisted" units). In the design of projects under this activity, consideration needs to be given to keeping all units in the project, not just the assisted units, consistent with each other in terms of bedroom sizes, square footage, similar design features, similar amenities, etc. This will allow assisted property owners units to maintain the required percentage of assisted units within the project and at the same time be able to use any of the units in the project to meet the required percentage. If unit design is not consistent, applications may be rejected; awards reduced and/or contain other restrictions to ensure appropriate use of funds for affordable units.

- Maximum (gross) rent limits on the CDBG Supplemental Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current HOME Program 65% rent limits.

- Rental property owners of CDBG Supplemental funds assisted rental projects shall agree to a 10-year period of affordability in terms of tenant income restrictions (limitations) and through affordable rent limitations (controls) on all CDBG Supplemental funds assisted rental units (i.e., the affordable rental units) serving LMI tenants, maintaining the appropriate number of affordable rental units for the entire 10-year period.

  Long-term affordability requirements shall be secured through an agreement for covenants and restrictions that ride with the assisted rental property owner's land.

  Throughout the period of affordability, assisted rental property owners shall ensure that the appropriate number of rental units remains affordable to, and are occupied by, income eligible and verified LMI tenants. All assisted rental units shall be subject to the maximum rent limitations (by bedroom size) applicable to all assisted rental units for the entire 10-year period of affordability. Applicants will need to identify who will be responsible for the long-term affordability requirements and oversight for all funded new construction multi-family (rental) projects.

- Throughout the period of affordability, assisted rental property owners shall agree to periodic reporting requirements and compliance monitoring and/or inspections (for tenant incomes and rents on the affordable units, appropriate unit mix, property standards compliance, etc.).

- The CDBG Supplemental funds subsidy amount provided must be secured as a mortgage lien on the assisted multi-family property.

- The CDBG Supplemental funds forgivable loan may be recorded in junior position to the principal conventional loan (if there is one), but must be recorded in senior position to any and all other funding in the project. Additionally, recipients must maintain their assistance security agreements in the above-stated recording position throughout the 10-year period.

- Form of assistance – The form of financial assistance (CDBG funds) will be a 10-year forgivable loan (non-receding), forgiven in full at the end of the 10-year compliance period. If the assisted rental project is sold or transferred, or converted to an alternate (non-residential) use, during the 10-year period following completion and acceptance, the entire amount of the CDBG forgivable loan shall be repaid.

  Upon mutual agreement and consent between the IEDA and the originally assisted rental property owner; the assisted rental project may be sold or transferred, but, only if the new purchaser agrees to continue with the terms of the forgivable loan agreement and the agreement for covenants and restrictions, to complete the remainder of the 10-year affordability period (tenant income and rent limitations on 51% of the rental units).

- Newly constructed multi-family dwelling units under this activity shall not be constructed in a 100-year flood plain or within buy-out areas (those buying out properties in a 100-year flood plain), known or proposed. No adaptive re-use multi-family proposals located within the 100-year flood plain will be allowed under this activity.

- All newly constructed multi-family units shall be designed and constructed in accordance with all locally adopted and enforced building codes and standards. In the absence of any locally adopted and enforced building codes or standards, the requirements of the Iowa State Building Code shall apply.

- It is the IEDA's goal to utilize the CDBG Supplemental Funds in a manner that results in green-built, sustainable multi-family structures. All newly constructed multi-family housing shall meet the requirements of the Iowa Green Streets Criteria. All proposals must submit a completed Green Development Plan and Checklist.

- Lots (land) on which to construct the multi-family housing proposed need to be identified and where possible site control (not ownership) obtained, prior to application submission, and be identified (property address and legal description) within the application. This is particularly important with regard to the requirements of the Iowa Green Streets Criteria.

- Recipients may be allowed general administrative funds in an amount not-to-exceed two percent (2%) of the total award (calculated by considering the total of all project-related costs as ninety-eight percent of the total award).

- The owner and/or the developer / builder of the newly constructed multi-family housing shall obtain their own construction financing.

- Developers / builders will be allowed a combined developers fee and/or builders fee (overhead and profit) not-to-exceed twelve percent of the total cost of construction.

- Program Income does not pertain to those sub-recipients of rental construction or rehabilitation that can certify that the they are a for-profit entity and that they own the funded project with no portion of the project being leased to the sub-recipient by a third party. They can show for-profit status by completing the Department's Certificate of the Developer. They can show ownership of the project property by either producing a Title Guaranty Certificate or a title opinion and/or documentation from the county recorder's office or the County Assessor's office. Land ownership in Iowa must be recorded in the county that the property resides with the recorder and the county assessor's office also lists ownership of land as a way of accurately taxing property owners.

Requirements for Home Acquisition Assistance

"Attachment J" to the DRH Contract

- Home Acquisition Assistance is limited to persons or households whose primary residence was destroyed and determined to be infeasible to rehabilitate and is limited to those persons or households whose properties are being bought out (FEMA and/or CDBG-DR funds).

- Home Acquisition Assistance is a post-buyout activity, and may not be provided to individuals and households until after the buyout of their destroyed or infeasible to rehabilitate property has transpired.

- Individuals or households who have already received replacement housing assistance under any of the following activities: a) Federal Jumpstart Homebuyer Assistance; b) State Jumpstart Downpayment Assistance; or acquisition assistance under the Single Family Unit Production – New Construction, are not eligible for Home Acquisition Assistance.

- Types of Home Acquisition Assistance activities that may be undertaken with the CDBG Supplemental Funds are:

    1. Rehabilitation in Support of Homeownership (existing structures), not-to-exceed $24,999 in CDBG-DR Supplemental funds;
    2. Acquisition Assistance (either existing or newly constructed structures), including: downpayment assistance, buyer's side closing costs, mortgage buy-down (principal reduction), combinations of the above; and
    3. Combinations of both rehabilitation and acquisition assistance (existing structures).

- Expanding on #2 above, 100% of the downpayment required by the principal lender may be paid for with CDBG-DR Supplemental Funds, however, the lender's downpayment requirement cannot exceed 25% of the purchase price or the appraised Fair Market Value (FMV), whichever is less.

- Purchased properties under this activity must result in ownership in the form of fee simple title or 99-year leasehold. Absolutely no land sales contracts.

- Home Acquisition Assistance must be provided as a 5-year receding forgivable loan secured by a mortgage lien on the assisted (purchased) property. Payback of CDBG-DR funds will be required if the assisted homebuyer sells, vacates, rents or abandons their purchased property any time within the 5 year period.

- Only the actual CDBG-DR Supplemental Funds-funded rehabilitation costs and/or acquisition subsidy provided needs to be secured with the forgivable loan. Project delivery costs and lead hazard reduction costs incurred need not be included in, or secured by, the mortgage lien.

- Recipients shall require the beneficiaries of their Home Acquisition Assistance activities to use a principal loan product that meets all of the following criteria:

    1. With the exception of a Habitat for Humanity loan product, the principal mortgage loan must be the only repayable loan in all individual Home Acquisition Assistance projects.
    2. The CDBG-DR Supplemental funds may be recorded in junior position to the principal loan, but must be recorded in senior position to all other funding in all Home Acquisition Assistance projects (with the exception of a Habitat for Humanity principal loan). Additionally, recipients of CDBG-DR Supplemental Home Acquisition Assistance activities must maintain their assistance security agreements in the above-stated recording position throughout the 5-year period, and will not be allowed to subordinate the required recording position to any other forms of assistance, such as home equity loans.

3. Any mortgage lending entity's (a regulated lender's) principal mortgage loan products may be used provided they meet all of the following minimum requirements: a) Loan interest rates cannot be higher than four percentage points above the federal prime interest rate at the time of loan commitment; b) Loan terms will include a 75% or higher Loan-to-Value ratio (LVR); c) No less than a 15-year, fully amortized, fixed-rate mortgage may be used (early pay-off provisions must be allowed); and d) No adjustable rate mortgages or balloon payment types of mortgages will be allowed.

- The maximum per unit assistance level (CDBG-DR Supplemental funds) for Home Acquisition Assistance is $60,000. The administrative entity will be allowed actual project delivery costs above this amount, not to exceed $10,000.

- The Home Acquisition Assistance is to be provided by the recipient jurisdiction where the assisted homebuyer is purchasing a replacement dwelling unit, not from the recipient jurisdiction where the homebuyer's destroyed (bought out) dwelling unit is located. The exception to this provision would be if an assisted homebuyer purchases a dwelling unit in any of the counties that are not declared disaster area counties. These homebuyers would apply for and obtain Home Acquisition Assistance from the recipient jurisdiction where their destroyed dwelling (bought out) unit is located.

- All existing units to be purchased in need of rehabilitation must be both structurally and financially feasible to rehabilitate.

- All existing units to be purchased in need of rehabilitation must meet all applicable property standards upon completion.

- The CDBG Entitlement Cities and communities with populations at or greater than 15,000 need to comply with your own locally adopted and enforced codes, standards and ordinances.

- For the remainder of the State, in the absence of any locally adopted and enforced codes or standards, the requirements of Iowa's Minimum Housing Rehabilitation Standards apply.

- It is the IDED's goal to utilize the CDBG-DR Supplemental Funds in a manner that results in green-built, sustainable single-family structures. For those communities conducting single-family rehabilitation activities in support of homeownership that are subject to Iowa's Minimum Housing Rehabilitation Standards, the applicable "green" requirements are contained therein.

- For all communities not subject to Iowa's Minimum Housing Rehabilitation Standards, the IDED asks that you incorporate the "green" design requirements of Iowa's Minimum Housing Rehabilitation Standards into your individual project specifications / work write-ups, all assisted units.

- All replacement housing purchased with CDBG-DR Supplemental funds needs to be located outside of the 100-year flood plain and outside of a designated or proposed buy-out area.

- The CDBG-DR Supplemental funds are subject to the requirements of the Federal Lead Safe Housing regulations, impacting all single-family dwelling units to be purchased that were constructed prior to January 1, 1978.

Multi-Family (Rental) Unit Production – New Construction – Round # 5

"Attachment P" to the DRH Contract

Any of the IEDA's six CDBG Disaster Recovery Housing Recipients (COGs) and any of the following nine CDBG Entitlement Cities: Ames; Cedar Falls; Cedar Rapids; Council Bluffs; Davenport; Des Moines; Dubuque, Waterloo and West Des Moines, may apply on behalf of for-profit or non-profit multi-family (rental) housing developers to newly construct multi-family rental dwelling units within their jurisdictions. Funding will only be allowed for projects located in one of the presidentially declared disaster recovery counties.

Funds available for this round will be approximately $30,000,000.

The funds will be divided as follows: 1) Approximately $18,000,000 will be designated for cities over 50,000 population. 2) Approximately $12,000,000 will be designated for cities under 50,000 population.

Applications may qualify as either: a) Replacing units lost; or b) Impact on area recovery.

For the expanded COG disaster regions, projects will only be allowed in incorporated communities within your jurisdiction.

All individual projects must have written concurrence and acceptance of the project from the local government entity in which the project will be located.

Submit your proposals to the IEDA by no later than March 1, 2013.

- Application limits are as follows:

✓ For the five Entitlement Cities, no more than two applications may be submitted. Submit one project on each application form. Only Cedar Rapids can submit more than two projects to replace units lost.

✓ Any of the IEDA's six CDBG Disaster Recovery Housing Recipients (Regional Super COGs) may submit more than two projectbut not more than two projects from any one community. Submit one project on each application form.

- Projects will be prioritized according to such factors as: a) affordability; b) sustainability; c) need (market); d) the project's relationship to the disasters of 2008; and e) other factors, if necessary, because of funding limitations and/or the overall goal to ensure availability of this activity across all affected areas of the State of Iowa. The IEDA may require (and at our discretion) a market study to be conducted to support the claimed need for a proposed project (including such factors as location, size of rental units, number of rental units, rent structure, etc.). Required market studies will be at the applicant's expense.

- CDBG Disaster Recovery Housing Funds will be awarded on a most ready to proceed (shovel ready) basis after evaluation of the project proposals. The COGs or Cities submitting the approved projects to IEDA will verify the readiness to proceed in their cover letter.

- This activity is limited to newly-constructed multi-family housing. This activity does not include those projects for which low income housing tax credits are also sought or that comprise any portion of the financial resources of the proposed project's budget.

- Definitions:

"Adaptive Re-use" For purposes of this guidance for this activity, adaptive re-use proposals (i.e., those projects converting non-residential use structures or buildings into residential use structures or buildings) will be considered as new construction, and therefore eligible under this activity.

"Affordable Rental Units" means those units contained in the mortgaged property and contained in the agreement for covenants and restrictions that are occupied by low and moderate income persons or households at any given time. Affordable rental units (in the appropriate number as described later in these guidelines under the CDBG National Objective criteria) are to be retained at all times as affordable rental units throughout the period of affordability through income limitations of the tenants occupying those units and through rent limitations for the tenants occupying those units.

"Mixed Use" - means a project that includes a commercial venture with residential. The residential project must stand on its own and commercial will not be considered. All costs associated with the commercial must be separated.

"Multi-family" – means a project that is intended to be for multiple families. The smallest number of units would be a duplex. Single family units are not included in this activity.

"Project" -- means a site or sites together with any building or buildings located on a site or sites that are under common ownership, management, and financing and are to be assisted with CDBG Supplemental funds as a single undertaking, and includes all activities associated with the site(s) and building(s).

"Scattered Site" – means the Applicant must submit a composite application reflecting the total of all sites as well as separate site specific exhibits for each site included in the Project. A scattered site is a project where multiple buildings with similar units are not located in proximity to one another, but are owned by the same party and financed under the same agreement(s), and are located within a 20-mile radius in the same community, as determined by Google Maps (www.Googlmaps.com) using driving directions. A scattered site project may be new construction, acquisition, conversion or a combination of these types.

- Applicants, prior to application submission, need to determine the development team that will be involved in each project and prior to proposal submission to the IEDA. Applicants will need to be able to convey the development team members and their respective roles and responsibilities in the proposed projects within the application submitted to the IEDA. Development team members may include, but are not limited to:
  - Owner (or eventual owner);
  - Program administrator / overseer from start to finish, including throughout the prescribed period of affordability, if different from the owner;
  - Developer(s) and/or builder(s) of the multi-family (rental) housing;
  - Architectural / Engineering (A/E) or design services, as applicable;
  - Construction Lender(s);
  - Permanent Lender(s), as applicable;
  - Property Manager(s);
  - Energy Rater firm;
  - Etc.
- There is a maximum per project cap limitation of $3,000,000 on the CDBG Disaster Recovery funds. The Recipient shall determine the per unit cost cap limitation, for each project, if any.

- Any and all additional costs of the project above the stated CDBG Supplemental funds limitations of $3,000,000 shall come from other financial resources. Projects should reflect a Debt Service Coverage Ratio between 1.15 and 1.35 for the period of affordability. All other necessary financial resources shall be committed and secured prior to the commitment of CDBG Supplemental funds to the rental project.

- CDBG National Objective - All assisted multi-family (rental) new production projects shall meet the national objective of "Primarily benefits persons of low and moderate income – Housing". Effectively, this means that no less than 51% of the rental units in an assisted rental project shall be occupied by persons or households whose incomes are at or below 80% of the area median income limits (LMI) by household size as established by HUD for the jurisdiction in which the rental project is located. Mixed use projects will be allowed under this activity but only the residential portion will be funded. Residential and Commercial costs must be separated and Commercial Income cannot be included in the proforma.

  - 51% of all rental units in the project (rounded up to the nearest whole number) shall be made available to and occupied by a low and moderate (LMI) tenant (e.g., in a thirty-two unit project, seventeen units shall be made available to and occupied by LMI tenants).

  - For rental projects that contain residential units of varying bedroom sizes, to the extent possible, the 51% criteria needs to be applied (i.e., a proportional share) to all sizes (number of bedrooms) of units.

  Scattered site projects accomplished as a single undertaking shall take into consideration the individual properties on the various sites when determining national objective compliance (i.e., the 51% criteria). Each site will have to meet the National Objective or, for duplexes, the National Objective can be met in the aggregate. For example: There is a scattered site project of three duplexes. In the aggregate four of the units must be rented to meet the 51% criteria.

  Following the provision of CDBG Supplemental Funds assistance to a rental project, when all work has been completed and accepted and the forgivable loan and agreement for covenants and restrictions has been recorded; the term of affordability begins. It is at this juncture (initial occupancy following the provision of assistance) that the appropriate number of units in the project needs to be occupied by the appropriate number of LMI tenants and the subsequent rents limited on those units.

- Projects constructed under this activity could result in mixed-income projects, in that, only a percentage of the total number of units are required to meet the activity income and rent requirements (i.e., the "assisted" units). In the design of projects under this activity, consideration needs to be given to keeping all units in the project, not just the assisted units, consistent with each other in terms of bedroom sizes, square footage, similar design features, similar amenities, etc. This will allow assisted property owners units to maintain the required percentage of assisted units within the project and at the same time be able to use any of the units in the project to meet the required percentage. If unit design is not consistent, applications may be rejected; awards reduced and/or contain other restrictions to ensure appropriate use of funds for affordable units.

- Maximum (gross) rent limits on the CDBG Supplemental Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current HOME Program 65% rent limits.

- Rental property owners of CDBG Supplemental funds assisted rental projects shall agree to a period of affordability in terms of tenant income restrictions (limitations) and through affordable rent limitations (controls) on all CDBG Supplemental funds assisted rental units (i.e., the affordable rental units) serving LMI tenants, maintaining the appropriate number of affordable rental units for the entire period of affordability.

  A 10-year period of affordability will be placed on projects that contain 12 or more units. A 5-year period of affordability will be placed on projects that contain less than 12 units.

  Long-term affordability requirements shall be secured through an agreement for covenants and restrictions that ride with the assisted rental property owner's land.

  Throughout the period of affordability, assisted rental property owners shall ensure that the appropriate number of rental units remains affordable to, and are occupied by, income eligible and verified LMI tenants. All assisted rental units shall be subject to the maximum rent limitations (by bedroom size) applicable to all assisted rental

units for the entire 5 or 10 year period of affordability. Applicants will need to identify who will be responsible for the long-term affordability requirements and oversight for all funded new construction multi-family (rental) projects.

- Throughout the period of affordability, assisted rental property owners shall agree to periodic reporting requirements and compliance monitoring and/or inspections (for tenant incomes and rents on the affordable units, appropriate unit mix, property standards compliance, etc.).

- The CDBG Supplemental funds subsidy amount provided must be secured as a mortgage lien on the assisted multi-family property.

- The CDBG Supplemental funds forgivable loan may be recorded in junior position to the principal conventional loan (if there is one), but must be recorded in senior position to any and all other funding in the project. Additionally, recipients must maintain their assistance security agreements in the above-stated recording position throughout the 5 or 10-year period.
- Form of assistance – The form of financial assistance (CDBG funds) will be a 10-year forgivable loan (non-receding), forgiven in full at the end of the 10-year compliance period for projects with 12 or more units. For projects with less than 12 units, the form of financial assistance (CDBG funds) will be a 5-year forgivable loan (non-receding), forgiven in full at the end of the 5-year compliance period. If the assisted rental project is sold or transferred, or converted to an alternate (use, during the compliance period following completion and acceptance, the entire amount of the CDBG forgivable loan shall be repaid.

  Upon mutual agreement and consent between the IEDA and the originally assisted rental property owner; the assisted rental project may be sold or transferred, but, only if the new purchaser agrees to continue with the terms of the forgivable loan agreement and the agreement for covenants and restrictions, to complete the remainder of the affordability period (tenant income and rent limitations on 51% of the rental units).

- Newly constructed multi-family dwelling units under this activity shall not be constructed in a 100-year flood plain or within buy-out areas (those buying out properties in a 100-year flood plain), known or proposed. No adaptive re-use multi-family proposals located within the 100-year flood plain will be allowed under this activity.

- All newly constructed multi-family units shall be designed and constructed in accordance with all locally adopted and enforced building codes and standards. In the absence of any locally adopted and enforced building codes or standards, the requirements of the Iowa State Building Code shall apply.

- It is the IEDA's goal to utilize the CDBG Supplemental Funds in a manner that results in green-built, sustainable multi-family structures. All newly constructed multi-family housing shall meet the requirements of the Iowa Green Streets Criteria. All proposals must submit a completed Green Development Plan and Checklist.

- Lots (land) on which to construct the multi-family housing proposed need to be identified and where possible site control (not ownership) obtained, prior to application submission, and be identified (property address and legal description) within the application. This is particularly important with regard to the requirements of the Iowa Green Streets Criteria.

- Recipients may be allowed general administrative funds in an amount not-to-exceed two percent (2%) of the total award (calculated by considering the total of all project-related costs as ninety-eight percent of the total award).

- The owner and/or the developer / builder of the newly constructed multi-family housing shall obtain their own construction financing.

- Developers / builders will be allowed a combined developers fee and/or builders fee (overhead and profit) not-to-exceed twelve percent of the total cost of construction.

- Program Income does not pertain to those sub-recipients of rental construction or rehabilitation that can certify that the they are a for-profit entity and that they own the funded project with no portion of the project being leased to the sub-recipient by a third party. They can show for-profit status by completing the Department's Certificate of the Developer. They can show ownership of the project property by either producing a Title Guaranty Certificate or a title opinion and/or documentation from the county recorder's office or the County Assessor's office. Land ownership in Iowa must be recorded in the county that the property resides with the recorder and the county assessor's office also lists ownership of land as a way of accurately taxing property owners.

Multi-Family (Rental) Unit – New Production – Round # 6

"Attachment Q" to the DRH Contract

Any of the IEDA's CDBG Disaster Recovery Housing Recipient Counties: Black Hawk County; Cass County; Cerro Gordo County; Dubuque County; Linn County and Union County (administer by the Regional Super COGs) and any of the following CDBG Entitlement Cities: Ames; Cedar Falls; Cedar Rapids; Council Bluffs; Davenport; Des Moines; Dubuque, Waterloo and West Des Moines, may apply on behalf of for-profit or non-profit multi-family (rental) housing developers to construct multi-family rental dwelling units within their jurisdictions. Funding will only be allowed for projects located in one of the presidentially declared disaster recovery counties.

Funds available for this round will be approximately $55,000,000.

The funds will be divided as follows: 1) Approximately $30,000,000 will be designated for cities over 50,000 population. 2) Approximately $25,000,000 will be designated for cities under 50,000 population.

Applications may qualify as either: a) Replacing units lost; or b) Impact on area recovery.

For the expanded Super COG disaster regions, projects will only be allowed in incorporated communities within your jurisdiction.

All individual projects must have written concurrence and acceptance of the project from the local government entity in which the project will be located.

Submit your proposals to the IEDA by no later than September 2, 2014. IEDA anticipates awarding projects by January 5, 2015. Projects should plan to be under construction no later than April 1, 2015.

UPDATE: as of 2021 - two projects originally awarded under Round 6 had unforeseen delays (foreclosure and fire) the State has worked with the transitioning ownership/development teams to ensure successful completion of projects. The project locations have stayed the same so no new competitive applicaiton is required. In some cases additional funds based on true costs to complete work are eligible for award if determined Necessary and Reasonable by the State.

- Application limits are as follows:

✓ For the Entitlement Cities, no more than two applications may be submitted. Submit one project on each application form. Only Cedar Rapids can submit more than two projects to replace units lost.

✓ Any of the IEDA's six CDBG Disaster Recovery Housing Recipients (Administered by their assigned Regional Super COG) may submit more than two projects but not more than two projects from any one community. Submit one project on each application form.

- Projects will be prioritized according to such factors as: a) affordability; b) sustainability; c) need (market); d) the project's relationship to the disasters of 2008; e) adaptive re-use (historic preservation, upper story and conversion); f) infill; and g) other factors, if necessary, because of funding limitations and/or the overall goal to ensure availability of this activity across all affected areas of the State of Iowa. The IEDA may require (and at our discretion) a market study to be conducted to support the claimed need for a proposed project (including such factors as location, size of rental units, number of rental units, rent structure, etc.). Required market studies will be at the applicant's expense.

- CDBG Disaster Recovery Housing Funds will be awarded on a most ready to proceed (shovel ready) basis after evaluation of the project proposals. The COGs or Cities submitting the approved projects to IEDA will verify the readiness to proceed in their cover letter.

- This activity is limited to newly-generated multi-family housing. This activity does not include those projects for which low income housing tax credits are also sought or that comprise any portion of the financial resources of the proposed project's budget.

- Definitions:

  "Adaptive Re-use" For purposes of this guidance for this activity, adaptive re-use proposals (i.e., those projects converting non-residential use structures or buildings into residential use structures or buildings) will be considered as new production, and therefore eligible under this activity. Adaptive re-use shall include any historic preservation rental housing projects, upper story residential projects and conversion of existing structures into new housing units.

  "Affordable Rental Units" means those units contained in the mortgaged property and contained in the agreement for covenants and restrictions that are occupied by low and moderate income persons or households at any given time. Affordable rental units (in the appropriate number as described later in these guidelines under the CDBG National Objective criteria) are to be retained at all times as affordable rental units throughout the period of affordability through income limitations of the tenants occupying those units and through rent limitations for the tenants occupying those units.

  "In-fill" means new development on any vacant parcel within an incorporated area that according to the assessor's office has been previously improved.

  "Mixed Use" means a project that includes a commercial venture with residential. The residential project must stand on its own and commercial improvements will not be considered. All costs associated with the commercial must be separated and not reflected in the proposed budget, sources and uses of funds and proforma for the residential project. No live/work units will be funded.

  "Multi-family" means a project that is intended to be for rental units for multiple families. The smallest number of units would be a duplex. Single family units are not included in this activity.

  "Project" means a site or sites together with any building or buildings located on a site or sites that are under common ownership, management, and financing and are to be assisted with CDBG Disaster funds as a single undertaking, and includes all activities associated with the site(s) and building(s).

  "Scattered Site" means the Applicant must submit a composite application reflecting the total of all sites as well as separate site specific exhibits for each site included in the Project. A scattered site is a project where multiple buildings with similar units are not located in proximity to one another, but are located within a 20-mile radius in the same community, as determined by Google Maps (www.Googlemaps.com) using driving directions, and are jointly managed for the purposes of meeting the affordable rental unit requirements. A scattered site project may be new construction, acquisition, conversion, upper-story or a combination of these types. The application for scattered sites must include a total project budget along with individual project budgets for each site.

- Applicants, prior to application submission, need to determine the development team that will be involved in each project and prior to proposal submission to the IEDA. Applicants will need to be able to convey the development team members and their respective roles and responsibilities in the proposed projects within the application submitted to the IEDA. Entities identified in the application as members of the development team and considered instrumental in the development of the application, may not be subject to competitive bidding and procurement after a project is awarded. (see IEDA's Procurement Policy for Disaster Recovery Housing). Development team members may include, but are not limited to:
  - Owner (or eventual owner);
  - Program administrator / overseer from start to finish, including throughout the prescribed period of affordability, if different from the owner;
  - Developer(s) and/or builder(s) of the multi-family (rental) housing;
  - Architectural / Engineering (A/E) or design services, as applicable;
  - Construction Lender(s);
  - Permanent Lender(s), as applicable;

- Property Manager(s);
- Energy Rater firm;
- Etc.

- There is a maximum per project cap limitation of $3,000,000 on the CDBG Disaster Recovery funds. The Recipient shall determine the per unit cost cap limitation, for each project, if any.

- Any and all additional costs of the project above the stated CDBG Disaster funds limitations of $3,000,000 shall come from other financial resources. Projects should reflect a Debt Service Coverage Ratio between 1.15 and 1.35 for the period of affordability. All other necessary financial resources shall be committed and secured prior to the commitment of CDBG Disaster funds to the rental project. All secured financial resources should be supported by commitment letters with terms or account balance statements for owner funds in the application. Financial documents can be submitted as confidential. If an applicant intends to use Historic Preservation Tax Credits and/or Workforce Housing Tax Credits (previously known as Housing Enterprise Zone) in their sources of funds, providing documentation that these credits have been applied for is sufficient for this application. Award of said tax credits is not required for application.

- CDBG National Objective - All assisted multi-family (rental) new production projects shall meet the national objective of "Primarily benefits persons of low and moderate income – Housing". Effectively, this means that no less than 51% of the rental units in an assisted rental project shall be occupied by persons or households whose incomes are at or below 80% of the area median income limits (LMI) by household size as established by HUD for the jurisdiction in which the rental project is located. Mixed use projects will be allowed under this activity but only the residential portion will be funded. Residential and Commercial costs must be separated and Commercial Income cannot be included in the proforma.

  - 51% of all rental units in the project (rounded up to the nearest whole number) shall be made available to and occupied by a low and moderate (LMI) tenant (e.g., in a thirty-two unit project, seventeen units shall be made available to and occupied by LMI tenants).

  - For rental projects that contain residential units of varying bedroom sizes, to the extent possible, the 51% criteria needs to be applied (i.e., a proportional share) to all sizes (number of bedrooms) of units.

  Scattered site projects accomplished as a single undertaking shall take into consideration the individual properties on the various sites when determining national objective compliance (i.e., the 51% criteria). Each site will have to meet the National Objective. According to HUD Occupancy rules: all single unit structures must be occupied by an LMI tenant, two-unit structures (duplex) must have at least one unit occupied by an LMI tenant and structures containing more than two units must have at least 51% of the units occupied by LMI tenants.

  When all work has been completed, each property receiving CDBG Disaster funds will require a forgivable loan and agreement for covenants and restrictions in the form of a recorded lien (sample of lien available upon request from IEDA). At that time the term of affordability begins. For scattered sites each individual site will have a recorded lien and forgivable loan on each parcel for the amount of the actual construction costs allocated by CDBG funds for that site and an aggregate of soft costs divided by square footage for all scattered sites in a single application; ensuring that the total of all scattered sites forgivable loans match the total CDBG Disaster funds award amount for the project. It is at this juncture (initial occupancy following the provision of assistance) that the appropriate number of units in the project needs to be occupied by the appropriate number of LMI tenants and the subsequent rents limited on those units.

- Projects constructed under this activity could result in mixed-income projects, in that, only a percentage of the total number of units are required to meet the activity income and rent requirements (i.e., the "assisted" units). In the design of projects under this activity, consideration needs to be given to keeping all units in the project, not just the assisted units, consistent with each other in terms of bedroom sizes, square footage,

similar design features, similar amenities, etc. This will allow assisted property owners units to maintain the required percentage of assisted units within the project and at the same time be able to use any of the units in the project to meet the required percentage. If unit design is not consistent, applications may be rejected; awards reduced and/or contain other restrictions to ensure appropriate use of funds for affordable units.

- Maximum (gross) rent limits on the CDBG Disaster Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current HOME Program 65% rent limits.

- Rental property owners of CDBG Disaster funds assisted rental projects shall agree to a period of affordability in terms of tenant income restrictions (limitations) and through affordable rent limitations (controls) on all CDBG Disaster funds assisted rental units (i.e., the affordable rental units) serving LMI tenants, maintaining the appropriate number of affordable rental units for the entire period of affordability.

  A 10-year period of affordability will be placed on projects that contain 12 or more units. A 5-year period of affordability will be placed on projects that contain less than 12 units.

  Long-term affordability requirements shall be secured through an agreement for covenants and restrictions and a forgivable loan in the amount of the CDBG Disaster Funds filed as a recorded lien that will ride with the assisted rental property owner's land.

  Throughout the period of affordability, assisted rental property owners shall ensure that the appropriate number of rental units remains affordable to, and are occupied by, income eligible and verified LMI tenants. All assisted rental units shall be subject to the maximum rent limitations (by bedroom size) applicable to all assisted rental units for the entire 5 or 10 year period of affordability. Applicants will need to identify who will be responsible for the long-term affordability requirements and oversight for all funded new construction multi-family (rental) projects.

- Throughout the period of affordability, assisted rental property owners shall agree to periodic reporting requirements and compliance monitoring and/or inspections (for tenant incomes and rents on the affordable units, appropriate unit mix, property standards compliance, etc.).

- The CDBG Disaster funds subsidy amount provided must be secured as a recorded mortgage lien on the assisted multi-family property.

- The CDBG Disaster funds forgivable loan may be recorded in junior position to the principal conventional loan (if there is one), but must be recorded in senior position to any and all other funding in the project. Additionally, recipients must maintain their assistance security agreements in the above-stated recording position throughout the 5 or 10-year period.

- Form of assistance – The form of financial assistance (CDBG funds) will be a 10-year forgivable loan (non-receding), forgiven in full at the end of the 10-year compliance period for projects with 12 or more units. For projects with less than 12 units, the form of financial assistance (CDBG funds) will be a 5-year forgivable loan (non-receding), forgiven in full at the end of the 5-year compliance period. If the assisted rental project is sold or transferred, or converted to an alternate (use, during the compliance period following completion and acceptance, the entire amount of the CDBG forgivable loan shall be repaid. Upon mutual agreement and consent between the IEDA and the originally assisted rental property owner; the assisted rental project may be sold or transferred, but, only if the new purchaser agrees to continue with the terms of the forgivable loan agreement and the agreement for covenants and restrictions, to complete the remainder of the affordability period (tenant income and rent limitations on 51% of the rental units).

- Newly constructed multi-family dwelling units under this activity shall not be constructed in a 100-year flood plain or within buy-out areas (those buying out properties in a 100-year flood plain), known or proposed. No adaptive re-use multi-family proposals located within the 100-year flood plain will be allowed under this activity.

- All newly constructed multi-family units shall be designed and constructed in accordance with all locally adopted and enforced building codes and standards. In the absence of any locally adopted and enforced building codes or standards, the requirements of the Iowa State Building Code shall apply.

- It is the IEDA's goal to utilize the CDBG Disaster Funds in a manner that results in green-built, sustainable multi-family structures. All newly constructed units, including adaptive re-use, upper story, conversion and new construction multi-family housing shall meet the requirements of the Iowa Green Streets Criteria. All proposals must submit a completed Green Development Plan and Checklist. The Iowa Green Streets Criteria and supporting resources are available under the "Resources" section online at www.iowaeconomicdevelopment.com/CommunityDevelopment/green. A pre-application workshop to review CDBG and Iowa Green Streets Criteria requirements will be held on June 19, 2014 in Grinnell, please notify Jeff Geerts with IEDA for more information.

- Lots (land) on which to construct the multi-family housing proposed need to be identified and site control (not necessarily ownership) obtained, prior to application submission, and be identified (property address and legal description) within the application. This is particularly important with regard to the requirements of the Iowa Green Streets Criteria.

- Recipients may be allowed general administrative funds in an amount not-to-exceed two percent (2%) of the total award (calculated by considering the total of all project-related costs as ninety-eight percent of the total award i.e. Project Cost ÷ .98 - Project Cost = Administration).

- The owner and/or the developer / builder of the newly constructed multi-family housing shall obtain their own construction financing.

- Developers / builders will be allowed a combined developers fee and/or builders fee (overhead and profit) not-to-exceed twelve percent of the total cost of construction.

- Program Income does not pertain to those sub-recipients of rental construction or rehabilitation that can certify that they are a for-profit entity and that they own the funded project with no portion of the project being leased to the sub-recipient by a third party. They can show for-profit status by completing the Department's Certificate of the Developer. They can show ownership of the project property by either producing a Title Guaranty Certificate or a title opinion and/or documentation from the county recorder's office or the County Assessor's office. Land ownership in Iowa must be recorded in the county that the property resides with the recorder and the county assessor's office also lists ownership of land as a way of accurately taxing property owners.

- All awarded projects are subject to the standard State and Federal Regulations associated with the expenditure of Federal Community Development Block Grant (CDBG) funds. Including but not limited to Federal Labor Standards, Environmental Review, Lead Safe Housing, Civil Rights and Fair Housing, etc. Grant administrators for these projects should be familiar with these regulations and should ensure that all developments are in compliance with the terms of the disaster recovery contracts. Please note that all projects with 8 or more units will be subject to Davis Bacon wage rates. All projects must complete an environmental review with a 15-day notification period prior to a release of funds. See CDBG Management Guide for more details regarding these regulations.

IOWA ECONOMIC DEVELOPMENT AUTHORITY
200 East Grand Avenue | Des Moines, Iowa 50309 USA | Phone: 515.725.3000
iowaeconomicdevelopment.com

MEMO

Multi-Family Selection Process: This memo includes Multi-family new production rounds including rounds 4, 5, and 6. Copies of this memo will be placed in the policy and procedure manual as well as the documentation file of the selection process for individual rounds of funding.

- **Announce:** IEDA announces a new round of funding by distributing guidelines and application materials to all previously determined Disaster Responsible Entities (RE), who then distribute the information to any eligible applicant within their Disaster region.
- **Receive:** IEDA receives hard copy applications on or before a determined date, included in the guidance.
- **Log-in:** IEDA Disaster Housing Project Manager logs in all received applications and sets up review schedule.
- **Review:** All applications are reviewed by at least two Disaster Housing Project Managers. The Division Coordinator and Division Administrator assist with reviews as needed. This review consists of a worksheet being filled out by each reviewer to determine if the application is complete and eligible for funding.
- **Meet:** Disaster Housing Project Managers, Division Coordinator and Division Administrator meet to discuss all applications.
- **Selection:**
    - If the total funding request of all eligible applications is equal to or less than the funding available for that round, all eligible applications are funded.
    - If the total funding request of all eligible applications is greater than the amount of funding available a second phase of review is completed to score and rank applications:
        - Disaster Housing Project Managers, Division Coordinator and Division Administrator meet to score all eligible applications. A scoring sheet is developed to reflect the priorities and criteria of that round. Applications are scored by the group on a number of criteria and a total score is assigned. All participants in scoring sign the final score sheet. Once all eligible applications have been scored by the group the applications are ranked by total score. In the case of a tie – the Division Administrator meets with the IEDA Director to make a selection determination.
        - Selection is based on final score and funding available.
- **Award Letter:** Once all projects are selected for funding, a preliminary award letter to the Disaster Responsible Entity is generated. The Division Administrator meets with the IEDA Director to go over the review process and the selected projects. The Director signs all award letters.
- **Distribution of Award Letter:** Award letters are distributed by email to the Disaster RE copying the developer applicant, and sent hard copy to the RE. Contracts between IEDA and the Disaster RE are amended to reflect this new award.

POLICY MEMO

Multi-Family Treatment of Returned Funds

This policy memo pertains to the treatment of funds returned to IEDA for Multi-Family (Activity 875 or 876) projects that were unable to commence construction. All Multi-Family New Production projects are funded with Disaster CDBG funds allocated to IEDA from the federal Department of Housing and Urban Development (HUD) as a result of the natural disasters of 2008, and two subsequent congressional allocations of HUD Disaster funding to the State of Iowa for recovery efforts.

IEDA offered funding for 6 rounds of Multi-Family New Production, which allowed for developers to propose projects that would produce new housing units where such residential units previously did not exist. Each of the six rounds are defined by unique program guidance, which define the time frame for applications and awards, along with any unique priorities or selection criteria for each round.

IEDA, working with the Responsible Entities (RE), identified milestones for construction activities and worked to ensure that projects moved forward in a timely manner to best expend Disaster funds promptly and efficiently. In a small percentage of projects, these milestones could not be met and the developers made the decision to withdraw the Multi-Family Award. As such IEDA worked with the REs to rescind the funding designated for that project.

Funds rescinded from Multi-Family projects may be reallocated as follows:

- Rounds 2-4 funding: If an awarded project dropped out between rounds of funding and the RE has an additional project which meets the same funding-round guidelines, as the project that dropped out, IEDA may allow a substitute project. The substitute project may be awarded between rounds or in conjunction with a subsequent round.
- Rounds 5 & 6 funding: These projects are scored competitively. Funds returned for awarded projects that dropped out of round 5 were reallocated to round 6.
- Round 6 funding: If a project drops out and no future round of funding is anticipated, the next highest scoring project may be considered. IEDA confirms with both the RE and developer that the project can move forward and there have been no choice-limiting actions, such as purchasing property or commencing construction, since the project had been notified that it had not initially been awarded.
- Funds returned after Round 6, or those funds returned from other activities (and after HUD approval of an Action Plan Technical Modification) were made available to viable Multi-Family new production projects from the Round 6 application list. Only those projects determined most shovel ready through an application update process would be considered, scored and selected competitively for remaining funds.

IOWA ECONOMIC DEVELOPMENT AUTHORITY
200 East Grand Avenue | Des Moines, Iowa 50309 USA | Phone: 515.725.3000
iowaeconomicdevelopment.com

POLICY MEMO

March 11, 2015

Down Payment Assistance – No Double Benefit

To: Administrators of Disaster Recovery Housing (DRH) contracts with Activities 871 & 872
From: Ann Schmid – Housing Project Manager, Iowa Economic Development Authority
RE: **Single Family New Production (SFNP)**

This policy memo pertains to all open DRH contracts with Single Family New Production funds as indicated in Attachment A of the contract as Activity 871 and Activity 872. While most of the contracts with these activities have completed their performance targets, due to some extenuating circumstances, a few contracts remain open with houses yet to be completed and down payment assistance yet to be awarded.

As such, knowing that early SFNP recipients of the down payment assistance benefit may have completed their original term of affordability, or sold a property prior to the completion of the term of affordability, and could then be eligible to receive a second benefit, IEDA is providing this Policy Memo to eliminate the potential for a double benefit. Administrators should ask in any future applications, whether an applicant has received such a benefit previously.

POLICY REGARDING DOUBLE BENEFIT FROM SFNP: No recipient of Single Family New Production down payment assistance through the Disaster Recovery Housing, Single Family New Production (Rounds 1-4) program administered through the Iowa Economic Development Authority is eligible to receive a second benefit through this program under any Disaster Housing Contract.

CDBG Disaster Recovery - Long Term Monitoring and Recertification of Income of Tenants For Rental New Construction and Rental Rehabilitation Activities

All recipients of awarded projects for Rental New Construction or Rental Rehabilitation are responsible for long term affordability reporting. IEDA has hired the Iowa Association of Regional Councils (IARC) to annual recertify all tenant income until the end of the compliance period. The long term affordability period can be found in your contract with IEDA. IARC will also inspect the condition of the property and units until the term of affordability ends. IARC will look at:

CDBG Disaster Recovery Rental Long Term Affordability policy

Policy for the following rental programs:

- Rental Rehabilitation (Small Projects). Guidelines - Attachment F
- Rental Rehabilitation (Large Projects). Guidelines - Attachment G
- Round 1: Multi-Family New Construction (12 units or fewer). Guidelines - Attachment I
- Round 2: Multi-Family New Construction. Guidelines - Attachment K
- Round 3: Multi-Family New Construction. Guidelines - Attachment M
- Round 4: Multi-Family New Construction. Guidelines - Attachment O
- Round 5: Multi-Family New Construction. Guidelines - Attachment P
- Round 6: Multi-Family New Construction. Guidelines – Attachment Q
- Multi-Family (Rental) Unit Production – w/low income housing tax credits (LIHTC) – 2010
- Multi-Family (Rental) Unit Production – w/low income housing tax credits (LIHTC) – 2011

Period of Affordability:

- Rental Rehabilitation Small & Large projects and Multi-Family New Construction (12 units or fewer). Attachment F & G & I = 5 years
- Multi-Family New Construction. Attachment K & M & O & P & Q = 10 years for 12 or more units and 5 years for less than 12 units
- Multi-Family (Rental) Unit Production – w/low income housing tax credits (LIHTC) – 2010 & 2011. = depends – must look on contract either 15 or 30 years

Monitoring: On-site monitoring will occur at least once in the first 5 years. If the period of affordability lasts more than 5 years and projects have had a good record of compliance then a desk monitoring for each building address will occur by IEDA staff within the remaining period of affordability. For LIHTC match projects, IEDA will rely on the Iowa Finance Authority to share compliance records. IEDA will follow LIHTC recertification policy for projects that have 100% of their units designated for low-income tenants. For non-LIHTC match projects, IEDA will have the property owner fill out and submit the Property Owners Certification for rental properties form to IEDA upon request.

During the first 5 years for all funded project building addresses, IEDA will contract through the RFP process an entity who will conduct on-site inspections at each address. They will review the following:

1. **File inspections:** verification that at the time of rental the individual was income qualified and annual recertification is documented. The contractor will fill out the provided Inspectors Annual Certification report for rental properties. These will be submitted to IEDA annually for each address.
   For Initial Certifications: Households must qualify as low income at the time of occupancy. Income eligibility is determined by examining source documentation which provides evidence of annual income, such as:
   - wage statements,
   - bank statements
   - interest statements, and
   - unemployment compensation statements

   Third party verification can also be used. **Income verifications can be** dated no earlier than six months prior to certification.
   For recertification: As with HOME assisted units one of the following three methods to recertify tenant incomes.
   1. A review of source documentation, as is done for a household's initial eligibility determination.

2. A written statement from the household, indicating their household size and annual income. A full source documentation review will be required every sixth year of the affordability period. For the other years, a family statement may be used.
   The household statement must include a certification from the family that the information is
   a. complete and accurate, and
   b. Source documents will be provided upon request.
3. A written statement from the administrator of another government program under which the household receives benefits and that examines the annual (gross) income of the household each year. The statement must also indicate the family size, or provide the current income limit for the program and a statement that the family's income does not exceed that limit. A full source documentation review will be required every sixth year of the affordability period. For the other years, a government program statement may be used.

For more information about documents required at **initial certification** and **rental housing recertification** reference the HOME guidelines found here: http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/calculator/requirements/timing

2. **Appropriate unit mix** between LMI and non- LMI maintaining at least 51% of the units are LMI. Although there is "lease up" time frame the units will be leased as quickly as possible. All units should be rented at least once (there could be vacancies now) at the time the contract is closed. If a tenant's income **increases above 80 percent** of the area median income, The next available market unit in the project of comparable size or larger must be rented to an income eligible household. The unit occupied by the over-income tenant is no longer considered assisted. Over-income tenants in assisted "floating" units must pay 30 percent of their adjusted income for rent and utilities; however, the rent may not exceed the market rent for comparable, unassisted units in the neighborhood.
3. **Physical inspections:** 20% of units. These don't necessarily need to be LMI units. For projects involving rental of single family housing every house must be inspected. U.S. Department of Housing and Urban Development Inspection Checklist HUD-52580 or its equivalent shall be used. These will be submitted to IEDA annually for each address. If the City has recently completed a rental inspection and the site manager has a copy of the certificate, the certificate ~~that~~ can be accepted to replace inspecting the property.
4. **Rents:** verify that properties are charging the correct rents. Maximum (gross) rent limits on the CDBG Supplemental Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current rent limits either HOME Program Fair Market Rents (HOME FMRs) or HOME Program 65% rent limits or LIHTC 60% rent limits as established in the IEDA guidelines for the funded rental project. Net rents must be calculated based upon the utility allowances established by the local public housing authority that has jurisdiction for the area served in which the assisted rental project is located. Rent limit data: http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/rent/
   - Rental Rehabilitation Small & Large projects and Multi-Family New Construction (12 units or fewer). Attachment F & G & I = Maximum (gross) rent limits on the CDBG Supplemental Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current HOME Program Fair Market Rents (HOME FMRs). Net rents must be calculated based upon the utility allowances established by the local public housing authority that has jurisdiction for the area served.
   - Multi-Family New Construction. Attachment K & M & O & P & Q = Maximum (gross) rent limits on the CDBG Supplemental Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current HOME Program 65% rent limits.
   - Multi-Family (Rental) Unit Production – w/low income housing tax credits (LIHTC) – 2010 & 2011 = Maximum (gross) rent limits on the CDBG Supplemental Funds assisted (affordable) rental units (by bedroom size) shall not exceed the most current LIHTC 60% rent limits.

   Over-income tenant it is no longer considered an assisted unit, and the rent of that unit can be adjusted. Over-income tenants in assisted "floating" units must pay 30 percent of their adjusted income for rent and utilities; however, the rent may not exceed the market rent for comparable, unassisted units in the neighborhood.

MEMO

February 25, 2015

Calculating Admin Funds for Multi-Family New Production

The Iowa Economic Development Authority (IEDA) has awarded 6 rounds of Multi-Family New Production; which, as projects were awarded were added to either existing or new 08-DRH contracts per Disaster Contract Recipient (Entitlement Community or Super County).

Language regarding the calculation of admin for each round of guidance stated:

- Round 1 – Attachment I "Recipients (the IDED's Disaster Recovery recipients) will be allowed general administrative funds not-to-exceed two percent (2%) of the total award (calculated by considering the total of all project-related costs as ninety-eight percent of the total award)."
- Round 2 – Attachment K "Recipients may be allowed general administrative funds in an amount not-to-exceed two percent (2%) of the total award (calculated by considering the total of all project-related costs as ninety-eight percent of the total award)."
- Round 3 – Attachment M "Recipients may be allowed general administrative funds in an amount not-to-exceed two percent (2%) of the total award (calculated by considering the total of all project-related costs as ninety-eight percent of the total award)."
- Round 4 – Attachment O "Recipients may be allowed general administrative funds in an amount not-to-exceed two percent (2%) of the total award (calculated by considering the total of all project-related costs as ninety-eight percent of the total award).
- Round 5 – Attachment P "Recipients may be allowed general administrative funds in an amount not-to-exceed two percent (2%) of the total award (calculated by considering the total of all project-related costs as ninety-eight percent of the total award).
- Round 6 – Attachment Q "Recipients may be allowed general administrative funds in an amount not-to-exceed two percent (2%) of the total award (calculated by considering the total of all project-related costs as ninety-eight percent of the total award i.e. CDBG Award ÷ .98 – CDBG Award = Administration).

For Rounds 5 (awarded July 2013) and 6 (awarded January 2015) the calculation noted in Round 6 guidance (CDBG Award ÷ .98 – CDBG Award = Administration) was used to calculate all admin awards associated with a new Multi-Family award.

In instances where housing project costs increased as a result of guidance clarification in advance of contracting for the MF award, those housing project cost increases provided increased administrative funds as well.

With the injection of storm water funds into CDBG Housing projects in Round 6, it was determined that because the applications were submitted stand alone from the storm water request, CDBG funds were proposed to cover the full cost of the storm water treatment, and adding such treatments would not significantly increase the administrative scope of work as it relates to processing contracts, environmental review or draws, IEDA would not add additional administration for storm water funds. All Round 6 Admin awards are calculated as a percentage of the Housing award component only.

As DRH contracts have adjusted project costs or performance targets slightly, IEDA has adjusted those figures in the activity line item, but has not "clawed back" or increased administration funds. The Admin award is set at the time of activity award, and is not further adjusted until all activity targets are complete and no additional admin is needed. At that time IEDA will "claw back" any remaining admin.

IEDA Procurement Policy for Disaster Recover Housing (DRH) projects

One of the primary goals of Iowa Economic Development Authority's distribution of Disaster allocated Community Development Block Grant (CDBG) funds is to ensure quality housing projects are made available to low and moderate income persons in a prompt timeframe to replace housing lost as a result of the 2008 Iowa Flood Disaster. As IEDA distributes awards for new projects, the intent is to solicit applications for, and select projects that emphasis a readiness to proceed. One component of being shovel-ready is having a team of professionals identified in advance of a project award. While shovel-readiness is a priority for IEDA, all CDBG projects are required to comply with Federal Procurement Regulations, which, as stated in the CDBG Management Guide, "direct that all supplies, equipment, construction and services be acquired efficiently and economically through open and fair competition." Therefore it is a requirement of these grants to ensure that fair and open procurement practices are used for construction activities. This is most easily achieved through the sealed bid process.

In consideration of these applications being shovel-ready, should the award recipient or the owner/developer of the project as identified in the application be able to show that a legal partnership or agreement for construction services was formed in advance of the award, IEDA will consider that situation exempt from the required procurement process. While some applications identified construction contractors as "team members" in their application, or used a single construction contractor to obtain estimates for their project's application, unless there is a legal partnership/agreement between the two entities in advance of the IEDA award, they will not be considered exempt from procurement.

Even if a construction contractor is exempt from procurement for the above reason, it is at the discretion of the award recipient or owner/developer on the original application to determine if sealed bid procurement for construction services will benefit their project and may proceed accordingly.

Should you have any questions or concerns regarding your project's requirements for procurement please contact your IEDA project manager.

IEDA Lead Based Paint Guidelines

Purpose

The purpose of this program is to meet the demand for trained and certified lead contracts and workers, as a result of the 2008 natural disaster. This activity funds the training for contractors and other professionals involved with lead hazard/lead-based paint abatement to build capacity throughout the disaster recovery area. All recipients of these funds meet the national objective of Urgent Need.

Eligibility Requirements

- Trainees must be registered Iowa contractors and Iowa workers.
- Trainings must be held in the state of Iowa.
- Trainees must successfully complete the course and present certification in order to receive reimbursement. They must also attest that upon training certification they will make their services available for Iowa's disaster recovery area.
- All attendees register and pay for all expenses. They will present a request for reimbursement to IDED upon completion. Recertification/refreshers will also be allowed.
- IDED reserves the right to cap allowable registration reimbursement if standard rates increase.
- Courses eligible under the program: Sampling Technician, Inspector-Risk Assessor, Sampling Technician & Inspector-Risk Assessor Refresher parts 1 and 2, Abatement Worker, Abatement Contractor/Worker Refresher, and Safe Work Practices.

Duplication of Benefits

- The Iowa Department of Economic Development reviewed the funds provided for disaster recovery and no organizations provided funds for the same purpose as this program.

Distribution of Funds

- Funds will be awarded to applicants on a first-come, first served basis
- IDED will reimburse applicants directly for allowable expenses

Lead Based Paint Process

Once the applicant(s) have taken the Lead Abatement course they will receive notice from their instructors that they can receive reimbursement from the IDED Lead Based Paint Reimbursement program. The applicant's will provide their reimbursement form to IDED.

Once the applicant has submitted the proper documentation (reimbursement form, training certificate, receipt, and IDPH certification letter) for their reimbursement to IDED it will be reviewed by IDED for completion.

Lead Based Paint Reimbursement Form:

- Check the contact information at the top of the reimbursement form. (Applicant's name, mailing address, email address and phone number)
- Ensure SS# and/or Contract FED ID# is entered.
- Verify which training course(s) the applicant is requesting reimbursement
- Check that the applicant has entered what they are claiming. (Registration fee, certificate fee, and 3rd party exam fee)
- If traveled, ensure that the city, state, and departure time and also the traveled to destination and time has been completed. Also, check the return destination and time. (Travel not reimbursed when residence and training are located in same metro city)
- Check to see if the applicant is requesting reimbursement for food and hotel. Verify in the "Meals and Hotel Reimbursement" section. (Need original receipts for all expenses)
  *Reimbursement rates are stated at the bottom of the form.
- Check to see if the applicant has signed and dated the reimbursement form.

Training Certificate

- Verify that the training certificate has the college name of where the applicant took the course. (Training certificates from Iowa Department of Public Health are not acceptable)

Receipt

- Check if the applicant has provided sufficient proof of payment for the course.

IDPH Certification Letter

- Ensure that the applicant has provided a letter from Iowa Department of Public Health displaying the applicant has passed the course (A Letter showing the applicant has passed the course is not acceptable).The certification has to be under the individuals name who has taken the course.

GAX Preparation

If all of the required documentation has been completed, a reimbursement claim form (GAX form) will be created and electronically saved in our system.

- The GAX form that is used is located here: G:\BCF\Documents\Disaster\Lead Based Paint\GAX individual BLANK.

The following sections of the form must be completed prior to submitting the form to accounting for reimbursement

- Complete the Name and address section (highlighted below)

Attach supporting documentation to the back of this form	STATE OF IOWA	GAX (NON-EMP)
OFFICIAL DOMICILE	NON-EMPLOYEE EXPENSES	DOCUMENT NUMBER
Des Moines, IA		
PURPOSE OF TRAVEL: ☐ NORMAL JOB DUTIES ☐ MEETING ☑ TRAINING	☐ CONFERENCE / SEMINAR ☐ STAFF DEVELOPMENT ☐ REQUIRED BY FEDERAL GOVERNMENT	☐ MEETING ☐ OTHER
NAME AND HOME ADDRESS	ALTERNATE ADDRESS (send warrant to)	ACCOUNTING USE ONLY-REFERENCE ALL OTHER RELATED DOCUMENTS
		DOC # / DATE PAID / DOC # / DATE PAID

In the middle of the form there is a section used for the amount of money the applicant is claiming reimbursement. On the right side of GAX form is an “R” for registration, and next to that you will enter the registration fee based on the information provided on the Reimbursement form. Below the “R” is an “O”, next to it, enter the certification fee which is also stated on the reimbursement form.

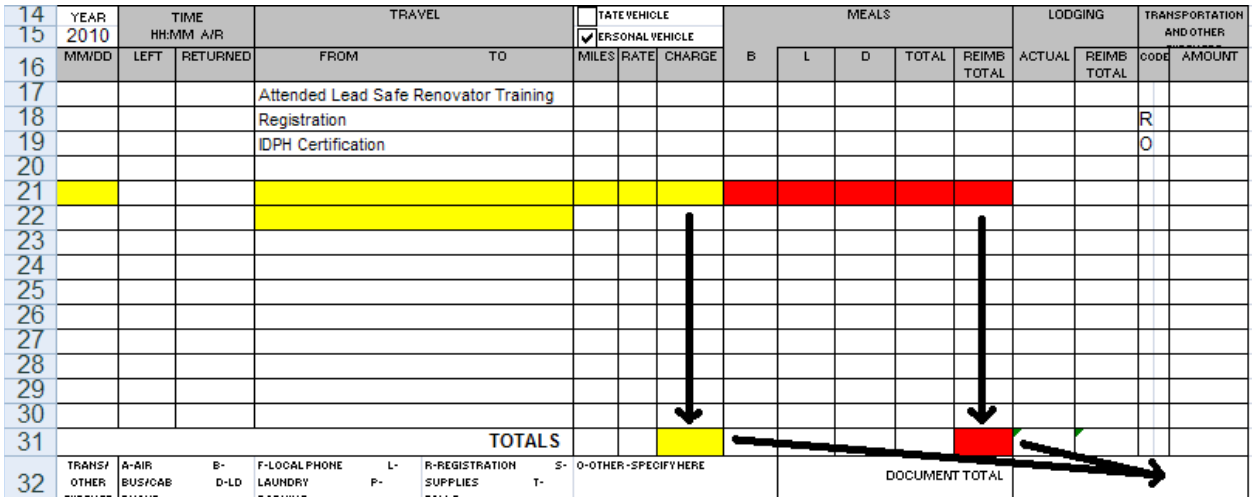
YEAR	TIME HH:MM A/R		TRAVEL		☐ STATE VEHICLE ☑ PERSONAL VEHICLE			MEALS					LODGING		TRANSPORTATION AND OTHER	
2010																
MM/DD	LEFT	RETURNED	FROM	TO	MILES	RATE	CHARGE	B	L	D	TOTAL	REIMB TOTAL	ACTUAL	REIMB TOTAL	CODE	AMOUNT
			Attended Lead Safe Renovator Training													
			Registration												R	
			IDPH Certification												O	
				TOTALS												

- On the left side of the middle section in column “MM/DD”, enter the date the applicant completed the course(s). The date of completion is on the training certificate submitted by the applicant. Also, be sure to enter the correct year in which the class was taken which is located above “MM/DD”.

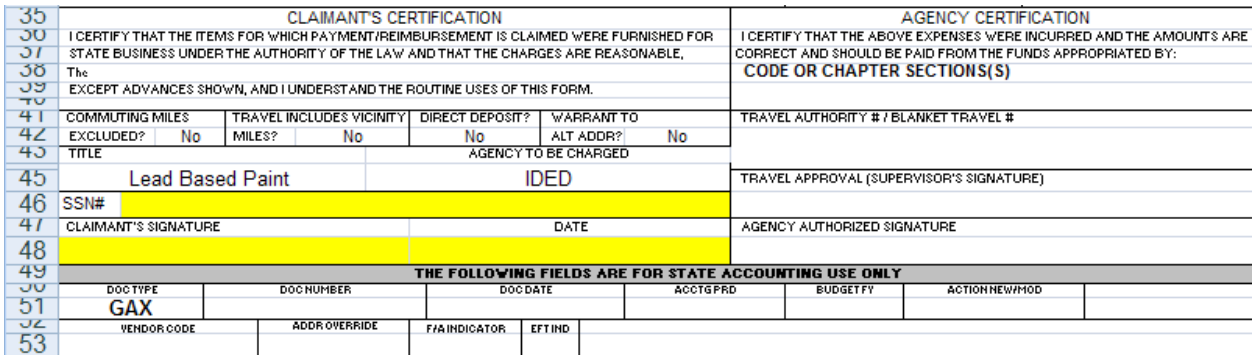
	YEAR	TIME		TRAVEL		☐ TATE VEHICLE ☑ ERSONAL VEHICLE			MEALS					LODGING		TRANSPORTATION AND OTHER	
	2010	HH:MM A/R															
	MM/DD	LEFT	RETURNED	FROM	TO	MILES	RATE	CHARGE	B	L	D	TOTAL	REIMB TOTAL	ACTUAL	REIMB TOTAL	code	AMOUNT
				Attended Lead Safe Renovator Training													
				Registration												R	
				IDPH Certification												C	
				TOTALS													

- If the applicant has submitted mileage, document this in the middle section Use the information provided on the reimbursement form to enter mileage on the GAX. (see example below in YELLOW)
  - On the left side of the middle section under “MM/DD” enter the date traveled.
  - Under the column “Travel- FROM and TO”, document where applicant departed from and the final destination
  - In the middle section there are 3 columns labeled, MILES, RATE, and CHARGE.
    - Determine how many miles the applicant traveled and enter it under MILES. The RATE used is 39% of the miles traveled. Enter 39 under RATE, do not use .39 or 39%. Once you have calculated the mileage x 39% enter the result under CHARGE. (the spreadsheet will automatically add the mileage to the registration and certification fees)

- If the applicant has submitted receipts for food, document in the middle section. Applicants must provide receipts in order to receive reimbursement. (see example below in RED)
  - In the middle section, columns labeled B, L, and D stand for breakfast, lunch, and dinner.
  - For every meal consumed, enter the cost in the required fields. Using a calculator add the totals in the TOTAL column. See Reimbursement form for meal rates because the total amount being reimbursed is different between the 3 meals.
  - If any of the meals did not exceed the limit, enter the total in the REIMB TOTAL column.
  - If meal(s) went over the limit use the max amount for that meal and enter it into the REIMB TOTAL column. (the spreadsheet will automatically add the meals to the registration and certification fees)

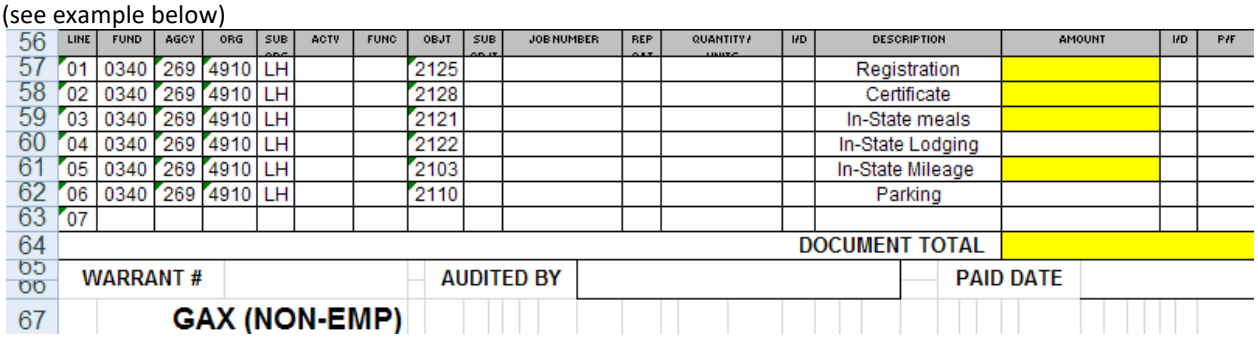


- Toward the bottom of the page is the section for the clients SS# or FED ID#. One of the two will need to be documented in the appropriate section.
- If the applicant has signed the Reimbursement form, enter the name under "claimant's signature".
- Under "DATE" enter the current date. (see examples below)



- At the bottom of the page, locate the columns, DESCRIPTION, and AMOUNT.
  - Enter the **registration** amount
  - Enter the **certificate** amount
  - Enter the **meals** amount (only if claiming)
  - Enter the **Mileage** amount (only if claiming)
- Once you have calculated the totals enter the amount in the DOCUMENT TOTAL.

(see example below)



Once these steps are completed, save the file here: G:\BCF\Documents\Disaster\Lead Based Paint\LBP Apps

Print the claim and attach it to the reimbursement form, training certificate, receipt, and IDPH certification letter submitted by the applicant. Put in stack until the stack count reaches 50. Once the stack reaches 50, give to the Community Development division administrator for signature. When returned, make 3 copies of each application. Keep one for the file (LEAD REIMBURESMENT REQUSTS box) and the other two are sent to accounting for review.

When accounting is finished processing the reimbursement checks they will send back a copy of the claim with the check attached. The next step is to create a copy of the check for the file.

- When finished, remove the extra copy kept for reference from the LEAD REIMBURSEMENT REQUEST box and match it to the reimbursement form, training certificate, receipt, and IDPH certification letter.

After the checks have been copied and filed, the following steps should be followed:

- For each applicant there should be two stapled forms, a check, and a check copy.
- Separate the two stapled forms. (if one has RED writing on it keep to be stored in filing)
- Remove the Reimbursement form from one of the two stapled forms, verify the check amount matches the amount listed on the form, fold the Reimbursement form and place inside a windowed envelope.
- Place the check from accounting in the envelope. (the name and address should be visible through the window of the envelope)
- With the remaining stapled form and the check copy stapled together, write, “Mailed out- (current date)” in the upper right-hand corner. This will be kept in Lead Based Paint filing cabinet.
- When finished place all envelopes in the mailroom box to be sent out.

When you receive applications in the mail there is a possibility the client did not provide the appropriate information for their reimbursement. A return letter form will need to be completed and sent back to the client so IDED receives the correct information. The return form is found here: G:\BCF\Documents\Disaster\Lead Based Paint\forms (See attached Appendix A)

- Prior to filling out the information on the return form, the information that is needs to be complete must be determined.
- Fill out the date the letter is being mailed.
- Enter the client’s first and last name next to “ATTENTION”.
- In the middle of the page is where you enter the information that the applicant is missing. Indicate this by putting a checkmark next to what is missing. (See below for reference).Once the information is complete, sign the bottom of the form.
- With the return letter on top, return ALL information back to the sender.

Date _____

ATTENTION _____

RE: Lead Based Paint Reimbursement

I did not receive a document(s) to complete your reimbursement.

Please provide a copy of the documents(s) listed below. For your convenience I have enclosed a "return" envelope for you to **send back the entire packet.**

Remember I need four (4) items to process your reimbursement.

1) Your completed reimbursement form signed, dated with your SS# or FED ID# **AND A COPY OF YOUR**
2) Training Certificate (from your trainer)
3) A receipt showing you paid for your training, a copy of a check will not work.
4) IA Department of Public Health (IDPH) Certification Letter (In your name, not the company name)

Item(s) needed:

_____ Reimbursement Form
_____ FED ID # or Social Security #
_____ Training certificate from your trainer
_____ A receipt showing you paid for your class(s)
_____ IDPH Certification Letter
_____ Other

Sincerely,

Cooper Smith
Disaster Recovery
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, IA 50309
Telephone: 515-725-3003

Watershed Planning- Policy Guidelines

Planning Activity Background and purpose
In order to prevent or mitigate future floods, the Iowa Legislature has enabled the creation of watershed management authorities. The floods of 2008 in Iowa have shown the inadequacy of past piecemeal approaches in preventing damage from major floods. The purpose of watershed management is to rehabilitate flood prevention systems in a coordinated fashion, to restore and enhance Iowa's drainage infrastructure in substantially more effective ways

Watershed authorities will be created by intergovernmental agreement among two or more local governments that share a common watershed. Functions of the authorities include assessment of flood risks and water quality, and options for improving them within the watershed, monitoring federal activities and education of residents on watershed management, and allocation of funds made available for water quality and flood mitigation.

Elements within the planning activity include:

- Funding to the Iowa Department of Natural Resources (IDNR) to work with consortia of local governments to establish Watershed Management Authorities (WMA's), and will provide hands-on technical assistance in the creation of watershed management plans. Specifically, IDNR will prepare a request for proposals for the formation of WMAs, select successful proposals, consult and guide successful proposals in their work to establish a WMA, and provide periodic reports to IDED.

  Selection of prospective WMA's and planning projects will be based on the extent to which applicants:
  1. Add value to watershed management
  2. Encourage comprehensive, multi-objective planning
  3. Demonstrate long term sustainability (20 years)
  4. Establish new or expanded watershed entities
  5. Encourage inclusivity among political subdivisions
  6. Leverage funding, in-kind services, leadership, and networks
  7. Are generally of a HUC-12 in size
- Funding to a consortia of selected local governments both for formation of WMA's and for WMA watershed planning. The formation of WMAs may include, among other things, legal fees and facilitation costs. Watershed planning may include consultation fees, facilitation costs, and staff time. IDED will contract directly with a "lead" local government in each prospective WMA area for this element.
- Funding to the Iowa Flood Center at the University of Iowa to conduct planning involving a detailed assessment of watershed drainage needs and choice of specific watershed drainage improvements that are to be designed and constructed.

Watershed Projects Policy Guidelines

Activity Background
Permanent and dependable protection against future floods is critical to future economic revitalization. The 2008 disasters threatened the existence of hundreds of businesses and thousands of jobs. These businesses employed over 19,000 persons whose jobs were threatened with elimination, representing an annual payroll in excess of $700 million. Potential for flooding of farmland threatens revitalization of the agricultural economy, land values, and the tax base for rural communities. The challenge is to restore drainage systems to provide protection to businesses and agricultural land, with acceptable costs to businesses and minimal reduction in row crop acreage.

Purpose of activity

The purpose of this activity is to fund construction projects in individual watersheds that are selected and planned for under the Watershed Planning activity (Q). Watershed management projects would restore more subsurface hydrology through better infiltration, and control overland flow through judicious application of innovative water retention technologies. This will lower the amount and frequency of floods.

Elements within the activity include:

- Funding for the Iowa Flood Center at the University of Iowa to identify target sub-watersheds with the highest mitigation potential, recommend best practices and evaluate performance of selected watershed construction projects.
- Contracts with "lead" local government subrecipients representing WMA's or watershed-based consortia of local governments, for construction of selected watershed projects. A minimum of three watersheds will be selected. Selection of the watersheds and projects to be funded will be based on the extent to which applicants' proposed projects will:
    - Maximize soil water holding capacity from precipitation.
    - Minimize severe scour erosion and sand deposition during floods.
    - Manage water runoff in uplands under saturated soil moisture conditions.
    - Reduce and mitigate structural and nonstructural flood damage.

Policies and Procedures - Iowa Watershed Approach

This documents entails the policies and procedures for the 2008 Community Development Block Grant Disaster Recovery funded efforts to reduce and mitigate future flooding taking the following five-pronged approached.

1. Floodplain Education
2. Watershed Management Authority Formation
3. Watershed Planning
4. Watershed Hydrologic Assessment
5. Watershed Flood Mitigation Project Construction

This policies and procedures document addresses separately each of the five-prongs listed above.

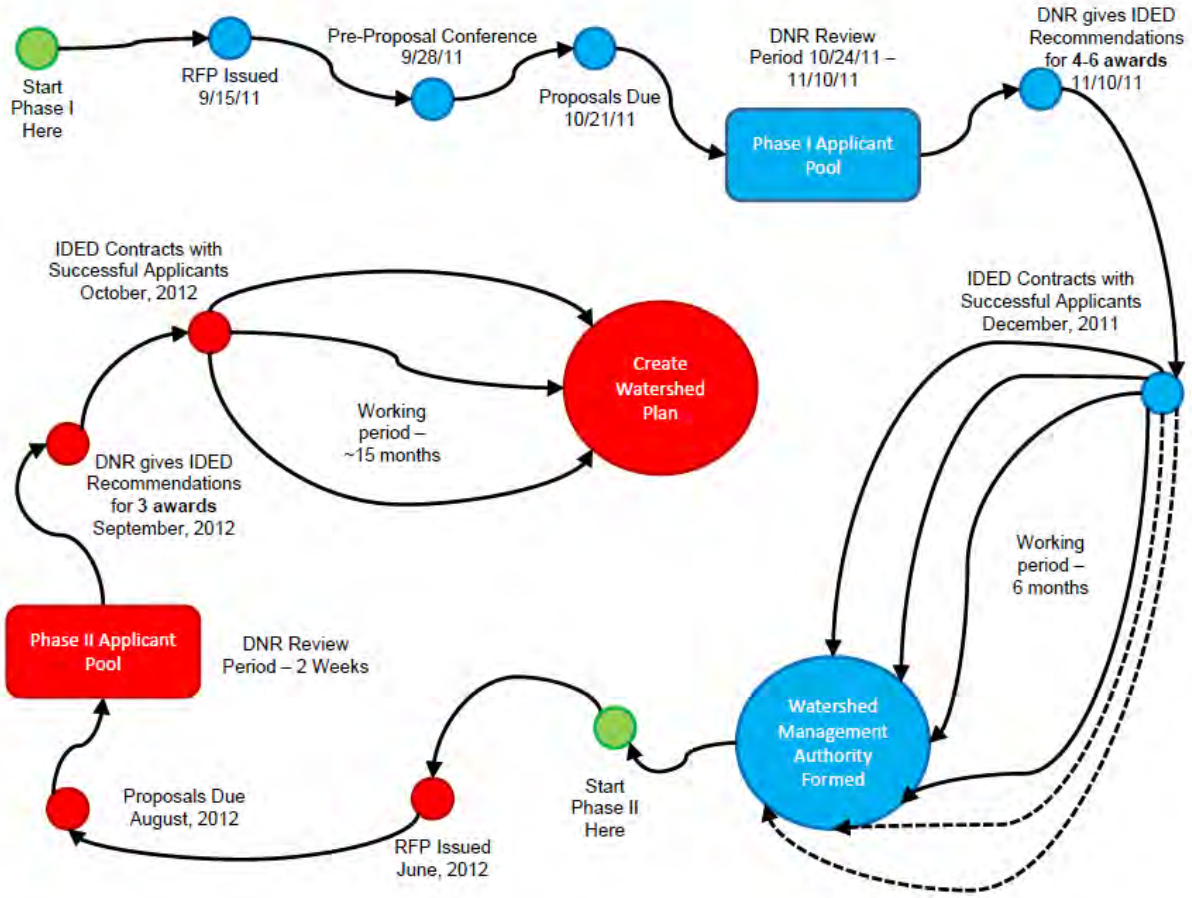
Floodplain Education

1. **Procurement**
    a. Iowa Economic Development Authority (IEDA) contracts with Iowa Department of Natural Resources (DNR) for project delivery
    b. DNR issues request for proposals for contractors to assist in development of flooding in Iowa education campaign
    c. DNR review panel reviews received proposals and selected contractors are approved by Iowa Environmental Protection Commission, if required based on total contract amount
    d. DNR develops project contracts with required federal language
    e. DNR contracts with selected contractor(s) to develop floodplain education program
2. Project Work Flow
    a. DNR receives, reviews, and approves work plans of selected contractor(s) for flooding education programs targeted toward key community leaders, elected officials and the public
    b. Activities of selected contractor(s) are coordinated, as appropriate, with the efforts of the Iowa Insurance Division on flood hazard awareness and promotion of flood insurance
    c. Contractor(s) develop Iowa flooding education resources
    d. Contractor(s) submits project reports to DNR
    e. DNR provides project updates to IEDA
    f. Contractor(s) and DNR promote and deliver flooding in Iowa education resources to key audiences via direct mail, publications and conferences
3. Reimbursement
    a. Contractor(s) submit reimbursement claims to DNR
    b. DNR reviews and approves contractor expense claims
    c. DNR submits reimbursement request to IEDA claims processor
    d. IEDA approves DNR claims
    e. IEDA issues reimbursement to DNR via interagency electronic transfer
4. Monitoring
    a. IEDA conducts internal desktop monitoring of DNR utilizing the desktop monitoring checklist for the project
    b. Monitoring checklist categories for review include:
        i. Financial management
        ii. Procurement
        iii. Contract management
        iv. Project completion

Watershed Management Authority Formation

1. Procurement
    a. Iowa Economic Development Authority (IEDA) contracts with Iowa Department of Natural Resources (DNR) for project delivery, including technical assistance to local governments to form watershed management authorities
    b. DNR issues request for proposals to eligible cities and counties
    c. DNR review panel receives and recommends proposals for award based on review criteria
        i. Review panel includes representatives from DNR, IEDA, Iowa Flood Center, Iowa Department of Agriculture and Land Stewardship, Natural Resources Conservation Service, Iowa State University
        ii. Review criteria include:
            1. Will proposal add value to watershed
            2. Will proposal encourage comprehensive, multi-objective planning
            3. Does proposal demonstrate long-term sustainability and consider planning beyond demonstration projects
            4. Manner in which proposal establishes new or expands existing watershed management authorities
            5. Manner in which proposal encourages inclusivity among political subdivisions
            6. Manner in which proposal utilizes award funds
            7. Cost of goods and services
            8. Creativity and proposed innovative techniques used in process
            9. Does proposal encourage a comprehensive, multi-objective planning approach to watershed management
            10. Does proposal designate a watershed at least a minimum HUC-12 in size and no larger than a HUC-8 in size
            11. Does proposal include compliance with the applicable RFP provisions
            12. Is the proposed watershed larger or more complex
    d. DNR recommends selected proposals to IEDA
    e. IEDA approves DNR recommended proposals to be funded
    f. IEDA issues contracts, with required federal language, to each selected local government (recipient) leading development of local watershed management authority
    g. Recipient, if necessary, issues request for proposal for consultation or legal services
        i. Recipient issues contract with required federal language
2. Project Work Flow
    a. DNR provides technical assistance to recipients for watershed management authority formation
    b. Recipient issues Iowa code required invitation to all eligible watershed management authority participants (cities, counties, soil and water conservation districts) in the proposed watershed
    c. Recipient coordinates gathering of watershed management authority interested eligible parties and interested stakeholders
    d. Interested eligible parties draft watershed management authority formation document
    e. Each interested eligible party (city, county, soil and water conservation district) approves the watershed management authority formation document
    f. Members of the watershed management authority board are determined by the eligible members
    g. The recipient files the 28E agreement with the Iowa Secretary of State's office formalizing the creation of the watershed management authority
    h. Recipient notifies IEDA that watershed management authority has been formed
3. Reimbursement
    a. Recipients submit reimbursement claims to IEDA claims processor
    b. IEDA approves and pays reimbursement claim
    c. DNR submits reimbursement claims to IEDA claims processor
    d. IEDA approves and pays reimbursement claim
4. Monitoring

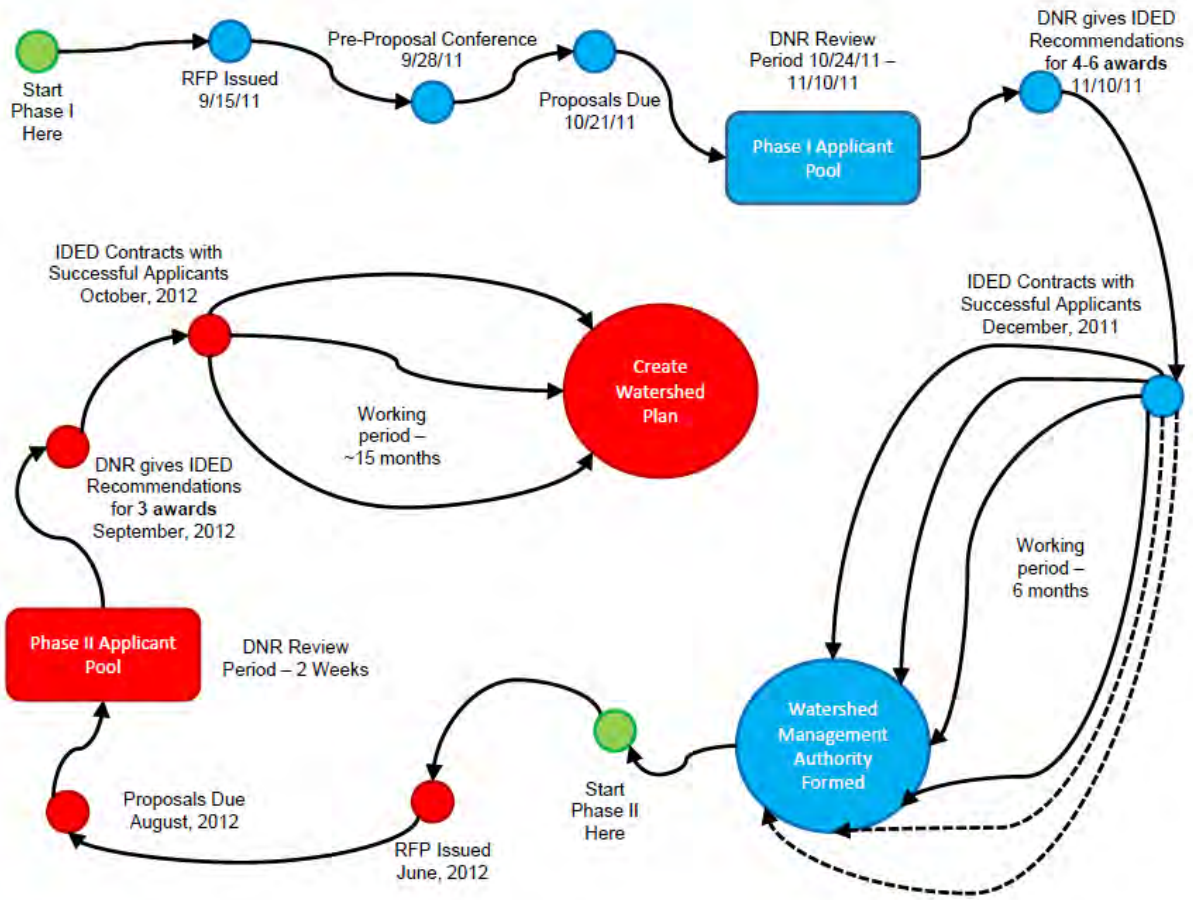
a. IEDA conducts internal desktop monitoring of DNR utilizing the desktop monitoring checklist for the project
b. Monitoring checklist categories for review include:
    i. Financial management
    ii. Procurement
    iii. Contract management
    iv. Project completion



Watershed Planning

1. Procurement
    a. Iowa Economic Development Authority (IEDA) contracts with Iowa Department of Natural Resources (DNR) for project delivery, including technical assistance to watershed management authorities for watershed plan development
    b. DNR issues request for proposals to eligible cities and counties (must have a watershed management authority in place)
    c. DNR review panel receives and recommends proposals for award based on review criteria
        i. Review panel includes representatives from DNR, IEDA, Iowa Flood Center, Iowa Department of Agriculture and Land Stewardship, Natural Resources Conservation Service, Iowa State University
        ii. Review criteria include:
            1. Will proposal add value to watershed
            2. Does proposal demonstrate long-term sustainability and consider planning beyond demonstration projects
            3. Manner in which proposal encourages inclusivity among political subdivisions
            4. Manner in which proposal utilizes award funds
            5. Cost of goods and services
            6. Creativity and proposed innovative techniques used in process
            7. Does proposal encourage a comprehensive, multi-objective planning approach to watershed management
            8. Does proposal designate a watershed at least a minimum HUC-12 in size and no larger than a HUC-8 in size
            9. Does proposal include compliance with the applicable RFP provisions
            10. Is the proposed watershed larger or more complex
            11. Level of in-kind and/or financial match pledged
            12. Demonstrated understanding of smart planning principles and a clear plan of how they will be incorporated
            13. Discussion of how political, technical and public support will be generated and maintained within participating jurisdictions
            14. Whether and how applicant plans to leverage funding, in-kind services, leadership and networks
    d. DNR recommends selected proposals to IEDA
    e. IEDA approves DNR recommended proposals to be funded
    f. IEDA issues contracts, with required federal language, to each selected local government (recipient) leading development of watershed
    g. Recipient, if necessary, issues request for proposal for watershed planning consultation or technical services
        i. Recipient issues contract with required federal language
2. Project Work Flow
    a. DNR provides watershed planning technical assistance to recipients
    b. Recipient, working with members of watershed management authority, interested stakeholders and technical assistance resources, follows EPA 9-step process (or similar) to develop watershed plan
    c. Public meetings are held for update and input into watershed plan
    d. Members of the watershed management authority approve the watershed plan
    e. Recipient notifies IEDA that watershed plan has been completed
3. Reimbursement
    a. Recipient contractor submits claims to recipient
    b. Recipient reviews contractor work and claim submittal and issues payment
    c. Recipients submit reimbursement claims to IEDA claims processor
    d. IEDA approves and pays reimbursement recipient
    e. DNR submits reimbursement claims to IEDA claims processor
    f. IEDA approves and pays reimbursement claim

4. Monitoring
    a. IEDA conducts internal desktop monitoring of recipient and DNR utilizing the desktop monitoring checklist for the project
    b. Monitoring checklist categories for review include:
        i. Financial management
        ii. Procurement
        iii. Contract management
        iv. Project completion



Watershed Hydrologic Assessment

1. Procurement
    a. Iowa Economic Development Authority (IEDA) contracts with the University of Iowa's Iowa Flood Center for project delivery
    b. Iowa Flood Center issues request for information to eligible applicants (all cities and counties in the 85 Iowa counties declared federal disaster areas in 2008)
    c. Iowa Flood Center review panel receives and recommends 3-4 proposals for award based on review criteria
        i. Review panel includes representatives from DNR, IEDA, Iowa Flood Center, Iowa Department of Agriculture and Land Stewardship, Natural Resources Conservation Service, Iowa State University, Iowa soybean Association
        ii. Review criteria include:
            1. Established relationships with landowners
            2. Experience with large-scale watershed planning
            3. Active community involvement and engagement throughout the watershed
            4. Local financial and/or in-kind support throughout the project
            5. Proposed watershed
    d. Iowa Flood Center notifies IEDA of selected watershed
    e. Iowa Flood Center notifies watersheds selected to receive watershed assessment services
2. Project Work Flow
    a. The project will begin with an initial hydrologic assessment for each selected HUC 8 watershed. The hydrologic assessment will include data collection, hydrologic model development and an assessment of the areas most likely to reduce flood damages downstream. Local agencies and organizations in the selected watersheds will work with staff and researchers at the Iowa Flood Center to collect data and information in the watershed as well as serve as hosts for outreach events to be conducted throughout the watershed. Phase I is anticipated to last 18-24 months.
3. Reimbursement
    a. The University of Iowa submits reimbursement claims to the IEDA claims processor
    b. IEDA reviews and approves reimbursement claims
    c. IEDA issues payment to University of Iowa via inter-agency electronic transfer
4. Monitoring
    a. IEDA conducts internal desktop monitoring of University of Iowa utilizing the desktop monitoring checklist for the project
    b. Monitoring checklist categories for review include:
        i. Financial management
        ii. Procurement
        iii. Contract management
        iv. Project completion

Watershed Flood Mitigation Project Construction

1. Procurement
    a. IEDA issues a request for proposals to the watersheds previously selected during the watershed hydrologic assessment phase to select watersheds to receive financial assistance for the design and installation of flood mitigation practices in targeted sub-watersheds
        i. Examples of flood mitigation practices include ponds, erosion control structures, wetlands, flood plain restoration, buffer strip installation and enhancement, infiltration practices, reforestation and flood easement acquisition
    b. IEDA receives request for proposals
    c. Following the guidelines for activities Q(3) and R(2) of the State of Iowa Action Plan for Disaster Recovery #2, only three watersheds are identified as being eligible to apply for flood mitigation project funding.
    d. IEDA confers with Iowa Flood Center and DNR as to ability of proposal respondents to implement watershed construction projects and reviews proposals compared to request for proposal review criteria below consistent with activity R(2) of page 21 of the State of Iowa Action Plan for Disaster Recovery #2.
        i. Review criteria included
            1. HUC-12 watersheds proposed for flood mitigation projects
            2. Types of flood mitigation practices proposed
            3. Number of flood mitigation practices proposed
            4. Level of project support from landowners
            5. Project time line
            6. Project budget
    e. Since only three watersheds are eligible, all three applicants submit sound proposals following the criteria above, and activity R(2) of the State of Iowa Action Plan for Disaster Recovery #2 dictates that at least three watersheds will be selected, the watershed proposals are not scored and only reviewed for completeness, timeliness, budget, and ability to complete the projects. IEDA discusses proposals with two representatives of the Iowa DNR Water Quality Bureau and a member of the Iowa Flood Center to confirm that all three applicants can implement the proposed projects.
    f. Selected watersheds (recipients) notified
    g. IEDA issues contract with lead entity for each selected watershed
    h. IEDA provides grant administration funding to selected recipients to hire experienced CDBG grant administrator
        i. Recipient issues public notice and request for proposal, if necessary, to hire experienced CDBG grant administrator. Local council of government can be selected via sole source without competitive RFP
    i. Recipient issues contract with required federal language to grant administrator
    j. Recipient, with grant administrator assistance, enters into sub-recipient agreement, if applicable, and includes all required federal contract language in contract
    k. IEDA uses informal procurement process to receive proposals to deliver archaeological Phase 1A services to IEDA and to selected watershed recipients to identify locations in sub-watershed with low, medium or high probability of needing further archaeological investigation
    l. IEDA internal review team selects archaeological Phase 1A service provider and issues contract with required federal language
    m. IEDA and archaeological Phase 1A service provider work with State Historic Preservation Office to agree on approach to review sites for potential archaeological impacts
    n. Recipient, with grant administrator assistance, issues public notice and request for proposal for needed professional services such as archaeological, appraiser, review appraiser, engineering, and construction
    o. Recipient, with grant administrator assistance, reviews proposals received based on review criteria in request for proposals
    p. Recipient selects winning respondent per recipient's procurement policy and notifies IEDA if sole source approval is required
    q. Recipient issues contract with required federal language to selected professional service provider(s)
2. Project Work Flow

a. Recipient/Sub-recipient (Recipient) reaches out to landowners to determine interested landowners and potential sites for flood mitigation practices
b. Recipient confers with Iowa Flood Center to identify best place for flood mitigation practices in the sub-watersheds and most effective practice types to install
c. Iowa Flood Center continues hydrologic assessment work begun under watershed hydrologic assessment phase
d. Recipient sends maps of potential flood mitigation construction sites along with construction project description information to IEDA's archaeological services provider
e. IEDA's archaeological services provider provides report to watershed recipients identifying locations in sub-watershed with low, medium or high probability of needing further archaeological investigation
f. Recipient, with landowners, Iowa Flood Center and project designer, identify project locations and practices to be installed
g. Recipient, led by grant administrator, follows required federal environmental review process and receives State Historic Preservation Office concurrence and release of funds from IEDA
h. Recipient, with grant administrator assistance, completes any necessary easement, acquisition or maintenance agreements with landowners
i. Recipient's project design contractor designs projects
j. Recipient, with grant administrator assistance, issues request for proposals for project installation contractors
k. Recipient contacts IEDA for verification of contractor eligibility
l. Contractor installs project
m. Recipient and grant administrator confirm proper project installation
n. Iowa Flood Center models impacts of projects installed

3. Reimbursement
    a. Contractor issues invoice to recipient
    b. Grant administrator reviews contractor work on behalf of recipient and recommends payment
    c. Recipient approves and issues payment to contractor
    d. Grant administrator assists recipient in filing reimbursement claim with IEDA claims processor
    e. IEDA reviews and approves claim and issues payment to recipient
4. Monitoring
    a. IEDA conducts on-site monitoring of recipient's performance utilizing the applicable IEDA monitoring checklist for the project
    b. Monitoring checklist categories for review include:
        i. Financial management
        ii. Procurement
        iii. Contract management
        iv. Project completion

CONDUCTING A LOW-TO-MODERATE INCOME (LMI) SURVEY FOR A CDBG APPLICATION

To be eligible for funding, projects must meet the national objective of primarily benefiting low-and-moderate income (LMI) persons. This means that at a minimum, 51% of those benefiting from the activity must be considered LMI, and applicants must be able to document this benefit.

Certain projects that serve only a specific group of individuals may meet the definition of a limited clientele group under the CDBG regulations. These groups are presumed to be 51% LMI by definition, and the applicant can document LMI benefit without an income survey. The following groups are specifically listed in the CDBG regulations as limited clientele groups: abused children, elderly persons, battered spouses, homeless persons, adults meeting the definition of "severely disabled adults", illiterate adults, persons living with AIDS, and migrant farm workers.
If the proposed project provides a community-wide benefit, one of two different methods of documenting the LMI benefit can be used. First, the 2000 HUD Census LMI data can be used to determine the benefit. These LMI percentages can be found at the following link:
http://www.iowalifechanging.com/community/downloads/2007_census_lmi.xls
The second method, and the most common for most applications, is to conduct an income survey of the area to determine LMI benefit. These survey requirements would also apply to projects that are targeted to a specific area or neighborhood of a community.
Certain guidelines must be followed to ensure that a valid survey is completed that will provide accurate information to document the LMI benefit. The following information outlines these income survey guidelines.

Survey Methods

All households in a project area must be given an equal chance to respond to a survey. If the project area includes less than 300 households, then all households must be contacted. If the applicant wishes to use a sample for areas larger than 300 households, the sample must be selected randomly and must include at least 300 households to be valid. The sampling technique must receive prior IDED approval. Group quarters (e.g., dormitories, jails and care facilities) are not households.

House-to-house Survey

A house-to-house survey is the preferred survey method. The survey may be distributed by mail and retrieved at each household. A door-to-door survey may also be read to a responsible adult, with answers tabulated by the surveyor. Response rates for a house-to-house survey should be very high (80 percent response or better is required).

Telephone Survey:

A telephone survey is also acceptable. A response rate of 80 percent or better is required. It may be necessary to make evening calls to reach people at home.

Unacceptable Methods

These methods generally are unacceptable: mail-out/in survey with a low response rate; third party estimates of household income; and income assumptions about classes of people (e.g., elderly, mobile home residents or households with unemployed workers).

The applicant should use a simple survey form that includes the following:

- Explanation of why the survey is being conducted and purpose of the information;
- Assurance that responses will remain anonymous;
- Name of local official or responsible party who can answer questions about survey;
- Question on household size;
- Question on whether the household income is more or less than the appropriate county low and moderate income figure for the particular family size; and
- Other appropriate questions, if desired (e.g., support for proposed project).

If an application for a neighborhood project is funded, the applicant must determine number of beneficiaries by race/ethnicity. It is useful to collect such data on the survey. A sample survey instrument and LMI income list follows.

The survey instrument should indicate the income figures used. If the income levels are not included on the survey instrument (i.e., if respondents were asked to write in their actual income rather than indicate if they were in an income range), submit a copy of the LMI figures used to tabulate the surveys.
IDED may request verification of actual LMI benefit of projects selected for funding. Therefore, maintain a separate list of all persons completing a survey. Keep all individual survey responses completely confidential. The applicant must also keep all surveys on file for verification of LMI benefit for funded projects.
Please contact the IDED if you have any questions regarding the LMI survey process or the methodology you plan to use. Surveys that do not meet the guidelines listed above may be considered invalid which could cause your application to be ineligible for funding consideration.

Survey Tabulation

Applicants must complete a survey tabulation results sheet. Be sure to indicate the month and year the survey was conducted. The survey method used must also be described:
Example: A random sample of households was obtained using the city's utility billing list and selecting every third household to get a minimum sample of 300 households. These households were then contacted by phone.
Please note that responses to items A, B, C, and D relate to household information. Responses to the remaining items, E through K, relate to actual number of persons served.
Complete the survey tabulation results sheet as indicated. All numbers should be shown to two decimal places. Be sure to maintain copies of the survey instrument used and the tabulation sheet for your files.
Surveys must achieve an 80% response rate to be considered valid.
Applicants can use income surveys conducted in 2009, 2010 or 2011 to document LMI benefit.

Sample Survey

The City of Yourtown is conducting this survey to obtain information necessary to apply for an Iowa Community Development Block Grant. It is extremely important to the success of this application that you complete the following survey. There is no need for you to put your name on the survey. All information collected will be kept strictly confidential. If you have questions concerning this survey, please contact the City Clerk's Office at (phone #).

The City intends to apply for funds for water system improvements to replace old, deteriorating mains to improve water quality. Please indicate whether you support this project. ___ Yes___ No

Check below the number of persons in this household, and ***on the same line***, check whether the ***household*** income is above or below the dollar figure shown on that line:

Example: A household in Polk County has 4 persons and a household income of 40,500

_____ 1 person household income __ above __ below $41,750
_____ 2 persons household income __ above __ below $47,700
_____ 3 persons household income __ above __ below $53,650
__**X**__ 4 persons household income __ above **X**_ below $59,600
_____ 5 persons household income __ above __ below $64,400
_____ 6 persons household income __ above __ below $69,150
_____ 7 persons household income __ above __ below $73,950
_____ 8 or more household income __ above __ below $78,700

_____ 1 person household income __ above __ below $(county 1 person LMI)
_____ 2 persons household income __ above __ below $(county 2 person LMI)
_____ 3 persons household income __ above __ below $(county 3 person LMI)
_____ 4 persons household income __ above __ below $(county 4 person LMI)
_____ 5 persons household income __ above __ below $(county 5 person LMI)
_____ 6 persons household income __ above __ below $(county 6 person LMI)
_____ 7 persons household income __ above __ below $(county 7 person LMI)
_____ 8 or more household income __ above __ below $(county 8 person LMI)

Household Racial and Ethnic Information		
Racial/Ethnic Group	**Number of Persons**	
	Each Group	**Hispanic Origin**
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other Multi-Racial		
TOTAL PERSONS SERVED		

Month and year the survey was conducted: _____

Thank you for completing this survey. The information will assist in applying for a Community Development Block Grant

2011 HUD SECTION 8 COUNTY INCOME LIMITS (80% OF MEDIAN FAMILY INCOME)

COUNTY	1 person 80% MFI	2 person 80% MFI	3 person 80% MFI	4 person 80% MFI	5 person 80% MFI	6 person 80% MFI	7 person 80% MFI	8 person 80% MFI
Adair	$33,500	$38,300	$43,100	$47,850	$51,700	$55,550	$59,350	$63,200
Adams	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Allamakee	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Appanoose	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Audubon	$32,850	$37,550	$42,250	$46,900	$50,700	$54,450	$58,200	$61,950
Benton	$38,300	$43,800	$49,250	$54,700	$59,100	$63,500	$67,850	$72,250
Black Hawk	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
Boone	$36,750	$42,000	$47,250	$52,500	$56,700	$60,900	$65,100	$69,300
Bremer	$38,450	$43,950	$49,450	$54,900	$59,300	$63,700	$68,100	$72,500
Buchanan	$34,950	$39,950	$44,950	$49,900	$53,900	$57,900	$61,900	$65,900
Buena Vista	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Butler	$33,500	$38,300	$43,100	$47,850	$51,700	$55,550	$59,350	$63,200
Calhoun	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Carroll	$36,550	$41,750	$46,950	$52,150	$56,350	$60,500	$64,700	$68,850
Cass	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Cedar	$36,400	$41,600	$46,800	$52,000	$56,200	$60,350	$64,500	$68,650
Cerro Gordo	$35,100	$40,100	$45,100	$50,100	$54,150	$58,150	$62,150	$66,150
Cherokee	$33,000	$37,700	$42,400	$47,100	$50,900	$54,650	$58,450	$62,200
Chickasaw	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Clarke	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Clay	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Clayton	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Clinton	$33,000	$37,700	$42,400	$47,100	$50,900	$54,650	$58,450	$62,200
Crawford	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Dallas	$41,750	$47,700	$53,650	$59,600	$64,400	$69,150	$73,950	$78,700
Davis	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Decatur	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Delaware	$33,500	$38,300	$43,100	$47,850	$51,700	$55,550	$59,350	$63,200
Des Moines	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Dickinson	$34,900	$39,900	$44,900	$49,850	$53,850	$57,850	$61,850	$65,850
Dubuque	$35,700	$40,800	$45,900	$50,950	$55,050	$59,150	$63,200	$67,300
Emmet	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Fayette	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Floyd	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Franklin	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Fremont	$34,100	$38,950	$43,800	$48,650	$52,550	$56,450	$60,350	$64,250

COUNTY	1 person 80% MFI	2 person 80% MFI	3 person 80% MFI	4 person 80% MFI	5 person 80% MFI	6 person 80% MFI	7 person 80% MFI	8 person 80% MFI
Greene	$33,500	$38,300	$43,100	$47,850	$51,700	$55,550	$59,350	$63,200
Grundy	$34,800	$39,800	$44,750	$49,700	$53,700	$57,700	$61,650	$65,650
Guthrie	$41,750	$47,700	$53,650	$59,600	$64,400	$69,150	$73,950	$78,700
Hamilton	$34,950	$39,950	$44,950	$49,900	$53,900	$57,900	$61,900	$65,900
Hancock	$33,400	$38,200	$42,950	$47,700	$51,550	$55,350	$59,150	$63,000
Hardin	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Harrison	$39,550	$45,200	$50,850	$56,500	$61,050	$65,550	$70,100	$74,600
Henry	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Howard	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Humboldt	$33,750	$38,550	$43,350	$48,150	$52,050	$55,900	$59,750	$63,600
Ida	$33,500	$38,300	$43,100	$47,850	$51,700	$55,550	$59,350	$63,200
Iowa	$37,550	$42,900	$48,250	$53,600	$57,900	$62,200	$66,500	$70,800
Jackson	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Jasper	$34,250	$39,150	$44,050	$48,900	$52,850	$56,750	$60,650	$64,550
Jefferson	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Johnson	$44,350	$50,700	$57,050	$63,350	$68,450	$73,500	$78,600	$83,650
Jones	$33,700	$38,500	$43,300	$48,100	$51,950	$55,800	$59,650	$63,500
Keokuk	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Kossuth	$33,500	$38,300	$43,100	$47,850	$51,700	$55,550	$59,350	$63,200
Lee	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Linn	$39,300	$44,900	$50,500	$56,100	$60,600	$65,100	$69,600	$74,100
Louisa	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Lucas	$33,500	$38,300	$43,100	$47,850	$51,700	$55,550	$59,350	$63,200
Lyon	$34,500	$39,400	$44,350	$49,250	$53,200	$57,150	$61,100	$65,050
Madison	$41,750	$47,700	$53,650	$59,600	$64,400	$69,150	$73,950	$78,700
Mahaska	$33,150	$37,900	$42,650	$47,350	$51,150	$54,950	$58,750	$62,550
Marion	$38,300	$43,800	$49,250	$54,700	$59,100	$63,500	$67,850	$72,250
Marshall	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Mills	$39,550	$45,200	$50,850	$56,500	$61,050	$65,550	$70,100	$74,600
Mitchell	$33,500	$38,300	$43,100	$47,850	$51,700	$55,550	$59,350	$63,200
Monona	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Monroe	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Montgomery	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Muscatine	$35,750	$40,850	$45,950	$51,050	$55,150	$59,250	$63,350	$67,400
O'Brien	$33,250	$38,000	$42,750	$47,450	$51,250	$55,050	$58,850	$62,650
Osceola	$33,350	$38,100	$42,850	$47,600	$51,450	$55,250	$59,050	$62,850
Page	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Palo Alto	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Plymouth	$38,050	$43,450	$48,900	$54,300	$58,650	$63,000	$67,350	$71,700

COUNTY	1 person 80% MFI	2 person 80% MFI	3 person 80% MFI	4 person 80% MFI	5 person 80% MFI	6 person 80% MFI	7 person 80% MFI	8 person 80% MFI
Pocahontas	$33,350	$38,100	$42,850	$47,600	$51,450	$55,250	$59,050	$62,850
Polk	$41,750	$47,700	$53,650	$59,600	$64,400	$69,150	$73,950	$78,700
Pottawattamie	$39,550	$45,200	$50,850	$56,500	$61,050	$65,550	$70,100	$74,600
Poweshiek	$35,600	$40,650	$45,750	$50,800	$54,900	$58,950	$63,000	$67,100
Ringgold	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Sac	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Scott	$35,950	$41,050	$46,200	$51,300	$55,450	$59,550	$63,650	$67,750
Shelby	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Sioux	$34,850	$39,800	$44,800	$49,750	$53,750	$57,750	$61,700	$65,700
Story	$43,350	$49,550	$55,750	$61,900	$66,900	$71,850	$76,800	$81,750
Tama	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Taylor	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Union	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Van Buren	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Wapello	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Warren	$41,750	$47,700	$53,650	$59,600	$64,400	$69,150	$73,950	$78,700
Washington	$35,300	$40,350	$45,400	$50,400	$54,450	$58,500	$62,500	$66,550
Wayne	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Webster	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Winnebago	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800
Winneshiek	$34,750	$39,700	$44,650	$49,600	$53,600	$57,550	$61,550	$65,500
Woodbury	$32,950	$37,650	$42,350	$47,050	$50,850	$54,600	$58,350	$62,150
Worth	$33,500	$38,300	$43,100	$47,850	$51,700	$55,550	$59,350	$63,200
Wright	$32,800	$37,450	$42,150	$46,800	$50,550	$54,300	$58,050	$61,800

Month and year the survey was conducted: ___ / ___
Description of the survey method used: _____

_____

_____

A. Total number of **households** in the project area _____

B. Number of **households** in the project area that were contacted _____
(includes contacts with no answer)
NOTE: A & B should be the same unless a random survey was done.
If A does not equal B, explain below.

C. Number of **usable** responses _____

D. **Percent** of **households** responding (C/B) ***Must be 80% to be valid*** _____

E. How many **persons** were **below** the LMI income figure? _____

F. How many **persons** were **above** the LMI income figure? _____

G. Total number of **persons** responding (E + F) _____

H. What percent of **persons** were **below** the LMI income figure? (E/G) _____

I. What percent of **persons** were **above** the LMI income figure? (F/G) _____

J. Total number of **persons** in the project area _____

(For community-wide benefit projects, use 2000 population figure)

K. Total number of LMI persons benefiting (H x J) _____

If respondents were asked other questions in addition to income, provide a breakdown of responses by number and percent of the total responding.

DUPLICATION OF BENEFITS:

Interim Mortgage Assistance – Duplication of Benefits

IEDA verified with the Iowa Insurance Commissioner that insurance would not cover interim mortgage assistance.

IEDA verified with SBA that SBA did not provide assistance for interim mortgage insurance.

IEDA was unaware of any local funds used for interim mortgage assistance.

Because no other funds were provided for the purpose of interim mortgage assistance a DOB review was not necessary for applicants receiving only interim mortgage assistance.

Housing Duplication of Benefits Process

Stafford Act

http://www.fema.gov/about/stafact.shtm

By following the steps laid out in this manual, local governments (recipients) in Iowa can be reasonably certain that their disbursements of CDBG funds are in congruence with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Ref. Section 312 Duplication of Benefits 42 U.S.C. 5155).

Purpose

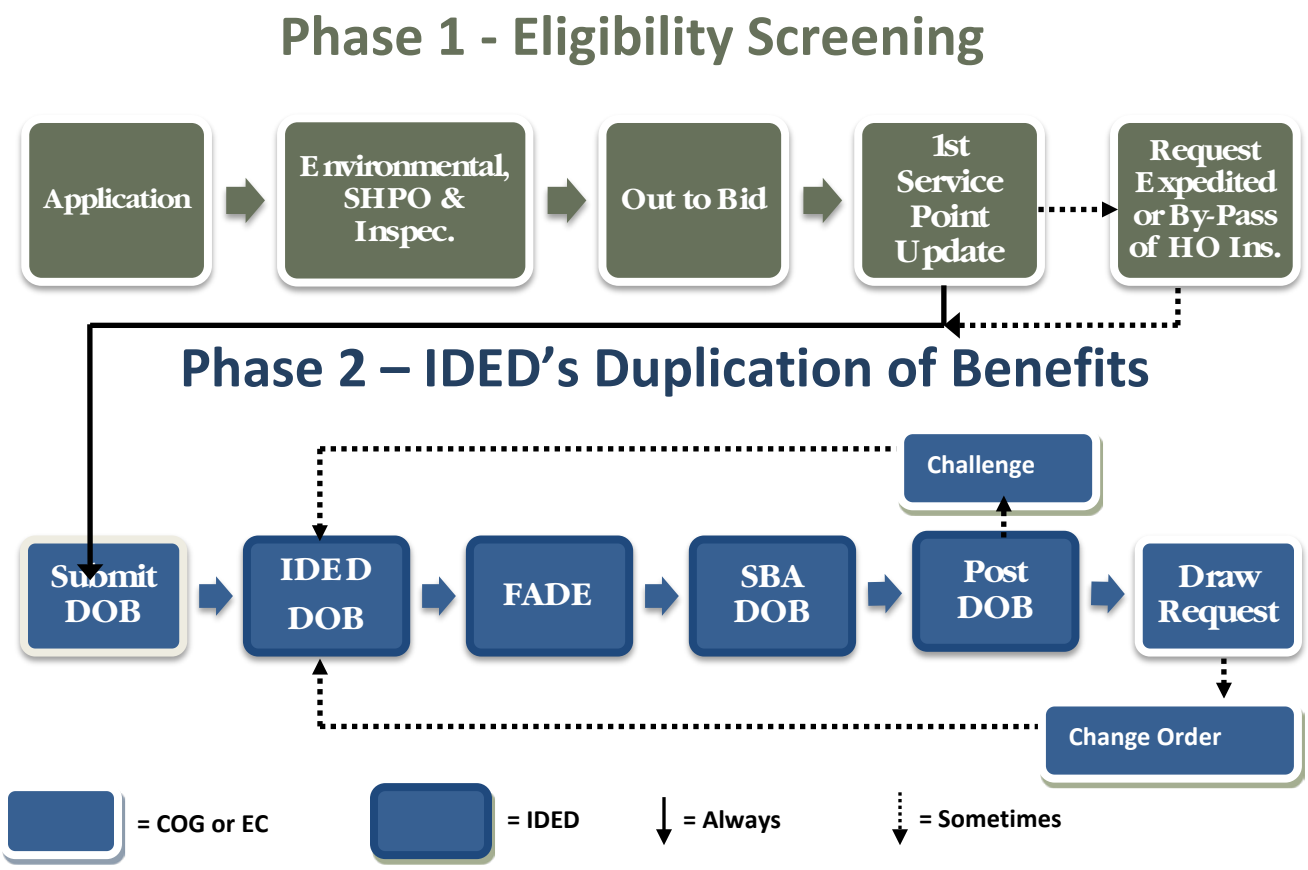
This manual contains everything you need to know in order to move Housing and Business program applicants through IDED's Duplication of Benefits (DOB) Verification Process.
All programs follow the same DOB process. The flow chart on page 3 shows how the DOB Verification Process works from the time the applicant applies for funding to the disbursement of funds to the applicant. The process has two phases. In phase 1 the applicant's administrative entity determines eligibility. Phase 2 is IDED's duplication of benefits check and award calculation.

What's new in the 6th Edition?

- The same process is now implemented in all housing and business programs.
- New DOB Verification Form that contains the award calculation and source of data.
- Tips for speeding DOB turnaround time

DOB Process Flow Chart

The chart below explains the DOB process for all of IDED's Disaster Recovery Programs. The process has two phases. In phase 1 the homeowner's COG/EC screens their application to determine eligibility. Phase 2 is IDED's duplication of benefits check. The manual is structured to match this flow chart.



Phase 1 – Eligibility Screening

Eligibility Screening consists of five stages: 1) Application 2) Environmental Assessment, State Historic Preservation Officer (SHPO) Clearance and COG/EC Inspection 3) Out to Bid 4) Service Point Update 5) (Optional) Requests for Expedited or By-pass of the Insurance Verification Process.

Stage 1 - Application

Five Required Forms

In addition to their program application, applicants must also sign up to four forms depending on the programs they are applying for. Listed below are five forms including the Consent and Release Form, Insurance Affidavit, Subrogation Agreement, Program Eligibility Affidavit, and DOB Affidavit.

Applicants for the Federal Housing Programs are required to fill out only the first four forms (excludes the DOB Affidavit). Applicants for the Business Programs are required to fill out forms 1, 3, and 5.

1. *Consent and Release Form (Housing and Business)*

This form allows Iowa Department of Economic Development (IDED) to share all of the owner information and all owner non-public personal information with agencies and companies in order to process the application. Each form only allows the sharing of information required for completing the duplication of benefits check. This form should be posted in Service Point. A consent and release form is not required for Single Family New Construction Applicants that were not disaster victims. This is because they did not receive disaster assistance.

2. Insurance Affidavit (Housing Only)

All applicants must fill out this form even if they did not have insurance during the disaster of 2008. This way IDED can know if the applicant requires an insurance verification. Applicants that had insurance must provide the following information to be put into Service Point: insurance provider, policy number, claim number, total settled amount, the settled amount for lost personal property, the settled amount for structural damage to the home, and upload the insurance declaration into Service Point. IDED may request that you post the Insurance Affidavit; but posting is not required for a valid DOB Verification request. This form should be posted in Service Point.

3. Subrogation and Assignment Agreement (Housing and Business)

The signing of this document ensures that if the applicant receives additional funds, the applicant pays IDED back enough to prevent any duplication of benefit. This ensures, per the Robert T. Stafford Disaster Relief and Emergency Assistance Act, that Federal Jumpstart disaster recovery funds are not being used to cover losses already covered by “any other source”. (Ref. Sec. 312. Duplication of Benefits (42 U.S.C. 5155). This form does not need to be posted in Service Point.

4. Program Eligibility Affidavit (Housing Only)

This affidavit shows that the applicant agrees to all terms of the program. These affidavits also give IDED information necessary for the completion of the DOB check including the damaged home address and whether they lived in the home at the time of the disaster. This form does not need to be posted in Service Point.

5. DOB Affidavit (Business Only)

The DOB Affidavit was created for all the business programs in order to easily identify both the applicants need, duplicating benefits, and award all on one form. The result is a nearly 20 page long form. Step one is similar to the housing program insurance affidavit. Step two asks for the need, duplicating benefits, and the award calculation for each program the applicant is applying for. The need and award are calculated

by the administrative entity. Duplicating benefits are listed by the applicant. This form must be posted in Service Point.

Stage 2 - Environmental Assessment, State Historic Preservation Officer (SHPO) Clearance and COG/EC Inspection (when applicable)

The property is subject to standard regulations for Community Development Block Grant (CDBG) projects. This includes an environmental review and a SHPO Clearance when applicable. The administrative entity inspection is necessary for programs involving a damaged structure in order to estimate the cost of repair and determine if the home is damaged beyond repair.

Stage 3 - Out to Bid

All programs that involve repair will likely need to get a contractor bid for completing any remaining work. The bid is not necessary in cases where the applicant is doing the repairs themselves. However, IDED will need an estimate of the cost of the remaining repair work.

Preliminary DOB

If recipients are not able to get bids before they receive a DOB, IDED will be able to accommodate. Simply request a "Preliminary DOB" via email and we will send a list of all funds received. The only difference between the Preliminary DOB and the Actual DOB is that it will NOT have an award calculation or SBA remittance request. Please note that any requests and postings of Preliminary DOBs are completely unrelated to the DOB fields in Service Point. Once a bid is made and all fields on the Crucial Fields list are entered, we will post the final DOB.

Stage 4 - Service Point Update

There are many fields in each applicant's Service Point file. All fields should be filled out but not all fields are critical to IDED's DOB process. Each program has its own "Crucial Fields Table" at the end of this manual. These crucial fields must be filled before requesting a DOB. Descriptions of each field are also included in each table. If a field meaning is unclear and it is not located on the table, request a clarification from IDED.

Stage 5 (Optional) - Requests for Expedited or By-pass of the Insurance Verification Process

Expediting an Insurance Verification

Fields highlighted in gray on the Crucial Fields Table are necessary for the Insurance Verification part of the DOB process. This verification is time consuming. If you wish to have the applicant's Insurance Verification Process expedited, you may request it by email once the insurance related fields are filled. The email should include the applicant's full name, Client ID and have "Expedited Insurance Verification Request" written in the subject line. This is one way to speed up DOB turnaround time.

By-Passing an Insurance Verification

If the amount paid by the insurance company to the applicant for structural damage is known, and that amount matches what is written on the signed insurance affidavit, you may request that IDED by-pass the property owner's Insurance Verification until after IDED posts the DOB. Please post a copy of the insurance affidavit along with any document(s) to support this claim in Service Point and send us an email including the applicant's name and Client ID.

The documentation must clearly show how much the applicant has received in compensation for structural damage. Post any supporting documentation for review. In your email to IDED please write "By-pass Insurance Verification Request" in the subject line and include the applicant's full name and Client ID.

Phase 2 – IDED's Duplication of Benefits Check

Submit DOB

IDED's Duplication of Benefits Check starts as soon as the COG/EC fills in the "DOB Verification Submitted Date" in Service Point. Do not submit a DOB request until the **Crucial Field Checklist** is completed.

IDED DOB

Upon requesting the DOB, IDED will begin a DOB Check. The IDED DOB Verification Process is an accounting of all the funds the applicant has received. Any additional funds given for the same purpose are considered a DOB.

FADE

The Federal Award Determination Evaluation (FADE) is a verification of local award calculations. IDED may require a FADE before sending an application through the SBA DOB process. The request may be as simple as an email for one applicant. If the verification form does not balance, an email is sent to the administrative entity. The verification forms are stored in the following location: G:\Flood Recovery DOB\DOB\JFHA Repair HBA\Verified DOBs and Award Calculations.

SBA's DOB

Many applicants have loans from the Small Business Administration (SBA). The SBA needs to know every applicant's award to do their own Duplication of Benefits Check. In some cases where the SBA loan has already been disbursed, some or the entire award will need to be paid to the SBA in a two-party check on behalf of the owner. If the owner claims they do not have an SBA loan, there is still a chance they might. Therefore, every applicant must go through the SBA DOB process. Please refer to the one page document **Small Business Administration: Avoiding a DOB**.

Post DOB

Once the SBA finishes their DOB check, the DOB Verification Form (DOB-VF) will be posted in Service Point. The DOB will include a list of all other sources of funds given for the same purpose, the award, and any SBA remittance. The DOB-VF will only be revised upon request or after a change order has been identified, sending the applicant back through the DOB process.

Challenge (When necessary)

COGs/ECs should always double check IDED's DOB-VF with their own documentation to prevent an over-disbursement. When the applicant has not received a FADE there is a high risk of award miscalculation.

Steps for checking a DOB: See the DOB-VF Example

1. Check to see if IDED's DOB process uncovered any additional funds by comparing the 3rd party verified fields to the Mirroring Local Data fields.
2. Be sure to challenge any mismatches.
3. Verify that the information provided in the Insurance Affidavit matches the information provided in IDED's DOB under "Verified Amounts".

To challenge:

1. Fill in the fields in Service Point and email the IDED administrator for the program.
2. Post any supporting documentation in Service Point.
3. IDED will repost the DOB and email you after verifying the award(s) in question.

IDED will respond as soon as possible with a determination on the challenge. If IDED has decided to change the verified amounts, please update Service Point with the applicant's revised award accordingly. If you still feel that our 3rd party data is incorrect we will handle additional challenges on a case-by-case basis.

Draw Request

At this point in the process the COG/EC can disburse funds without any significant risk of over-disbursement. Please review the "Draw Eligibility" section of the DOB Verification Form to verify that the applicant is eligible for draw.

Change Orders

If an applicant requires a change order, update the fields in Service Point representing the applicant's award. Update final cost of repair, the total amount of award and put in the Change Order Submitted Date. We will then repost a Change Order DOB.

Feedback Request

Thank you for helping the victims of Iowa's 2008 floods. Please provide feedback so that we can continue to make this process more efficient and effective. Any questions or comments can be sent to Jonanne.Baysden@iowa.gov.

Crucial Fields for HBA, Repair/Rehab, and Express

Table #1: Before getting the Bid

Starting from top of Federal side of Service Point (FSP)	
Field	**Description**
Under "General Eligibility Determination" in the Federal side of Service Point (FSP)	
☐ FEMA registration number	Verify this # matches the one in SSP
☐ Application is for:	There are 5 options: Option 4) "Interim Mortgage Assistance Only" does not require a DOB.
Under "Damage Assessment" in the Federal side of Service Point (FSP)	
☐ **Total repair/rehab costs est. by COG/Entitlement**[9]	(See footnote) This is the cost established by the COG/EC plus any well documented repair receipts.
☐ Was Disaster-Affected Home covered by Flood Ins.?	Verify/Update info with signed Insurance Affidavit
☐ Was home covered by homeowner's insurance?	Verify/Update info with signed Insurance Affidavit
☐ If yes, Name of Insurance Carrier	Verify/Update info with signed Insurance Affidavit
☐ If yes, Policy Number	Verify/Update info with signed Insurance Affidavit
☐ Signed ins. affidavit confirming all ins. info	We will not verify a DOB (knowingly) without a "yes" in this field. By answering yes we expect that all insurance info has been updated to match the info in this document.
☐ Consent and Release Form is Attached?	We may need this document in order to retrieve insurance info from the apps insurance company.
☐ Amount of FEMA repair	App. may have received more than one statement
☐ Amount Received/Expected from Flood Insurance	Verify/Update info with signed Insurance Affidavit
☐ Amt. from Homeowner Ins. for Structural Damage	Verify/Update info with signed Insurance Affidavit
☐ Amount received from other governmental assistance	Please include the total of any assistance received from other gov't sources besides FEMA, NFIP, and SBA loans.
☐ **Specify Governmental Source**[10]	(See footnote) Break the previous field down into parts.

[9] This amount is calculated using your inspector's estimate for the cost of repair, plus any receipts for work already completed, minus any rebates. For example, if the homeowner already spent $20,000 repairing the home, has receipts for $17,000, and the inspector estimates that there is $15,000 left to do, this field should have the value $32,000. If later you receive a $300 rebate for part of the work, subtract $300 from the field leaving you with $31,700.

[10] Here are some examples of how to fill in the field *Specify Governmental Source.* Also included are some real examples of what not to do. To avoid unnecessary work, feel free to avoid collecting data on food stamps and Red Cross. Only funds to repair structural damage count as a DOB.

Good Example: *IA Jumpstart-(DPA+R) $18751;IMA 2867.99;EEA 3751.50* — IA Jumpstart refers to the State Jumpstart Program. Multiple uses have been specified each with a dollar amount that when added up equals the amount listed in "Amount received from other governmental assistance"

Bad Example: *State Jumpstart - Rehab and EEA* — IDED cannot tell from this description how the "Amount received from other governmental assistance" is broken down.

☐ Amount received from other non-gov. assist.	Please include the total of any assistance received from other non-gov't sources besides Homeowner's Insurance.
☐ Specify Non-Governmental Source[2]	Break the previous field down into parts.
Under "Down Payment Assistance" in the Federal side of Service Point (FSP)	
☐ Requesting assistance for:	For homebuyer assistance only
☐ *If yes reasonable repairs, state amount requested:*	Reasonable repairs are those that bring a property up to the local property standards. The amount needed to bring the home up to standard is calculated by an employee of the COG/EC.
☐ Total documented FEMA repair expenditure:	**PROBABLY WILL NEVER USE THIS FIELD:** This field equals the amount of FEMA repair funds that the homeowner (enrolled in the Homebuyer Assistance Program) spent on their *destroyed* home that can be verified with receipts.
☐ Total IMA Toward Principal	The amount going toward principal on the first payment multiplied by the number of months that they will be getting assistance.
Starting from top of State side of Service Point (SSP)	
Under "General Eligibility Determination" in the State side of Service Point (SSP)	
☐ FEMA Registration #	Verify this # matches the one in FSP
☐ Amount Received from other Governmental Assistance	Amount COG/City expects in CDBG Award
☐ Specify Governmental Source	Should only include CDBG funds, no food stamps or Red Cross, etc…
Under "Down Payment Assistance" in the State side of Service Point (SSP)	
☐ Total approved for DPA and Allowed for Repairs	State Jumpstart DPA and allowed repairs
Under "Housing Repair or Rehabilitation" in the State side of Service Point (SSP)	
☐ Amount of repair or rehab assistance approved	State Jumpstart Repair/Rehab

- Expedited Homeowner's Insurance Verifications fields are highlighted in grey. These fields must be filled before requesting an expedited insurance verification.

Table #2: After getting the bid

All fields are under "Assistance Summary" in the Federal side of Service Point (FSP)	
Field	**Description**
☐ DOB Verification Submitted	This field starts IDED's DOB Verification Process. Do NOT fill out this field unless you are 100% positive that all crucial fields have been filled correctly. If for any reason the applicant drops out of the Jumpstart Federal Housing Assistance programs please remove this date.

☐ **Final Costs of Repair**[11]	(See footnote) Any rebates that lower the cost of the project shall be subtracted from this field. This field should be updated in the event of a change order. The value in this field should be close to the value in "Total repair / rehab costs est. by COG/Entitlement" since this is an estimate of the Final Cost to Repair.
☐ **Estimated costs for lead hazard reduction**[12]	(See Footnote) The amount needed for lead hazard reduction will be located in a report from a Certified Lead Professional. This value is not included in the "Final Cost to Repair" or "Total Federal Jumpstart Housing Assist Provided".
☐ Final Cost of Lead Abatement	The contracted cost of lead abatement. This cost is added to the "Final Cost to Repair" when calculating "Total Federal Jumpstart Housing Assist Provided".
☐ Expected $$ of Fed Award used to reimburse State Jump Start	Cedar Rapids Only: Local or State Jumpstart dollars disbursed to a homeowner in advance of CDBG funds. These funds are reimbursed with CDBG funds IF the homeowner is eligible and the CDBG award is > or = SBA remittance request + total local & state advance.
☐ Jumpstart Express Amount Awarded	Equal to "Total Federal Jumpstart Housing Assist Provided" if the applicant is in the Jumpstart Express Program. Update in the event of a change order.
☐ Jumpstart Homebuyer Assistance Amount Awarded	Equal to "Total Federal Jumpstart Housing Assist Provided" if the applicant is in the Homebuyer Assistance Program. Update in the event of a change order.
☐ Jumpstart Housing Repair or Rehab. Amount Awarded	Equal to "Total Federal Jumpstart Housing Assist Provided" if the applicant is in the Repair - Rehab Program. Update in the event of a change order.
☐ **Total Federal Jumpstart Housing Assist. Provided**[13]	(See footnote) The COG/EC calculated CDBG award based on the DOB. If this field doesn't match IDED's calculations the applicant will receive a FADE. If the DOB is challenged use the "Conservative Award" calculation until challenge is resolved.
☐ Total Federal Jumpstart plus Lead Hazard Reduction	The purpose of this field is to give your auditors an award field in Service Point that matches the amount you are drawing down for hard construction costs. This field = Total Federal Jumpstart Housing Assist. Provided + Estimated costs for Lead Hazard Reduction.

Crucial Fields for Small Project Rental Rehab

Starting from top of Rental Rehab Service Point (RRSP)	
Field	Description
☐ Number of buildings on property	Number of buildings with rental units
☐ Number of Rental Units	Total number of rental units in project
☐ Total repair/rehab costs est. by COG/Entitlement	This is the cost established by the COG/EC or landlord plus any well documented repair. receipts.[14]

[11] **Final Costs of Repair (FCR)** = Contractor Bid price + Eligible Receipts + Lead Abatement. Do NOT include LHR in this field. As the project progresses, change orders may impact these amounts.

[12] **Estimated costs for Lead Hazard Reduction (LHR) =** construction costs associated with (LHR) only and shall be used for both the estimated and actual cost of LHR. This field should NOT be included in the Final Cost of Repair.

[13] **Total Federal Jumpstart Housing Assist. Provided (TFJ)** = Recipient-calculated CDBG Award amount excluding any LHR. The Award must be the sum of the various activities amounts (JSE, IMA, HBA, etc.) for that household.

[14] This amount is calculated using your inspector's estimate for the cost of repair, plus any receipts for work already completed. For example, if the property owner already spent $20,000 repairing the home, has receipts for $17,000, and the inspector estimates that there is $15,000 left to do, this field should have the value $32,000.

☐ Was Disaster-Affected Home covered by Flood Ins.?	Verify/Update info with signed Insurance Affidavit
☐ Was home covered by private insurance?	Verify/Update info with signed Insurance Affidavit
☐ If yes, Name of Insurance Carrier	Verify/Update info with signed Insurance Affidavit
☐ If yes, Policy Number	Verify/Update info with signed Insurance Affidavit
☐ Signed ins. affidavit confirming all ins. information	We will not verify a DOB without a "yes" in this field. By answering yes we expect that all insurance info has been updated to match the info in this document.
☐ Consent and Release Form Attached?	We may need this document in order to retrieve insurance info from the applicant's insurance. company
☐ Signed Subrogation & Program Eligibility Affidavit?	We will not verify a DOB without a "yes" in this field.
☐ Amount Received/Expected from Flood Insurance	Verify/Update info with signed Insurance Affidavit
☐ Structural Damage	Verify/Update info with signed Insurance Affidavit
☐ Amount Received from Non-Governmental Assistance	Report any other funds the applicant received that may be for the same purpose.
☐ Specify Non-Governmental Assistance	Specify where the funds are from
☐ Amount received from other governmental assistance	The field should be called "Amount received from all other government sources besides NFIP, Property Owner's Insurance, and SBA loans. [15]
☐ Specify Governmental Source	Break the previous field down into parts.
☐ DOB Verification Date Submitted	Date that the crucial fields are completed, ready for DOB
☐ Estimated Cost for Lead Hazard Reduction	Bid amount given by the contractor
☐ Total Amount of award	[16]
☐ Total Federal JS + Lead Hazard Reduction	6

CDBG Buyout Fields

Field Name	Description
☐ **Assessment Date**	Auto – today's date
☐ **Application Date**	Date the applicant fills out DOB related affidavits
☐ **Recipient Entity**	Choose the City or County
☐ **Cedar Rapids ID (CR Only)**	Only Cedar Rapids fills in this field (at their request)
☐ **Are you the deed holder?**	Yes/No
☐ **Buyout Property Info.**	Address, City, State, County, Zip, etc.

[15] Avoid collecting data on food stamps and Red Cross, only funds to repair structural damage count as a DOB
[16] See excel worksheet

☐ **Type of Property**	Commercial/Industrial/Multi-Family Rental/Residential/Secondary Residence/Single Family Rental/Vacant Lot.
☐ **Are you in a floodplain?**	Choose: 100 yr, 500 yr, None, or Zone X
☐ **Health and safety risk?**	Yes/No
☐ **Substantially damaged?**	Yes/No/Construction Study
☐ **Area Median Income**	Choose: Less than or equal to 100% OR Greater than100%.
☐ **Applying For:**	Choose 1. CDBG Buyout or 2. CDBG Buyout and Replacement Housing
☐ **Cost to acquire a new home**	The field is equal to the new home purchase price plus all eligible costs.
☐ **Pre-Flood fair market value**	Calculated by the administrative entity, usually equal to 100 - 120% of the pre-flood tax assessed value.
☐ **Total insurance received**	Verify/Update info with signed Insurance Affidavit
☐ **Insurance company name**	Verify/Update info with signed Insurance Affidavit
☐ **Policy number**	Verify/Update info with signed Insurance Affidavit
☐ **Insurance received for structure**	Verify/Update info with signed Insurance Affidavit
☐ **NFIP received**	Verify/Update info with signed Insurance Affidavit
☐ **Total FEMA assist. received**	Applicant may have received more than one statement. Include repair, replacement housing, temporary housing (rent)
☐ **Total eligible receipts**	Dollars used for repair to the destroyed home, temporary housing (rent), cleaning supplies, and professional cleaning labor with receipts may reduce the DOB
☐ **State Jumpstart Repair received**	Confirmed by Jumpstart Office
☐ **Total State and Federal IMA Toward Principal**	Calculated using mortgage at time of flood
☐ **Amount received from other Governmental assistance**	Please include the total of any assistance received from other gov't sources besides Jumpstart, FEMA, NFIP, and SBA loans.
☐ **Specify governmental source**	Break the previous field down into parts.
☐ **Amount received from other non-governmental assistance**	Please include the total of any assistance received from other non-gov't sources besides Homeowner/Property Insurance.
☐ **Specify non-governmental source**	Break the previous field down into parts
☐ **Homebuyer Assistance (HBA) Received**	Confirmed by Jumpstart Office – include repairs to the new home
☐ **State Down Payment (DPA) Assistance Received**	Confirmed by Jumpstart Office – include repairs to the new home and EEA
☐ **Single Family New Production (SFNP) Received**	Confirmed by the City

☐ **Federal Repair/Rehab/Express received**	Confirmed by Jumpstart Office
☐ **Estimate of amount due from seller at closing.**	Determined by the recipient entity
☐ **Destroyed home mortgage amount before award pay down**	Take the total current mortgages and add back all insurance proceeds, FEMA awards, or other awards that were used to pay down the mortgages.
☐ **Current balance of mortgage on destroyed home**	Total current mortgage
☐ **Total award amount used to pay down mortgage**	All insurance proceeds, FEMA awards, or other awards that were used to pay down the mortgages.
☐ **Consent and Release Form Attached:**	Choose "yes" or "no"
☐ **FEMA #**	Nine digit number issued by FEMA
☐ **Replacement Housing Incentive eligible?**	Yes/No
☐ **Remaining RHA eligibility**	Buyout Award Calculator – Step #2
CDBG Buyout Assistance Summary	
☐ **Final Offer**	Accepted/Declined
☐ **State Recapture**	Buyout Award Calculator – Step #5
☐ **Buyout DOB Verification Date Submitted**	This field starts IDED's DOB Verification Process. Do NOT fill out this field unless you are 100% positive that all fields have been filled in correctly. If for any reason the applicant drops out of the CDBG program or is found ineligible, please remove this date.
☐ **Eligibility Determination Completed (IDED only)**	IDED puts in this date when the eligibility verification/file review is complete.
☐ **DOB Verification Date Complete (IDED only)**	IDED puts this date in when the DOB check is complete.
☐ **Total CDBG Buyout Award Amount**	Buyout Award Calculator – Step #3/CDBG Buyout Award
☐ **Total Unmet Need Award (if applicable)**	Buyout award calculator. Amount of mortgage left unpaid after buyout award.
☐ **Buyout Award Date**	Closing date/date payment is made
☐ **Buyout Project Completion Date**	Final date of demolition /clearing of property/rehab, etc.
Replacement Housing Assistance Summary	
☐ **RH DOB Verification Date Submitted**	This field starts IDED's DOB Verification Process. Do NOT fill out this field unless you are 100% positive that all fields have been filled in correctly. If for any reason the applicant drops out of the CDBG program or is found ineligible, please remove this date.

☐ **RH DOB Verification Date Completed (IDED Use Only)**	IDED puts in this date when the eligibility verification/file review is complete.
☐ **CDBG Buyout Replacement Housing Award**	Buyout Award Calculator – Step #2
☐ **RH Award Date**	Closing date/date payment is made
☐ **RH Project Completion Date**	Final date – enter when project is complete

Single Family New Production Crucial Fields

Section	Field Name	Description
A)	FEMA Registration Number	Number assigned by FEMA (no dashes)
A)	Application is for:	Single Family New Production (SFNP) or Single Family New Production & IMA
A)	Are you a disaster victim?	Must be verified for all applicants
B)	Disaster Affected Home information	Street Address, City, State, etc.
B)	Pre-Flood Fair Market Value	Value of the home prior to the disaster.
B)	Are you participating in the Buyout?	Specify "yes" or "no"
C)	Signed Applicant Status Affidavit	We need this to verify if the applicant suffered a loss as a result of the Iowa Flood and Storm Event of 2008. Will not verify without a "Yes".
C)	Consent and Release Form Attached?	We need this to retrieve information and we will not verify a DOB without a "Yes"
C)	Signed Subrogation	We will not verify a DOB without a "Yes"
C)	Amount of FEMA Repair Assistance Received	Enter total amount of funds received.
C)	Amount Received from Non-Gov Assistance	Report other related funds the applicant received
C)	Specify Non-Governmental Assistance	Specify where the funds are from
C)	Amount received from other governmental assistance	Amount received from other govt. sources besides NFIP, HO Insurance, FEMA and SBA loans.
C)	Specify Governmental Source	Specify where the funds are from
D)	Total Documented FEMA Repair Expenditure	Equals the amount of FEMA repair funds that the homeowner spent on their destroyed home for which they have valid receipts.
G)	New Home Information	Street Address, City, Zip Code, and County
G)	Final Sales Price of Unit	Purchase price of SFNP unit
G)	Allocation	Specify 25%, or 30%, (15% Cedar Rapids only)
Assistance Summary	DOB Verification Date Submitted	Date that the crucial fields are completed and a DOB Verification form is needed
Assistance Summary	Jumpstart SFNP Amount Awarded	Equal to "Total Federal Jumpstart Housing Assist Provided" if the applicant is only in the SFNP Program
Assistance Summary	Total Federal Jumpstart Housing Assist. Provided	The COG/EC calculated award for all Federal programs
Fields to be completed		
Top	Percent Median Income	Select from options 1 - 5
Assistance Summary	Jumpstart Housing Repair /Rehab National Objective	Choose LMI or Urgent need
Assistance Summary	Date of Award	The date funds were drawn
Assistance Summary	Project Completion Date	Closing date on the purchase of the property

DOB Verification Form Example

VERIFICATION OF DISASTER BENEFITS RECEIVED

IOWA life changing

Applicant Identification

Patricia Olsen	Service Point#	2761
	FEMA#	410064418
Current Address	SBA #	N/A
1434 CRETE AVE		
LITTLE SIOUX, IA 51545		
Damaged Address		
1434 CRETE AVE		
LITTLE SIOUX, IA 51545		
3: Housing Repair/Rehabilitation		

Draw Eligibility

DOB Submitted (FSP)	1/22/2009
SBA DOB (IDED)	3/28/2011
Over-Disbursed (IDED)	
Eligible?	Yes
Draw not to exceed award plus LHR:	

IDED Verified Assistance and Award Calculation (Source)

Final Cost of Repair (FSP)	$26,386.75
FEMA Repair Assistance (FEMA)	$1,396.13
FEMA Replacement Housing (FEMA)	$0.00
National Flood Insurance Program (IDED)	$0.00
Amt of repair or rehab asst approved (SSP)	$0.00
Total Approved DPA and Repairs (SSP)	$0.00
Homeowners Insurance (IDED)	$0.00
Unmet Needs for Repair (DHS)	$0.00
Verified Other Gov't Assist. for Housing (IDED)	$0.00
Verified Non-Gov't Assist. for Housing (IDED)	$0.00
Total Benefits Already Received:	$1,396.13
Remaining Eligible Benefit Amount:	$24,990.62
Hard Cost Repair /Rehabilitation Award=	$24,990.62
Estimated Costs of Lead Hazard Reduction (FSP)	$6,270.00
Repair/Rehab Award including all LHR=	$31,260.62

Mirroring Local Data (FSP)

-- IDED uses local data --	
Amount of FEMA repair assistance received (FSP)	$1,396.13
FEMA housing assistance award amount (FSP)	$0.00
Amount Received/Expected from Flood Insurance (FSP)	$0.00
-- IDED uses local data --	
-- IDED uses local data --	
Amt from Homeowners Ins. for Structural Damage (FSP)	$0.00
-- not/available --	
Specify Governmental Source (FSP)	
Specify Non-Governmental Source (FSP)	
-- not/applicable --	
Total Federal Jumpstart Housing Assist Provided (FSP)	$24,990.62
-- IDED uses local data --	
Total Fed Jumpstart + LHR (FSP)	$31,260.62

Uses of Award

Repair/Rehab including all LHR:	$31,260.62
SBA Remittance (IDED):	$0.00
Estimated costs for lead hazard reduction (FSP):	$6,270.00
Repair and Rehab Award (excluding Lead costs)	$24,990.62

Note: SBA Remittance must be paid before anything else.

Notes

(3/24/2011 11:50:19 AM) Non Gov't assistance- verified that this is not a DOB, it was a loan, SWIPCO has verification
(9/25/2009 4:10:59 PM) HO has no HO Insurance per SWIPCO 02/17/09.

NFIP - no results.

This Duplication of Benefits Form was developed with the understanding that all Service Point data is correct and up to date. If the recipient is unsure of any Service Point data for this client they should NOT fill out the "DOB Verification Submitted" field in Service Point.

State Data Check: Patricia Olsen

Homebuyer Assistance Example

Field Name (Source)

Max HBA Bridge Loan is $60,000 (Fixed Cap)		$60,000.00
FEMA Repair Assistance (FEMA Database)		$5,000.00
Total documented FEMA repair expenditure (FSP)	-	$2,000.00
Net FEMA Repair Assistance		$3,000.00
FEMA Replacement Housing (FEMA Database)	+	
Amount of Repair or Rehab assistance approved (SSP)	+	
Total Approved DPA and Repairs (SSP)	+	$10,000.00
National Flood Insurance Program (IDED)	+	
Homeowners Insurance (IDED)	+	$5,000.00
Verified Other Gov't Assistance for 3housing (IDED)	+	
Verified Non-Gov't Assistance for 3housing (IDED)	+	
Total Benefits Already Received or BAR		$18,000.00
Homebuyer Assistance Award =Fixed Cap - BAR		$42,000.00

Uses of Award

Homebuyer Assistance Award =Fixed Cap - BAR		$42,000.00
SBA Remittance (IDED)	-	$5,000.00
Estimated costs for Lead Hazard Reduction (FSP)	-	$10,000.00
Final Cost of Lead Abatement (FSP)	-	
Down payment, Repair, and Rehab		$27,000.00

Jumpstart Express Example

Field Name (Source)		
Final Cost of Repair (FSP)		$20,000.00
(FCR = hard costs & applicants past repair receipts; no LHRA)		
FEMA Repair Assistance (FEMA Database)		$5,000.00
FEMA Replacement Housing (FEMA Database)	+	
Amount of repair or rehab assistance approved (SSP)	+	
Total Approved DPA and Repairs (SSP)	+	
National Flood Insurance Program (IDED)	+	
Homeowners Insurance (IDED)	+	
Unmet Needs for Repair (Dept. Human Services)	+	$2,500.00
Verified Other Gov't Assistance for 3housing (IDED)	+	
Verified Non-Gov't Assistance for 3housing (IDED)	+	
Total Benefits Already Received		$7,500.00
Remaining Eligible Benefit Amount		$12,500.00
Jumpstart Express Award ($24,999 Maximum) =		$12,500.00
Estimated costs of Lead Hazard Reduction (FSP)		$6,000.00
Jumpstart Express Award including all LHR =		$18,500.00

Uses of Award		
Jumpstart Express Award including all LHR =		$18,500.00
SBA Remittance (IDED)	-	$5,000.00
Estimated costs for Lead Hazard Reduction (FSP)	-	$6,000.00
Repair and Rehab Award (excluding Lead costs)		$7,500.00

Repair & Rehabilitation Example

Field Name (Source)		
Final Cost of Repair (FSP)		$40,000.00
FEMA Repair Assistance (FEMA Database)		$5,000.00
FEMA Replacement Housing (FEMA Database)	+	
Amount of repair or rehab assistance approved (SSP)	+	
Total Approved DPA and Repairs (SSP)	+	
National Flood Insurance Program (IDED)	+	
Homeowners Insurance (IDED)	+	$10,000.00
Unmet Needs for Repair (Dept. Human Services)	+	
Verified Other Gov't Assistance for 3housing (IDED)	+	
Verified Non-Gov't Assistance for 3housing (IDED)	+	
Total Benefits Already Received		$15,000.00
Remaining Eligible Benefit Amount or REBA		$25,000.00
Repair/Rehab Award = lesser of REBA or $60,000		$25,000.00
Estimated costs of Lead Hazard Reduction (FSP)	+	$6,000.00
Repair/Rehab Award including all LHR =		$31,000.00

Uses of Award		
Repair/Rehab Award including all LHR =		$31,000.00
SBA Remittance (IDED)	-	$5,000.00
Estimated costs for Lead Hazard Reduction (FSP)	-	$6,000.00
Repair and Rehab Award (excluding Lead costs)		$20,000.00

Small Rental Rehab Example

Field Name (Source)

Final Cost of Repair or FCoR (RSP) Total repair/rehab costs by COG/EC (RSP)	-	$120,000
Flood Insurance (IDED)		$10,000
Homeowners Insurance (IDED)		
Unmet Needs (Dept. Human Services)		
Verified Other Gov't Assist for Rental (IDED)	+	$5,000
Verified Non-Govt Assist. For Rental (IDED)	+	$20,000
Total Benefits Already Received	=	$35,000
Remaining Assistance Needed = FCoR - Benefits Already Received		$85,000
Number of Rental Units (RSP)		3
Maximum assistance per unit is $24,999	*	$24,999
Max assistance for property (before LHR)	**=**	**$74,997**
Total Amount of Award = lesser of Max or Remaining Assistance Needed		**$74,997**
Maximum LHR Award per unit is $10,000		$10,000
Total Maximum LHR Award (# of units multiplied by $10,000)		$30,000
Estimated costs for Lead Hazard Reduction (RSP)		$10,000
Lead Award = lesser of Max or Estimated Costs		**$10,000**
Total Rental Rehab Award plus LHR =		**$84,997**

Uses of Award

Total Rental Rehab Award plus LHR =		**$84,997**
SBA Remittance (IDED)	-	$5,000
Estimated costs for Lead Hazard Reduction (RSP)	-	$5,000
Repair and Rehab		$69,997

Source Key

RSP = Rental Service Point

IDED = IDED internal database

Color Key

Pulled from database

calculated using data

Award field

To calculate the "Total Amount of Award" for the Rental Rehab program you first need to establish "Final Cost of Repair" which is equal to the cost established by the COG/EC or landlord, plus any well documented repair receipts.

Then add up all the DOBs (Flood Insurance, Property Insurance, Other Governmental Assistance and Non-Governmental Assistance) to get the "Total Benefits Already Received"

Subtract the total "Total Benefits Already Received" from the "Final Cost of Repair" to get the "Remaining Assistance Needed".

To calculate the "Max assistance for property (before LHR)" simply multiply the number of units in the property by $24,999.

The "Total Amount of Award" is equal to which amount is *LESS* – the "Max assistance for property (before LHR)" or "Remaining Assistance Needed".

Maximum LHR Award per unit is $10,000 (this is standard for all programs).

"Total Maximum LHR Award" is equal to the number of units multiplied by $10,000.

"Estimated costs for Lead Hazard Reduction" is the estimate given by the contractor.

The "Lead Award" is figured by taking the lesser of the "Total Maximum LHR Award" and "Estimated costs for lead hazard reduction".

Finally, add the **"Total Amount of Award"** + **"Lead Award"** together to get **"Total Rental Rehab Award plus LHR".**

Homeowner Characteristics (input fields)	Value
Cost to Acquire a New Home	$35,000
Pre-Flood Fair Market Value of Structure	$53,552
Pre-flood Fair Market value of Land	$22,495
Input Benefits Received on FLOOD IMPACTED home	
Insurance Award	0
NFIP	0
FEMA Award	$27,838
State Jumpstart Repair	0
Federal Jumpstart Repair/Express	0
IMA toward principal	0
All other Duplicating Benefits/EEA for new Home	0

Homeowner Characteristics (input fields)	Value
Input Benefits Already Received for NEW home	
HBA (Federal Program)	0
DPA (State Program)	$8,750
Single Family New Production (SFNP) Award	0
All other Duplicating Benefits for NEW home acquisition	0
Input "OTHER" information	
Destroyed Home Mtg Amt Before reduced by awards	$78,381
Total Eligible Receipts/ EEA Credit	0
RH Incentive Eligible (100 yr flood plain, yes or no)	No
Income Level	11

Step 1 - Replacement Housing Allowance

Cost to Acquire a New Home	$35,000
Pre-Flood FMV of structure and land	$76,047
Difference in cost	$0
Maximum Replacement housing allowance available	$0
RHA Award & Sources for this applicant	
RHA for incentive qualified applicant (100 year flood plain)	$0
RHA for Income qualified applicant	$0
Replacement Housing Allowance	**$0**

To calculate an award using the CDBG Buyout and Replacement Housing Award Calculator one needs to first input information on both the destroyed home and new home (if applicable). First, the "cost to acquire a new home" (if applicable) and the pre-flood fair market value are inputted.

Second, benefits received on the destroyed home are inputted. This includes FEMA, State Jumpstart Repair, Federal Jumpstart Repair/Express, IMA toward principal EEA, and any other governmental or nongovernmental source that would be considered a duplication of benefits.

Third, benefits already received for the new home (if applicable) are inputted. This includes awards for Homebuyer Assistance, Down Payment Assistance, and Single Family New Production.

Lastly, the applicant's destroyed home mortgage amount before any awards is inputted, along with any well documented receipts for FEMA and repair money spent. To qualify for the Replacement Housing incentive the homeowner's destroyed home must be in the 100 yr. flood plain, this information is inputted next followed by the homeowner's Area Median Income.

Once all of the Homeowner Characteristics are inputted, Steps 1 through 5 are automatically calculated.

Step 1 calculates the total amount of replacement housing the homeowner can receive without it counting against their buyout award. The 'Maximum replacement housing allowance available' = "difference in cost" of the old home and new home (capped at $25,000). "RHA for incentive qualified applicant (100 yr. flood plain)" is the incentive payment available when the destroyed home is in the 100 yr flood plain (capped at $10,000). If the applicant's destroyed home is in the 100 yr. flood plain the "RHA for incentive qualified applicants" = "Cost to acquire new home" minus "pre flood fair market value" (capped at 10,000). If not, the "RHA for incentive qualified

Step 2 - DOB or Remaining Replacement Housing Eligibility

Replacement Housing Allowance	$0
HBA Award (Federal Program)	$0
DPA Award (State Program)	$8,750
Single Family New Production (SFNP Award)	$0
All other Duplicating Benefits for NEW home acquisition	$0
DOB Amount (amount already received in excess of allowance)	($8,750)
Remaining RHA Eligibility	**$0**

Step 3 - Buyout Award

Buyout Home Pre-Flood Fair Market Value	$53,552
FEMA, repair awards & other benefits without receipts	$27,838
Pre-Flood Fair Market Value of Land	$22,495
CDBG award for Structure and Land before other DOBs	**$48,209**
IMA toward principal	$0
DOB Amount (amount already received in excess of allowance)	$8,750
CDBG Buyout Award	$39,459

Step 4 - Unmet Need Award

Destroyed Home Mtg Amt Before reduced by awards	$78,381
Cap Total at 100% of Buyout PFFMV	$76,047
FEMA, repair awards & other benefits without receipts	$27,838
IMA toward principal	$0
CDBG Buyout Award	$39,459
Destroyed home mtg - awards	$11,084
Unmet Need Award	**$8,750**

Step 2 calculates the RHA eligibility if positive or the RHA DOB if negative. "Remaining RHA Eligibility" = "Replacement Housing Allowance minus any benefits already received for the new/replacement home. If the "Remaining RHA eligibility" amount is negative it is a DOB to the Buyout Award. If this amount is positive it means the homeowner has not yet received their entire eligible amount for replacement housing.

Step 3 calculates the Buyout Award. The "CDBG Buyout Award" is calculated by subtracting (if applicable) the "insurance award", "FEMA and repair awards without receipts", "IMA toward principal", and any other duplicating benefits from the "buyout home pre flood fair market value".

Step 4 calculates the homeowner's Unmet Need award. "Destroyed Home Mtg. Amount before reduced by awards" is capped at the Buyout Home PFFMV. The "Unmet need award" is calculated by subtracting the homeowner's insurance award, FEMA and repair awards without receipts, IMA toward principal, and the CDBG buyout award from the "Cap Total at 100% of buyout PFFMV". If the difference is a negative number then the applicant's unmet need award is 0$. If the difference is a positive number then it will result in an unmet need.

Single Family New Production

Step 1 SFNP Maximum Subsidy

Cost to Acquire a New Home	$174,000
Allocation	1st (30%)
SFNP Maximum Subsidy	$52,200

Step 2 Replacement Housing Allowance

Income Level	<=100%
Cost to Acquire a New Home	$174,000
Pre-Flood Fair Market Value	$89,330
Replacement Housing Allowance	$25,000

Step 3 SFNP Award

FEMA Award minus receipts for rent or repair	$26,000
Replacement Housing Allowance	$25,000
FEMA DOB	$1,000
Total Duplicating Benefit	$1,000
SFNP Maximum Subsidy	$52,200
Total Duplicating Benefit	$1,000
SFNP Award	$51,200

Non-disaster victim participating in SFNP:
Applicants may receive up to 30% of the purchase price. IDED checks to assure that the applicant is not a disaster victim, that the required information has been given *(see crucial fields list below),* the required documents have been uploaded, and that the applicant is receiving the correct award based on the allocation amount. Because the non-disaster victims did not receive disaster assistance from another source of funding, other funding sources are not verified for a DOB.

Disaster victim participating in SFNP & Buyout:
SFNP applicants participating in a Buyout (HMGP or CDBG) may receive up to $25,000 in SFNP.

Disaster victim opting out of the Buyout:
If an applicant chooses to opt out of the buyout they may receive up to the maximum award minus any DOB's (FEMA Award minus receipts for rent or repair greater than $25,000). Disaster victims opting out of the buyout are required to prepare a signed letter addressed to the city stating (in their own words) that they are choosing not to participate in the buyout.

Single Family New Production Award Calculation

Step 1 **SFNP Maximum Subsidy**

Cost to Acquire a New Home	$180,000
Allocation	2nd (25%)
SFNP Maximum Subsidy	$45,000
Is applicant a disaster victim?	No

Step 2 **Replacement Housing Allowance**

Income Level	<=100%
Cost to Acquire a New Home	$180,000
Pre-Flood Fair Market Value	$50,000
Replacement Housing Allowance*	$25,000

Step 3 **SFNP Award**

Amount of FEMA repair assistance received	$26,000
Total documented FEMA repair expenditure	$25,000
FEMA minus receipts for repair or replacement housing	$1,000
Replacement Housing Allowance*	$25,000
Total Duplicating Benefit	$0
SFNP Maximum Subsidy	$45,000
Total Duplicating Benefit	$0
SFNP Award*	$45,000

*If SFNP Award is negative, applicant will receive $0.

Non-disaster victim participating in SFNP
Given the full 25% (or 15% in Cedar Rapids' case) SFNP award minus any DOBs.
Not income qualified non-disaster victims only: DOB equals any amount of FEMA repair assistance without eligible receipts. This amount is applied directly to the SFNP award because they are not eligible to receive the replacement housing allowance.

Disaster victim participating in the CDBG Buyout and SFNP
Applicant will receive the acquisition award through the buyout minus any DOBs. The SFNP award is capped at $25,000 minus any DOB from FEMA repair assistance without eligible receipts in excess of $25,000. An applicant must have a cost to acquire that is $25,000 higher than the Pre-Flood FMV of the damaged home to qualify for the $25,000 replacement housing benefit. The replacement housing allowance will always be capped at the difference between the cost to acquire and the pre-flood FMV, not to exceed $25,000. Buyout applicants **cannot** apply for replacement housing and a SFNP award.

Disaster victim participating in SFNP NOT participating in the buyout
Award is capped at $25,000 minus DOBs in excess of $25,000 (FEMA received for repair minus eligible receipts)

A **non income** qualified disaster victim is **not** eligible to receive an award through SFNP

Small Business Administration: Avoiding a DOB

Disaster Recovery Delivery Sequence

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=fb5aeac615976d10430f3a4b543f31d9&rgn=div8&view=text&node=44:1.0.1.4.57.6.18.13&idno=44

1. Volunteer agencies' emergency assistance
2. Housing assistance pursuant to section 408 of the Stafford Act.[17]
3. Small Business Administration and Farmers Home Administration disaster loans;
4. Other Needs assistance, pursuant to section 408 of the Stafford Act or its predecessor program, the Individual and Family Grant Program.
5. Volunteer agencies' "additional assistance" programs; and
6. The "Cora Brown Fund."

Jumpstart Federal Housing Assistance is not on this delivery sequence. For this reason, IDED is responsible for avoiding a duplication of benefits with all agencies that have already provided assistance.

Avoiding unanticipated SBA Remittance Requests

Contact the SBA directly, grantteam@sba.gov, to see if they can review verified losses and potentially increase them to try and match what the recipient is stating the repairs will cost. For SBA to review a borrower's verified loss to determine if we underestimated the damage estimate, they will need a contractor's estimate or breakdown of the repairs. The more detailed they are the better since that makes the determination easy on their Loss Verifiers.

How will contacting the SBA lower potential remittances?

The remittance determination is based on the categories the grant award is broken down into. For instance, if the grant award is $24,999 and is showing as a repair grant, then we will consider all of the funds going toward flood damage repair **regardless of what the contactor's bid says** and will calculate our remittance based on that amount. If the grant is shown as $15,000 for code-required upgrades and only $4,999 for flood damage repair, we will calculate our remittance based on the $4,999 only (assuming that we did not lend for any code-required upgrades).

Paying an SBA Remittance

1. When remittance requests equal the entire CDBG award but the applicant has reasonable repairs to make, send in the cost of the repairs so the SBA can adjust their loan amount and remittance requests.

2. When remittance is less than CDBG award, please issue two checks, one co-payable to SBA for the amount of the requested remittance and a separate one directly payable to the borrower for any funds due in excess of the remittance amount.

[17] This refers to assistance from FEMA

What if an SBA Remittance doesn't leave enough for the contractor?

This will only occur if the applicant spent the SBA loan on something other than its purpose. In these instances the SBA may be able to work with you to reduce the remittance. However, there is the possibility of out-of-pocket expenses for the homeowner. Please advise homeowners not to miss-spend their SBA loans as this does cause problems.

Iowa Department of Economic Development

Disaster Recovery Business Assistance Programs

Subrogation and Assignment Agreement

Applicant ID

_____

This Subrogation and Assignment Agreement ("Agreement") is made and entered into on this ___day of _____, 20____, by and between _____ ("Business") and the [INSERT NAME OF LEAD COUNTY OR ITS DESIGNEE [DESIGNEE MUST BE A CITY OR COUNTY]/ENTITLEMENT CITY] ("Grantor/Lender").

In consideration of Business' receipt of funds or the commitment by Grantor/Lender to evaluate Business' application for the receipt of funds (collectively, the "Grant/Loan Proceeds") under the Iowa Department of Economic Development ("IDED") Business Jumpstart Programs (the "Program") administered by Grantor/Lender, Business hereby assigns to Grantor/Lender all of Business' future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies of any type or coverage or under any reimbursement or relief program related to or administered by the Federal Emergency Management Agency ("FEMA") or the Small Business Administration ("SBA") (singularly, a "Disaster Program" and collectively, the "Disaster Programs") that was the basis of the calculation of Business' Jumpstart Business award to the extent of Grant/Loan Proceeds paid or to be paid to Business under the Program and that are determined in the sole discretion of IDED to be a duplication of benefits ("DOB") as provided in this Agreement.

The proceeds or payments referred to in the preceding paragraph, whether they are from insurance, FEMA or the SBA or any other source, and whether or not such amounts are a DOB, shall be referred to herein as "Proceeds," and any Proceeds that are a DOB shall be referred to herein as "DOB Proceeds." Upon receiving any Proceeds not listed on the Duplication of Benefits Affidavit Business agrees to immediately notify the Grantor/Lender who will notify IDED of such additional amounts, and IDED will determine in its sole discretion if such additional amounts constitute a DOB. If some or all of the Proceeds are determined to be a DOB, the portion that is a DOB shall be paid to the Grantor/Lender, to be retained and/or disbursed as provided in this Agreement.

Business agrees to assist and cooperate with the Grantor/Lender elect to pursue any of the claims Business has against the insurers for reimbursement of DOB Proceeds under any such policies. Business' assistance and cooperation shall include but shall not be limited to allowing suit to be brought in Business' name(s) and providing any additional documentation with respect to such consent, giving depositions, providing documents, producing record and other evidence, testifying at trial and any other form of assistance and cooperation reasonably requested by the Grantor/Lender. Business further agrees to assist and cooperate in the attainment and collection of any DOB Proceeds that the Business would be entitled to under any applicable Disaster Program.

If requested by the Grantor/Lender, Business agrees to execute such further and additional documents and instruments as may be requested to further and better assign to the Grantor/Lender, to the extent of the Grant/Loan Proceeds paid to Business under the Program, the Policies, any amounts received under the Disaster Programs that are DOB Proceeds and/or any rights thereunder, and to take, or cause to be taken, all actions and to do, or cause to be done, all things requested by the Grantor/Lender to consummate and make effective the purposes of this Agreement.

Business explicitly allows the Grantor/Lender to request of any company with which Business held insurance policies, or FEMA or the SBA or any other entity from which Business has applied for or is receiving Proceeds, any non-public or confidential information determined to be reasonably necessary by the Grantor/Lender to monitor/enforce its interest in the rights assigned to it under this Agreement and give Business' consent to such company to release said information to the Grantor/Lender.

If Business (or any lender to which DOB Proceeds are payable to such lender, to the extent permitted by superior loan documents) hereafter receives any DOB Proceeds, Business agrees to promptly pay such amounts to the Grantor/Lender, if Business received Grant/Loan Proceeds under the Program in an amount greater than the amount Business would have received if such DOB Proceeds had been considered in the calculation of Business' award.

In the event that the Business receives or is scheduled to receive any Proceeds not listed on its Duplication of Benefits Affidavit ("Subsequent Proceeds"), Business shall pay such Subsequent Proceeds directly to the Grantor/Lender, and IDED will determine the amount, if any, of such Subsequent Proceeds that are DOB Proceeds ("Subsequent DOB Proceeds"). Subsequent Proceeds in excess of Subsequent DOB Proceeds shall be returned to the Business. Subsequent DOB Proceeds shall be disbursed as follows:

1. If the Business has received full payment of the Grant/Loan Proceeds, any Subsequent DOB Proceeds shall be retained by the Grantor/Lender and remitted to IDED.

2. If the Business has received no payment of the Grant/Loan Proceeds, any Subsequent DOB Proceeds shall be used by the Grantor/Lender to reduce payments of the Grant/Loan Proceeds to the Business, and all Subsequent DOB Proceeds shall be returned to the Business.

3. If the Business has received a portion of the Grant/Loan Proceeds, any Subsequent DOB Proceeds shall be used, retained and/or disbursed in the following order: (A) Subsequent DOB Proceeds shall first be used to reduce the remaining payments of the Grant/Loan Proceeds, and Subsequent DOB Proceeds in such amount shall be returned to the Business; and (B) any remaining Subsequent DOB Proceeds shall be retained by the Grantor/Lender and remitted to IDED.

4. If the Grantor/Lender makes the determination that the Business does not qualify to participate in the Program or the Business determines not to participate in the Program, the Subsequent DOB Proceeds shall be returned to the Business, and this Agreement shall terminate.

Once the Grantor/Lender has recovered an amount equal to the Grant/Loan Proceeds paid to Business, the Grantor/Lender will reassign to Business any rights assigned to the Grantor/Lender pursuant to this Agreement.

Business represents that all statements and representations made by Business regarding Proceeds received by Business shall be true and correct as of the date of Closing.

WARNING: Business and the person executing this Agreement on behalf of the Business are hereby notified that intentionally or knowingly making a materially false or misleading written statement to obtain property or credit, including a mortgage loan, is a violation of Chapter 714 of the Code of Iowa and, depending upon the amount of the Grant/Loan Proceeds, is punishable by imprisonment for a term of up to ten years and a fine of up to $10,000.

The person executing this Agreement on behalf of the Business hereby represents that he\she has received, read, and understands this notice of penalties for making a materially false or misleading written statement to obtain the Grant/Loan Proceeds.

In any proceeding to enforce this Agreement, the Grantor/Lender shall be entitled to recover all costs of enforcement, including actual attorney's fees.

[BUSINESS NAME]:

By:_____
Name:_____
Title"_____
GRANTOR/LENDER:

[INSERT NAME OF LEAD COUNTY OR ITS DESIGNEE [DESIGNEE MUST BE A CITY OR COUNTY]/ENTITLEMENT CITY]

By: _____
Name:
Title:

Consent and Release Form Nonpublic Personal Information

Instructions: You must fill out this form (this "Consent") in order to allow Iowa Department of Economic Development ("IDED") to share non-public personal information (as defined herein) regarding **[company name]** (the "Applicant") **[and any principal/partner/owner]** of the Applicant with agencies and companies in order to process **[company name's]** application.

The Applicant **[and any principal/partner/owner]** of the Applicant may terminate this Consent at any time however, if the Applicant **[or any principal/partner/owner]** of the Applicant terminates this Consent, IDED will not be able to process your application.

[I/We], the _____ of the Applicant and the undersigned **[individuals/companies as principal/partner/owner]** of the Applicant do hereby consent to and authorize IDED (including its partners, affiliates, agents, contractors and their respective assigns), as part of the Applicant's application for Disaster Recovery Business Assistance Programs (the "Program"), to request, access, review, disclose, release and share any and all information received with respect to the Applicant's application for the Program ("Nonpublic Personal Information" or "NPI"), whether provided by the Applicant or any **[principal/partner/owner]** of the Applicant, or by additional outside third parties with whom the Applicant or any of the **[principals/partners/owners]** of the Applicant may or may not have a relationship, and only as necessary or desirable, in the sole discretion of IDED, for final determination of the Applicant's eligibility for and the amount of assistance under the Program. The Applicant and its **[principals/partners/owners]** of the Applicant authorize the release of all Nonpublic Personal Information in order to comply with the Program eligibility and benefit determination requirements. The Applicant and the **[principals/partners/owners of the Applicant]** understand and acknowledge that any party disclosing information on behalf of IDED or to IDED on the behalf of the Applicant **[or any principal/partner/owner]** of the Applicant is not responsible for any negligent misrepresentation or omission, and the Applicant and all of the undersigned agree to hold IDED and such disclosing parties harmless from and against all claims, actions, suits or other proceedings, and any and all losses, judgments, damages, expenses or other costs (including reasonable counsel fees and disbursements), arising from or in any way relating to their disclosure.

As part of this Consent, the Applicant and all of the **[principals/partners/owners]** of the Applicant further authorize IDED and any other financial institution, lender, insurer, government agency (federal or state), credit bureau, financial service provider or any other third party to obtain, use and disclose

any of the NPI of the Applicant and/or any **[principal/partner/owner]** of the Applicant in their possession, as necessary or desirable, in the sole discretion of IDED, to enable IDED to administer the Program and process the Applicant's application.

The Applicant and the **[principals/partners/owners]** of the Applicant understand and acknowledge that IDED may obtain, use and disclose any NPI received in its investigation of the Applicant's application with third parties, including those referenced above, as necessary or desirable, in the sole discretion of IDED, for final determination of the Applicant's eligibility for and the amount of assistance under the Program. All NPI will be retained by IDED in accordance with Program requirements.

The consent of the Applicant or any of the **[principals/partners/owners]** of the Applicant may be revoked or ended at any time by giving written notice to IDED. The Applicant and all of the **[principals/partners/owners]** of the Applicant further understand and acknowledge that any such revocation (ending) of this Consent may affect the Applicant's ability to receive assistance under the Program. Unless revoked as provided in this Consent, this Consent shall remain in full force and effect until all obligations to IDED are satisfied in full.

By completing and signing this form, the Applicant and the **[principals/partners/owners]** of the Applicant acknowledge and agree to the above and agree that this Consent may be furnished on behalf of the Applicant or any **[principal/partner/owner]** of the Applicant to any financial institution, lender, insurer, government agency (federal or state), credit bureau, financial service provider or other third party.
Date: _____
[COMPANY NAME]

_____
By:_____
Name:_____
Title:_____
PRINCIPALS/PARTNERS/OWNERS OF APPLICANT:

_____
[PRINT NAME]

Disaster Recovery Business Assistance Duplication of Benefits Affidavit

Statement of Purpose: This affidavit must be completed by all businesses who have applied for and/or received any assistance from the Disaster Recovery Business Assistance Programs. The information within this affidavit will provide the [insert administrative entity] and the Iowa Department of Economic Development with vital information for processing the application required by the Stafford Act Sec. 312 on Duplication of Benefits.

Business Assistance Programs

Indicate with an "X" the program(s) for which your business is applying. Also, please indicate with an "X" any program your business has previously received funds from.

- ☐ Business Rental Assistance
  - Rental Assistance
- ☐ Expanded Business Rental Assistance
  - Assistance to replace damaged equipment
- ☐ Commercial Rental Revenue Gap
- ☐ Loan Interest Supplemental Program
- ☐ Residential Landlord Business Support
- ☐ Steam Programs
  - ☐ For conversion costs
  - ☐ Rate buy-down
- ☐ Jumpstart Small Business
- ☐ Equipment Reimbursement Assistance Program
- ☐ Flood Insurance Reimbursement Program

Insurance and Other Fund Sources Affidavit

Insurance:

Insurance company information must be completed even if the Company named herein did not receive insurance monies as compensation for the storms, tornadoes and flooding giving rise to the Presidential Disaster Declaration, FEMA-1763-DR ("2008 Iowa Flood and Storm Event"), which occurred between May 25, 2008 and August 13, 2008. If there was insurance on the damaged property, the name of the insurance company, policy number, claim number, and settled amount, if any, must be completed, copies of the insurance policies in place at the time of disaster, and any correspondence with the insurance companies on or after May 25, 2008, and on or before August 13, 2008 must be attached to this affidavit.

This section must be signed in front of a notary public.

STATE OF IOWA
COUNTY OF «COUNTY»

Before me, the undersigned authority, on this day personally appeared to the person named below, who, being by me duly sworn under penalty of perjury and penalty of violation of Federal and State laws applicable to [insert name of company]'s application for and receipt of a grant or forgivable loan under the Iowa Department of Economic Development ("IDED") Disaster Recovery Business Assistance Programs made the following statements and swore that they were true:

1. I hereby state that I am the _____ of [insert name of company] (the "Applicant") and am duly authorized by the Applicant to make the certifications contained in this Affidavit on behalf of the Applicant.

2. I hereby state and certify to the United States Department of Housing and Urban Development and to the Iowa Department of Economic Development as follows (please check one blank):

☐ On any date on or after May 25, 2008 and on or before August 13, 2008, property, flood, and/or wind, economic injury, business interruption or any other kind of insurance **WAS** carried and in force for [insert name of company].

☐ On any date on or after May 25, 2008 and on or before August 13, 2008, **NO** property, flood, and/or wind, economic injury, business interruption or any other kind of insurance was carried and in force for [insert name of company].

If insurance was carried by [insert name of company], fill in the information requested below using the insurance information in effect at the time of damage to the Property due to the Iowa 2008 Flood and Storm Event, on or after May 25, 2008 and on or before August 13, 2008. Please provide information regarding any such insurance policies and information regarding claims filed and paid, if any, in the designated spaces below. If no claim was filed under an insurance policy listed below, fill in the applicable blank with "None."

Ins. Company Name:		Policy Number	
Type of Ins.			
Claim Number:		Settled Amt:	

Ins. Company Name:		Policy Number	
Type of Insurance:			
Claim Number:		Settled Amt:	

Company Name:		Policy Number	
Type of Insurance:			
Claim Number:		Settled Amt:	

Company Name:		Policy Number	
Type of Insurance:			
Claim Number:		Settled Amt:	

Other Fund Sources:

Instructions: This section identifies any sources of funds that the business has received as a result of the 2008 Natural Disaster(s) other than insurance. Sources of funds include but are not limited to: Federal, state and local loan/grant programs; private or bank loans;

Source of Funds #1

The Jumpstart Business Program provided funds for the purpose of working capital and Energy Efficient purchases. Please indicate below the amount allocated to your business in the box corresponding to the appropriate purpose.

Lender Name:	Jumpstart Business	Gov't Loan/Grant/ Loan/Forgivable Loan	Forgivable Loan
Purpose:	Working Capital	Amount:	
Purpose:	Inventory	Amount:	
Purpose:	Rent	Amount:	
Purpose:	Energy Efficient Purchases	Amount:	

Source of Funds #2

Lender Name:		Gov't Loan/Grant/ Loan/Forgivable Loan	
Purpose:		Amount:	
Purpose:		Amount:	

Source of Funds #3

Lender Name:		Govt Loan/Grant/ Loan/Forgivable Loan	
Purpose:		Amount:	
Purpose:		Amount:	

Source of Funds #4

Lender Name:		Govt Loan/Grant/ Loan/Forgivable Loan	
Purpose:		Amount:	
Purpose:		Amount:	

Attached to this Affidavit are copies of the following:
(1) Each insurance policy in force on or after May 25, 2008 and on or before August 13, 2008.

(2) All correspondence relating to the insurance policies described in (1) of this sentence, including correspondence regarding any claims filed under such insurance policies. No other correspondence with respect to any such insurance policies and/or claims has been received by me as of the date of this Affidavit.

(3) Acceptable Documentation for each of the sources of funds acquired as a result of the 2008 natural disaster(s).

By executing this Insurance Affidavit, Applicant(s) acknowledge and understand that Title 18 United States Code Section 1001: (1) makes it a violation of federal law for a person to knowingly and willfully (a) falsify, conceal, or cover up a material fact; (b) make any materially false, fictitious, or fraudulent statement or representation; OR (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government; and (2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section.

Dated this the _____ day of _____, 2009.

_____ _____
Applicant (Affiant) Signature Print Applicant name (Affiant)

_____ _____
Joint Applicant (Affiant) Signature Print Joint Applicant name (Affiant)

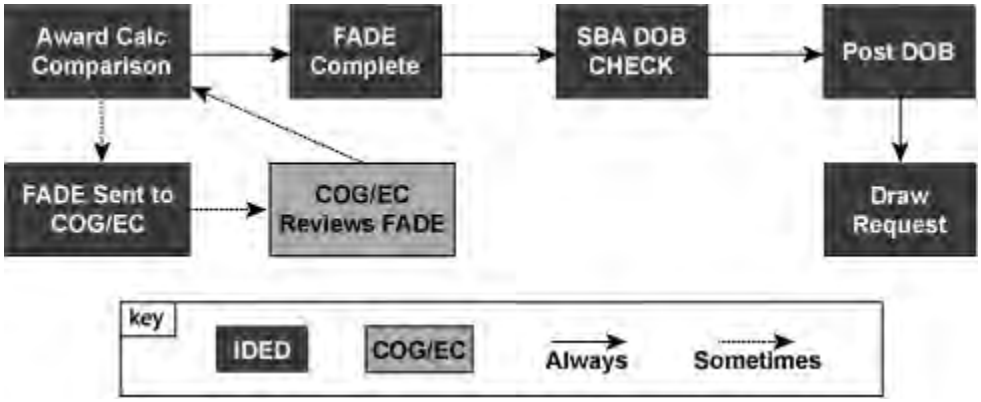
SUBSCRIBED AND SWORN TO before me, by the above-named Affiant(s) this, the _____day of _____, 2009, to certify which witness my hand and official seal.

_____
NOTARY PUBLIC

My Commission Expires:_____

Federal Award Determination Evaluation (FADE) Extended Process Flow Chart and Directions

Phase 3 – Federal Award Determination Evaluation (FADE)



Phase 3 – Federal Award Determination Evaluation (FADE)

The Federal Award Determination Evaluation process has five stages: 1.A) Award Calculation Comparison; 2) FADE Completion; 3) SBA DOB Check; 4) IDED Posts Award Calc with SBA Loan and Remittance Request; 5) Disburse. If there is a discrepancy between the local and IDED award calculations, there are two additional stages including the; 1.B) Email sent to COG/EC; and 1.C) COG/EC reviews verification form and responds.

Stage 1.A - Award Calculation Comparison

The Federal Award Determination Evaluation (FADE) was implemented in response to an unacceptable number of incorrect award calculations, multiple over-disbursements, and requests from local government for award calculations. The FADE process has helped insure that awards are being calculated correctly, critical fields in Service Point are being used correctly, and has already helped to identify and avoid over-disbursements.

Stage 1.B (Not always necessary) – FADE Sent to COG/EC

When there is a disparity between IDED and local award calculations, the applicant receives a preliminary DOB. This is the Award Calculation uploaded to Service Point showing the difference between the two award calculations.

Identify and correct the cause of discrepancy

When your award calculation differs from IDED's, please identify the cause and take steps to correct. The cause for discrepancy will fall into one of three categories:

1. The field "Total Federal Jumpstart Housing Assist. Provided" from the Federal Side of Service Point doesn't represent your Federal Jumpstart Award Calculation. Perhaps the value is outdated or miscalculated. In this case, use the DOB and the Award Calculation worksheet to re-calculate.
2. Your calculation may differ because the "Verified Amounts" in the applicants DOB don't match the documentation you have from the homeowner. Use the values listed in the applicant's DOB Verification Form unless you wish to "challenge" the DOB (Challenging the DOB should have occurred in Stage 3.B of Phase 2).
3. The rest fall into a catch-all group. Because there are so many reasons why an award calculation doesn't match up, you may not always know.

Stage 2 – FADE Completion

As long as the awards match the applicant will not receive another email.

CDBG Buyout Duplication of Benefits Check Process

Revised 4-13-2011

1. Begin the duplication of benefits process once the file has completed the eligibility check. During eligibility check, the Buyout DOB Submitted Date should be entered in Service Point. This will notify Carol that she can send the file to insurance.

2. You can begin the DOB check without the insurance check completed, but you cannot enter the Buyout DOB Verification Date Completed until we have a response from the insurance company.

3. Find the applicant's record in Service Point and DOBApp.

4. Enter the Income level in to the DOBApp field: Percent of AMI. You can find the income level on the eligibility check-in paperwork on sheet D.

    a. If the applicant is a commercial property, vacant lot, or estate, put 81 for the Percent of AMI. These types of properties are not required to submit income documentation and we fund them regardless. Thus, we cannot assume they are low to moderate income qualified applicants (less than 80 % AMI).

    b. As of April 2011, we will no longer be awarding files without income documentation. Lack of income documentation should have been noticed in the eligibility process, but, if it was missed, contact the administrative entity for the applicant's income documentation at this time. Do not proceed to award the file until you have this information.

5. Open the file to the Ownership and Benefit affidavit where the applicant has listed all benefits received (page 2).

6. If the insurance fields have dates in them in DOBApp, proceed to verify insurance funds received: If the amount in DOBApp does not match the amount on the ownership and benefit affidavit, write the correct amount on the affidavit. The amounts in DOBApp should be correct. If the insurance dates are not completed in DOBApp, continue to step 7.

    a. Flood Insurance (Private): This is the amount listed in DOBApp under Homeowner's insurance.

    b. Flood Insurance (NFIP): This is the amount listed in DOBApp under Flood Insurance.

7. Check for the following tabs in DOBApp:

    a. State JS/DOB Tab

        i. This means the file has received State Jumpstart funds and needs to be compared to what is on the latest Buyout report. The buyout reports are saved here: G:\BCF\CDBG Buyouts\Recipients\Cedar Rapids\Buyout Reports.

        ii. Find the applicant on the buyout report and write down on a sheet of paper all funds received from Jumpstart. The following benefits found on the buyout report are:

            1. DPA: Down Payment Assistance

                a. Enter on affidavit to line: Down Payment Assistance

            2. IMA: Interim Mortgage Assistance

                a. If Federal, enter on line: Interim Mortgage Assistance- Federal

b. If State, enter on line: Interim Mortgage Assistance – State

c. Note: If an applicant has received IMA, you will need to calculate the amount for principal reduction only. We will calculate this at the end of the DOB check.

3. Rehab: Repair/Rehabilitation

    a. Enter on affidavit to line: State Housing Grant (State Jumpstart Repair)

4. Rehab_EE: Energy Efficient Appliances (EEA)

    a. Enter on affidavit to line: Amount received from other Governmental Sources

    b. Write "EEA" on the Specify Governmental Source line below

5. LeadReduction: Lead Hazard

    a. Enter on affidavit to line: Amount received from other Governmental Sources

    b. Write "LH" on the Specify Governmental Source line below

6. For EEA and LH, enter the amounts received in DOBApp in the Other Govt Assistance field. If applicant received both EEA and LH, add benefits received together.

Note about the Buyout Report: This report only includes properties located in Cedar Rapids. Also, anything coded as "Jumpstart1,2,3" are State funds. Anything coded as "CDBG", are Federal funds. Anything coded as "Lost/Gap/City Advance" are City of Cedar Rapids funds.

iii. Compare to what is listed on the ownership and benefit affidavit for all benefits received. If any amount on the affidavit is incorrect, write the correct amount from the Buyout report on the affidavit.

b. FEMA Tab:

    i. The amount of FEMA given for home repair is considered a DOB. Check this amount with the amount listed on the Total FEMA Assistance Received for Repair and Replacement line on the Ownership and Benefit affidavit.

c. Unmet Needs Tab:

    i. This tab is considered a DOB. Compare this to what's listed on the Ownership and Benefit affidavit for Other government assistance. Enter the amount the applicant received for Unmet Needs in the DOBApp field: Other Govt Assist. Also, enter this amount in Service Point in their buyout assessment under Amount received from other governmental assistance, and enter "Unmet Needs" for the "Specify Governmental Source" line below.

d. FedDOB:

    i. This tab will have federal assistance listed such as Homebuyer Assistance, Interim Mortgage Assistance, or Federal Jumpstart repair assistance. Check this against the

affidavit on line “Disaster Housing Grant (Federal Jumpstart Repair & Express)”. Write these benefits on the ownership and benefit affidavit on the corresponding lines.

e. Rental Rehab:

   i. If the file has a rental rehab tab, give the file to Cooper. The file may not be in both the rental rehab program and the Buyout.

f. SBA:

   i. IDED is not responsible for doing a DOB check on any SBA funds the applicant may have. Each administrative entity is responsible for sending the buyout award to the SBA before closing to check for any SBA remittances the applicant may have.

g. HMGP Buyout:

   i. A file cannot be in the HMGP buyout and the CDBG buyout. Contact the administrative entity to determine which buyout the home is supposed to be in. The CDBG buyout is a funding of last resort, and an applicant may not choose to be in the CDBG buyout if approved for the HMGP buyout.

8. Verify any other benefits that appear on the ownership and benefit affidavit. Anything like Red Cross, Buddhists, etc. is not considered to be a DOB. FEMA dollars received for personal property is not a DOB either. If you have any question on what the benefit is, be sure to ask the administrative entity for additional information and/or documentation of the benefit received.

9. If the applicant received EEA, LH or State Jumpstart Repair, you need to request receipts from the Jumpstart office in Cedar Rapids.

   a. Email Ananda Adams-Zmolek, Jodi Higgins, and Paula Mitchell asking for the receipts.

   b. Once you receive the receipts, check to make sure the amount of disbursed funds (from the buyout report) is the same amount on the cover sheet of the receipts sent by Jumpstart. Also, look at the receipts to make sure they have enough to cover their benefit. Add the amount of receipts together for all State benefits received. The receipts they provide will reduce the amount of DOB the applicant receives because the receipts prove that the dollars went for their specified purpose.

10. If the file has repair receipts included, give the file to Cooper to do a receipt review. The eligible amount of repair receipts can be added to the receipts received from Jumpstart. Enter this amount in DOBApp in the field: Total Eligible Receipts. Make note of all receipts counted in the Notes section in DOBApp. This helps to figure out how you arrived at the amount of receipts you calculated. (ie: 1500 LH + 2500 EEA + 25,000 Home Repair)

11. Once all benefits have been verified on the ownership and benefit affidavit, fill out the front page of the file, checklist B.

    a. Date of review should be today’s date.

    b. Reviewed by: Put your initials

    c. Date review completed: The date the file has come back from insurance and you have received all receipts from the Jumpstart office/calculated IMA.

d. DPA/HBA awards: Check in DOBApp and the ownership and benefit affidavit. Circle all that apply.

    i. If a file has received DPA or HBA, there should be a cost to acquire. DPA and HBA are benefits received to purchase a new home, and the cost to acquire shows they purchased a new home.

e. Cost to acquire: Find this in Service Point. If there is DPA/HBA and no cost to acquire, contact the administrative entity. It may be possible that they received the benefit but haven't closed on their replacement home yet. The applicant can receive replacement housing assistance after their initial buyout award has been processed.

f. Applying for: 1(buyout only), or 2(buyout + replacement housing). You can find this in Service Point as well. If there is a cost to acquire, yet the applicant is listed as a 1, change it to a 2. A 2 must have a cost to acquire, as this classification means they are seeking a replacement housing award as well as an acquisition award.

g. Benefits Affidavit review: You should have already completed this. If you had any outstanding issues with the review, circle "issues". If not, circle "no issues".

h. DOB Benefits review: This line item is referring to any/all other DOBs that may have occurred.

i. IMA: If the applicant received any IMA, which you would have found when looking at the buyout report, circle "received". If they did not receive IMA, circle "NA".

j. Receipts: If the ownership and benefit affidavit stated that the homeowner included repair receipts in the file, then a receipt review needs to be completed. Circle "Received" if this is the case. If the file has no receipts, circle "NA".

12. If the file you are reviewing received IMA from State, Federal, or both funding sources, you need to calculate the IMA used to reduce the principal mortgage balance. In order to calculate IMA toward principal, do the following:

    a. If the applicant received Federal IMA assistance, click on the Jumpstart FEDERAL Housing Relief in Service Point.

    b. Scroll down so you see F) Interim Mortgage Assistance Loans. Copy this screen and paste it into a new Microsoft Word document. Make sure you can see the monthly mortgage payment and the Max Total Interim Mortgage Assist Loan Approved fields.

    c. If the applicant received State IMA Assistance, click on the State Jumpstart Housing Assessment in Service Point.

    d. Scroll down so you see Monthly mortgage payment all the way through Max Total Interim Mortgage Assist Loan Approved fields. Copy this screen and paste it into the same Word document as you did for Federal IMA assistance.

    e. Print Word document.

    f. Add Max Total Interim Mortgage Assist. Loan Approved for both Federal and State together. If this amount is different than what you saw on the buyout report, contact Jumpstart.

    g. Divide the total amount of IMA received by the monthly payment. This is how many months of mortgage payments we need to see in order to calculate IMA toward principal.

NOTE: If the field Total Eligible Property Carrying Costs matches the field Total Monthly Mort./Contract Pmt & Prop. Carrying:, this applicant does not have any IMA toward principal. All of their IMA funds were used to pay insurance and taxes on their mortgage. Make a note that $0 went towards principal on the sheet you printed out.

h. If the file does not contain how many months of mortgage payments you need, contract the administrative entity to get you that information.

NOTE: Cedar Rapids is the only administrative entity for which we calculate IMA toward principal. All other administrative entities calculate it themselves.

i. If you have the correct amount of regular mortgage payments in the file, add up the amount paid to principal for each payment (starting in July of 2008). That is the amount of IMA toward principal reduction which is considered a DOB for the buyout.

j. Enter this amount in Service Point as well as on the ownership and benefit affidavit.

k. Once you have verified all benefits and insurance received enter the Buyout DOB Verification Date Completed. The file is now ready to award.

UPDATE 2017: All CDBG-DR Buyouts complied with the above program guidance and policies and procedures. In 2017, IEDA allocated CDBG-DR funds to a final round of eligible buy-out properties through an HMGP match. While FEMA utilized 2016 recovery funds, because IEDA applied CDBG-DR funds from 2008, IEDA conducted a DOB looking back at all federal assistance received since 2008 and conducted an office DOB on each property.

verification of disaster benefits received

IOWA economic development

Applicant Identification

Donna Rafferty	
Donna M Rafferty	
Service Point#	5215
FEMA Registration#	410020355
Damaged Address	Replacement Address
1201 N Street SW Cedar Rapids, Iowa, 52404	4325 Council Street NE Cedar Rapids, Iowa, 52402
2. CDBG Buyout and Replacement Housing	

Draw Eligibility

DOB Submitted Date	12/22/2011
DOB Verification Completed (IDED)	1/9/2012
Eligibility Check Complete	12/22/2011
RH DOB Verification Date Submitted	1/5/2012
RH DOB Verification Date Completed(IDED)	1/5/2012

CDBG Buyout & Replacement Housing Award Calculator

Homeowner Characteristics (input fields)	Value
Cost to Acquire a New Home	$81,040.55
Pre-Flood Fair Market Value of Structure	$40,555.14
Pre-Flood Fair Market Value of Land	$13,482.00
Input Benefits Received on Flood Impacted Home	
Insurance Award	$0.00
NFIP	$0.00
FEMA Award	$20,826.41
State Jumpstart Repair	$0.00
Federal Jumpstart Repair/Express	$6,785.00
IMA toward principal	$0.00
All other Duplicating Benefits / EEA for new Home	$12,177.62

Input Benefits Already Received for NEW home	
HBA (Federal Program)	$0.00
DPA (State Program)	$20,250.00
Single Family New Production (SFNP) Award	$0.00
All other Duplicating Benefits for NEW home acquisition	$0.00
Input OTHER information	
Destroyed Home Mtg Amt Before reduced by awards	$0.00
Total Eligible Receipts / EEA Credit	$18,962.62
RH Incentive Eligible (100 yr flood plain, yes or no)	no
Income Level	17

Replacement Housing Allowance

Cost to Acquire a New Home	$81,040.55
Pre-Flood FMV of structure and land	$54,037.14
Difference in cost	$27,003.41
Maximum Replacement housing allowance available	$25,000.00
RHA Award & Sources for this applicant	
RHA for incentive qualified applicant (100 year flood plain)	$0.00
RHA for Income qualified applicant	$25,000.00
Replacement Housing Allowance	$25,000.00

Unmet Need Award

Destroyed Home Mtg Amt Before reduced by awards	$0.00
Cap Total at 100% of Buyout PFFMV	$0.00
FEMA, repair awards & other benefits without receipts	$20,826.41
IMA toward principal	$0.00
CDBG Buyout Award	$33,210.73
Destroyed home mtg - awards	($54,037.14)
Unmet Need Award	$0.00

DOB or Remaining Replacement Housing Eligibility

Replacement Housing Allowance	$25,000.00
HBA Award	$0.00
DPA Award	$20,250.00
SFNP Award	$0.00
All other Duplicating Benefits for NEW home acquisition	$0.00
DOB Amount (amt. received in excess of allowance)	$0.00
Remaining RHA Eligibility	$4,750.00

Buyout Award

Buyout Home Pre-Flood Fair Market Value	$40,555.14
FEMA, repair awards & other benefits without receipts	$20,826.41
Pre-Flood Fair Market Value of Land	$13,482.00
CDBG award for Structure and Land before other DOBs	$33,210.73
IMA toward principal	$0.00
DOB Amount (amt. received in excess of allowance)	$0.00
CDBG Buyout Award	$33,210.73

The CDBG Buyout Award amount described above is not a firm indication of what the applicant will receive at closing. In addition, the CDBG Buyout Award amount is subject to the following conditions:

If applicant will continue to receive IMA benefits, is eligible for the unmet need award, or receives any other benefit after this award calculation is issued and prior to loan closing with the city/county, those additional benefits must be included in this worksheet and documentation of those benefits must be submitted 10 days prior to closing; the CDBG Buyout Award amount will be recalculated using the additional information.
The CDBG Buyout Award amount is also subject to a duplication of benefits review by the SBA prior to closing.
Applicants should review the final closing statement set forth by their city/county. The final closing statement should be an accurate depiction of deductions and disbursements of funds.
This Duplication of Benefits Form was developed with the understanding that all Service Point data is correct and up to date. If the recipient is unsure of any Service Point data for this client they should NOT fill out the "DOB Verification Submitted" field in Service Point.

Buyout Receipt Review Process

1. Fill out the Receipts/IMA Review worksheet with the file's information

2. Locate the receipts that are on the left side of the file.

3. In Service Point determine the applicants "total eligible receipts" find this here: locate applicant in SP/click on ASSESSMENTS/ on the left click CDBG Buyout Assessment/ click on the pencil/ scroll down till you see DOB information/then find total eligible receipts**

4. Write down that total on the Receipts/IMA Review worksheet line "Recipient entry for eligible receipts"

5. Determine whether they are Repair Receipts or Rental Receipts.

6. <u>If Repair Receipts:</u> Locate receipts in the file provided by the vendor and begin to input information from the receipts or invoices to the spreadsheet in the required fields. ie: Invoice or receipt, date, Business name, amount eligible, etc.

Find the spreadsheet here: desktop/template

On the spreadsheet:

- Determine whether the information provided is a receipt or an invoice then put an X in the correct box.
- Locate the date of the receipt or invoice in which the purchases were made. Input that in the "date" column.
- Write the name of the business in which the purchases were made under "Business Name".
- Determine what the total of the receipt or invoice is and put it under the "total" column.
- If invoice, determine if the vendor provided "Proof of payment". ie: Canceled check or bank statement showing the check cleared. After this is complete update the "follow up needs" column saying POP, and under "reason not eligible" write "provide proof of payment".
- Also if the invoice has an item purchased that is not clear or if the invoice is for labor and it does not say what work was completed we will need to ask for "more information". Put "more info" into the "follow up needs" column and under "reason not eligible" put, "provide description of work completed" or whatever the need may be so that the vendor knows what exactly they need to send back.

- Purchases that are eligible should be added to the "amount eligible" column on the spreadsheet

- Purchases that are not eligible need to be subtracted from the total of the invoice or receipt and then inputted on the spreadsheet.(apply tax if indicated on receipt or invoice)

7. To determine whether or not the purchases made are eligible or not eligible review the "items to be repaired" worksheet attached below.

   - Eligible and not eligible items are listed toward the bottom of the page.

NOTE: If there are purchases that are not eligible with purchases that are eligible the spreadsheet will automatically determine the amount not eligible in the "amount not eligible" column.

*Turn font to RED for any documentation that needs additional information.

8. Once this is complete update the "Receipts/IMA Review" worksheet by putting the total eligible under "Total $ of eligible repair receipts".

   - If there are no rental receipts to go with repair receipts put the total amount on the line, "Total Eligible Receipts".
   - Print off spreadsheet and in the upper left hand corner write "updated and the current date".
   - Once this is finished give the file back to Project Manager.

9. If Rental Receipts: In order to proceed with the rental receipts there needs to be a lease agreement and a land lord statement that spells out the term of the lease.

   - locate FEMA award letter on the left side of the file. (Could be more than one).
   - Find where it says rental assistance and write the amount provided down on the Receipts/IMA Review worksheet next to "total FEMA rental assistance received".
   - Also on the left, behind the FEMA letter should be the rental receipts. Go through and find the rental receipts
   - Input the correct information on the spreadsheet found here: desktop/template.

10. With the information provided in the file, document all information. ie: date, the total amount of rent being taken out of the statements, the amount eligible and the amount not eligible.

    - The rent being taken out of the statements need to match the rent on the lease agreement.
    - If the rent doesn't match then put the amount of what is stated on the lease agreement as the amount eligible.

*Anything that needs more information or proof of payment should be highlighted in red on the spreadsheet.

11. If there is additional information needed, put a check mark next to the correct spot in the middle of the Receipt/IMA Review spreadsheet indicating what the file needs.
12. Print off file and in the upper right and corner write "updated and the current date".

13. If files need additional information write in the "Steps taken:" section on the worksheet the work that needs to be completed.

14. Email COG according to where the file is from and inform them on what the file need in order to be completed.

*To find the COG in which you need, find them here: desktop/Contact list for Receipts

15. Set aside until the COG emails back the requested information.

16. Once the information requested is provided:

    - If the vendor provided sufficient documentation for the information requested put a "strikethrough" the information we requested and then write after that, "provided sufficient proof of payment" , "provided sufficient documentation", or whatever the required information was requested.

ie: Provide proof of payment. Provided sufficient proof of payment

    - In the "follow up needs" column where you have indicated, POP or More info, put a "strikethrough" and then write OKAY

    - In the "proof of payment?" column, if indicated NO, put a "strikethrough" and then write OKAY.

17. If the file does not have anything wrong with it, print the spreadsheet off and write "updated and the current date" in the upper right hand corner. Also update the Receipt/IMA Review worksheet with the correct amount on the "Total eligible receipts" line.

18. Give file back to Project Manager.

Items to be included as repair

All structural elements, including:
— Spread or continuous foundation footings and pilings
— Monolithic or other types of concrete slabs
— Bearing walls, tie beams and trusses
— Floors and ceilings
— Attached decks and porches…..will need pictures showing attached deck and/or porches
— Interior partition walls
— Exterior wall finishes (brick, stucco, siding) including painting and moldings
— Windows and doors
— Shingle or retiling a roof
— Hardware (nails, screws, bolts, strong ties, etc)

All interior finishing elements, including:
— Tiling, linoleum, stone, or carpet over subflooring
— Bathroom tiling and fixtures
— Wall finishes (drywall, painting, stucco, plaster, paneling, marble, etc.)
— Kitchen, utility and bathroom cabinets
— Built-in bookcases, cabinets, and furniture
— Hardware

All utility and service equipment, including:
— HVAC equipment
— Plumbing and electrical services
— Light fixtures and ceiling fans
— Security systems
— Built-in kitchen appliances
— Central vacuum systems
— Water filtration, conditioning, or recirculation systems

__ Professional Labor to complete the work

Items to be excluded
— Plans and specifications
— Survey costs
— Permit fees
— Post-storm debris removal and clean up
— Outside improvements, including:
— Landscaping
— Sidewalks
— Fences
— Yard lights
— Swimming pools
— Screened pool enclosures
— Detached structures (including garages, sheds and gazebos)
__ Landscape irrigation systems

DOB Policy for Verifying Homeowner and Flood Insurance Claims – CDBG Buyout

Note: This process begins when the DOB Submitted Date is entered for a CDBG Buyout Applicant.

1. Determine which properties need homeowner and flood insurance checked by filtering the DOBApp Report.
2. Copy these rows into a spreadsheet and filter on 'dob submitted' yes; and ' Consent and Release form attached' yes.
3. Find these properties in DOBApp and verify that property is not a duplicate.
4. Send the insurance company the spreadsheet with their customers; copy Matt Hargrafen at the Iowa Department of Insurance. Copy this email into G:FloodRecoveryDOB/Insurance/housing sent to insurance/insurance company name/(the filename is the insurance company name and the date the request was sent out).
5. Verify the NFIP or private flood policy. Determine if there is flood coverage on the spreadsheet. Even if they say there is no coverage, check on the NFIP CD for that property receiving flood insurance benefits; if they do have NFIP insurance, go to the website and copy the 'building paid' column into the notes and put the structure amount in the 'flood insurance' field. If there is private flood insurance, follow insurance procedure above.
6. Follow up with insurance companies every 5 days, if they haven't responded. One exception: State Farm Insurance, who requires the customer to sign their own Consent and Release form, this takes longer than 5 days in most cases. If there is a temporary address for the applicant, give this information to State Farm.
7. When Insurance verification is received from the Insurance Company, check the 'paid on structure' field to see if anything was paid. If so, put that amount in the 'Homeowners Insurance tab in DOBApp, and copy what they put in the 'other information' field into the DOBApp notes.
8. Verify the NFIP and Homeowners insurance are verified and identify that insurance has been checked on the front of the physical file (if applicable).

If you would like a step by step breakdown of our internal process, please see additional documentation titled "DOB Process for the buyout – Insurance).

DOB Process for the CDBG Buyout: Verifying homeowner and flood insurance benefits received
First, download the Service Point files into DOBApp. See procedure below.

To Run and Download Service Point Files

Move the previous day's files to 'Old Service Point Files'. (Go to flood Recovery DOB/Service Point).
There should be 7 files that need to be moved.

Sign on to Service Point

Reports
Custom Reports
Report Writer
Options
We download the following reports: CDBGBuyoutData
FederalHousingDOBData
SmallRentalHousingRehabData

Click on the report you want to download.
You will get a message that says 'By loading a Quick Query you will over-write any unsaved changes. Are you sure you want to continue?' Click on OK.

Click on Preview. This takes a few moments.
Download Report.

		password
File Names will Be:	CDBG_DOB_date	DOB
	FedHsgDOB_date	
	SmallRentalDOB_date	

Save. This takes a few moments. - may have to press and hold down CNTL key
Click here to download file.
Save
File Name -(just add date) :State_Jumpstart_Detail_For_Harriet_date.xls
Save in Service Point. (Projects in Iowa…/Flood Recovery DOB/Service Point/Daily Reports)
Save (release the CTRL key)
Make sure it says 'Download Complete'
Close
Close window
Options to run next report

Reports
Custom Reports

ART (Advanced Reporting Tool)
Expand Public Folders. This takes a moment
Click on 'desmoines_cfi_emergency_folder' (do not expand, just click on it)
Click on 'StateJumpStart_ClientDetail_for_Harriet' (2nd page of reports)
Effective date = today
select COG city - highlight all fields on left
move them to the right by clicking on the '>>' button.
Run Query
Click on the Arrow Down button beside Document (may have to hold CTRL key here)
save to my computer as - Excel
Save
File Name - (just add date): State_Jumpstart_Client_Detail_For Harriet_date.xls. Save in Service Point/Dailey Reports
Save
Make sure it says 'Download Complete'.
Close

Click on 'desmoines_cfi_emergency_folder' (do not expand, just click on it)
Click on 'Business download_DOB info'
Click on the arrow down button beside Document (May have to hold the CTRL key here)
Save to my computer as - Excel
Save
File Name - (just add date): Business_download_DOB_info_date.xls. Save in Service Point/
Daily Reports.
Save
Make sure it says 'Download Complete'.
Close

Click on 'Business_download_general_info_BRAP_date.xls. Save in Service
Click on the arrow down button beside Document (May have to hold the CTRL key here)
Save to my computer as - Excel
Save
File Name - (just add date): Business_download_General_info_BRAP_date.xls. Save in Service Point/
Daily Reports
Save
Make sure it says 'Download Complete'.
Close

Click on 'Business_download_LISP_CRRG_RLBS_Steam'
Click on the arrow down button beside Document (May have to hold the CTRL key here)
Save to my computer as - Excel
Save
File Name - (just add date): Business_download_LISP_CRRG_RLBS_date.xls. Save in Service Point/

Daily Reports
Save
Make sure it says 'Download Complete'.
Close and X out of system
save the 3 business files in the '97 folder

PREPARE FILES FOR IMPORT

Go inot the FedHsgDOB file. Copy and Paste into new file
SAVE AS: save into IMPORT/DOBApp Imports file as FEDHSGDOB.xls (double click on existing , replace file)

Go into the State_Jumpstart_Client_Detail_For_Harriet_date file. Copy and paste into new file
SAVE AS: save into IMPORT/DOBApp Imports file as State_Jumpstart_Client_Detail_For_Harriet2.xls
(double click on existing , replace file)

Go into the SmallRentalDOB file copy and paste into new file
SAVE AS: save into IMPORT/DOBApp Imports file as SmallRentalDOB.xls (double click on existing , replace file)

Go into CDBG_DOB file copy and paste into new file
Go to column'AF' put a space after 'Land'
Go to column'BX' take out the two **
SAVE AS: save into IMPORT/DOBApp Imports file as CDBGnew.xls (double click on existing , replace file)

IMPORT

for the import only, use the internet file in favorites 'ided duplication of benefits (business)
close this version out when done importing, use the old DOBApp
you have to sign in, and then it will go to a 'no' page, take out the 's' on the https

***for all other DOBApp use internet favorites 'DOBApp',
In the DOBApp choose the Import heading
Choose FED DOB from the drop down menu
Attach the following file from the Import/DOBApp imports folder: FedHsgDOB.xls
Click Import.
copy import message and paste into an email for others: (1 email for all imports)
FED DOB Data Has been Imported.

Choose RENTAL REHAB from the drop down menu
Attach the following file from the Import/DOBApp imports folder: SmallRentalDOB.xls
Click Import.

Rental Rehab Data Has been Imported.

Choose State Jumpstart from the drop down menu.
attach the following file from the Import/DOBApp imports folder:
State_jumpstart_Client_Detail_For_Harriet2.xls
Click Import.
State Jumpstart Data Has been Imported.

Choose CDBG Buyout from the drop down menu
Attach the following file from the Import/DOBApp imports folder: CDBG_DOBnew.xls
click Import
CDBG Data Has been Imported.

Now, that our database is updated, we can determine which files need to have their insurance claims verified.
FILING TO INSURANCE- Looking for claims filed between May 24 – August 13 of 2008.
Find out who needs to be sent to Insurance:
DOBApp - reports - housing insurance, open (if an excel file is already open, go to the file and click 'yes') **Note:** This file has housing programs, buyout programs, and rental rehab.
Filter:
1. Make sure Q is yes (take out no and blanks)
2. DOB Submitted needs to be yes (take out 1900 and blank)
3. DOB verification IDED only, select blank only
4. Look for not sent to insurance (only blanks on dtfiled_insurance_dept)

Copy the results into 'need to do insurance' in the my documents, put this under the 'insurance' tab
To determine files that need flood insurance verified:
clear the filter
do 1-3 as above
4. Look for not sent to NFIP -flood insurance- (blanks on Dtnfip_verified)
copy the results into 'need to do insurance' file in the 'nfip' tab
copy the 'flood insurance policy name and the flood insurance policy' cells into the insurance, policy number cells on NFIP tab
if: there are no insurance companies in the NFIP fields, just do the NFIP field for that with the insurance check
if: there are insurance companies in the NFIP fields, copy these rows into the 'insurance' tab
sort on last name
make sure all insurance companies that are the same are done together
Delete the fields in the second line to match up with the first line, everything after 'file type'
needs to be deleted until the last column (usually CDBG) that field is the 'file type'.

go into the first address on the list into DOBApp and put in the number address and the city.

Check DOBApp to see if it's already done or a duplicate (CDBG only) file
*** when you find an address in the DOBApp, check to make sure there aren't any other names (or the same name) for that
*** address (we only care about the address, not who is claiming) Click all (unless there are 2 on the CDBG buyuot tab)
*** if there are 2 on the CDBG Buyout tab, put 01/01/2010 in the filed to insurance field, in the notes that it's a duplicate and email Katie Gieszler (buyout admin). Otherwise click on all boxes for the same address and link records.

Procedure: If there is no insurance information given

Check to see if the 'Destroyed home mort. amount before award paydown' field below is zero

Note: If the "destroyed home mort. Amount before award paydown" field is 0, then fill out both filed and verified dates and put 'no mortgage, no insurance information given' in the notes

If there is a number in that field, Put 01/01/2010 in the insurance filed to field. Look in the file to see if there are any insurance documents that you could input into SP. If not, email the COG and tell them they need to get the insurance information and email you when they have it in SP, then take out the 01/01/2010 date so it will show up on tomorrow's report.

EXCEPTION: Cedar Rapids. If they have a 01/01/2010 date because of lack of insurance information, go to SP and put a 01/01/1900 date in the DOB Submitted Date of the 'CDBG Buyout Assistance Summary' section at the bottom of the CDBG Buyout Assessment tab in SP and email Katie to contact ProSource for more insurance information.

Procedure: If there is insurance information in Service Point

put the date into the 'filed to insurance dept.' field.

NFIP

Open the NFIP disk and highlight the first column. Find all (number address) and check to see if they had any NFIP payments

If: their address isn't on the spreadsheet, fill in the NFIP verified date and put 'NFIP - nothing found' in the notes

If: their address is on the spreadsheet note the 'total premium paid' amount. Open up to look up flood ins. payments on the NFIP System from your email. Use the user name and password twice, say ok to opening an unsafe file. Click the 'city address line and put in the city and number address. Find the address (only check the yellow). Find the 'bldg paid' line and copy this line. Put into the DOBApp notes. Put the amount of building paid (first column) in the flood insurance field. Go back to the grey screen and 'print' using 'Cute PDF writer', file name is NFIP SP # last name. Fill out the date in NFIP verified date. Rarely, we have a person who has a 'secondary insurance company instead of NFIP flood insurance. Put the date in the NFIP filed field and fill out the 'secondary insurance filed field at the bottom. Go back to the 'insurance needs to be done' spreadsheet and highlight the heading and the first (and all, if there is more than one person with the same insurance company) name. Copy this into an excel spreadsheet and make columns to fit. Save to G: Flood Recovery DOB/insurance/housing sent to insurance/name of the insurance company.

The name of the file is 'insurance company date' (100710)

Send this to the insurance contact. CC. Hargrafen,Matt (IID) and Katie, Delete this line on the spreadsheet go to the next one.

Procedure: If we do not have contact information for an insurance company found in Service Point.

First check the file 'https://eapps.naic.org/cis/companySearch.do' to see if the company is licensed in Iowa.

if they aren't, look in the file to see if the homeowner provided the insurance AGENCY instead. If you can't find the insurance company in the file, put 01/01/2010 in the filed to insurance field. If it is licensed in Iowa, look in

http://www.nationwide.com/affiliated-companies.jsp' and check to see if it's a Nationwide company. If it is not a Nationwide company and you don't have a contact, then email Matt,put the email together as you would if it were going to the insurance company and ask him to get you the contact. Put this in the notes and 01/01/2010 in the filed to field.

WHEN EMAILS COME BACK FROM INSURANCE COMPANIES: Find homeowner in DOBApp. Fill out information from spreadsheet. Look for money paid on Structure. If there is any, put that amount in 'flood insurance' otherwise leave it '0' Either way, put the date in 'homeowner insurance verified date'. If the three fields, HO filed, verified, NFIP filed fields are filled in give this file to Katie. In the notes, put the response from the insurance company and the amount from structure, as well as any amount from personal property (that's just for information, we don't use that anywhere) Save the email in G:/Flood Recovery DOB/insurance/insurance email responses/company name call the file 'client id last name' change the format to 'outlook message format'.

FOLLOWING UP WITH INSURANCE COMPANIES: go to DOBApp, reports, housing insurance,repeat steps 1-3 above and filter the 'homeowner insurance verified date' to blanks. Sort this by homeowners filed field and delete all 01/01/2010 files. Then sort on insurance company, take out all State Farm (because they take longer) and then send follow-up notes to the files that have been sent over 5 business days ago. If you have a homeowner who has secondary insurance, put it in the 'secondary filed to insurance' field at the bottom of the table. Since this is very rare just make a not to follow-up on this.
if insurance information is not complete: Put the 1/1/2010 date in DOBAapp, 1/1/1900 as the DOB Submitted Date in Service Point and add it to the Cedar Rapids File Status Report on the 2nd Tab as Need Insurance Information. We do not put in the 1/1/1900 date for non CR files, we just send them an email asking them to take out the DOB Submitted Date until the issue is resolved.

Duplication of Benefits Process Manual

Business Programs

Table of Contents

Part 1: Overview----------
Part 1: Insurance----------
Part 2: Additional Sources of Funds----------
Part 3: SBA Remittance----------
Part 4: Award Calculations----------
Part 5: Verification Forms----------
Appendix A: DOB's Within Business Programs----------
Appendix B: Encrypting a File for SBA----------
Appendix C: Reviewing a General Accounting Expenditure--------
Appendix D: Resubmission Process----------

Overview

The Duplication of Benefits (DOB) check ensures that the Iowa Department of Economic Development is aware of all funds businesses have received prior to receiving further disaster assistance from any IDED business program. In accordance with the Stafford Act, funds cannot be granted if the business has previously received funds for the same purpose.

A complete DOB verification is contingent upon three components: claim payments provided by insurance companies, additional sources of funds, and potential SBA Remittance. After these three areas have been verified, any applicable DOB's and/or remittance amounts are communicated to the corresponding administrative entity and Service Point is updated accordingly.

This manual will aid in outlining the steps of this process as well as provide direction for completing and uploading verification forms, resubmitting a file, and reviewing all draw requests from administrative entities.

Insurance

Each applicant's file must include a Duplication of Benefits affidavit. The DOB affidavit features a section where the business is to indicate whether or not they received assistance from their insurance company between May 2008 and August 2008. If the business did not possess an insurance policy at the time of the flood, this will need to be indicated this on the affidavit. The following information will need to be provided by the business: Insurance Company Name, Type of Insurance, Policy Number, and Amount Received (see below).

Company Name:		Policy Number	
Type of Insurance:			
Claim Number:		Settled Amt:	

This information should also be entered into the DOB Section on the Assessments tab in Service Point. All of this can be obtained from the policy declaration pages, which also need to be uploaded to Service Point.

If this portion of the DOB Affidavit is incomplete, unclear, or if the declaration pages are missing, the file's DOB Submitted Date in Service Point will need to be removed by the administrative entity and re-entered when everything has been obtained. If a DOB has been found with the insurance proceeds (see Appendix A: DOB's Within Business Programs to identify what would constitute a DOB), a notification email will be sent to the administrative entity indicating the dollar amount that is to be subtracted from the total need. This will be reflected on an updated award calculation worksheet for the corresponding program under which the DOB was found.

Additional Sources of Funds

The DOB Affidavit also includes a section for each business to report any additional assistance received outside of insurance proceeds (i.e. Jumpstart awards, private loans from lending institutions, grants, etc). Each business should provide the Lender Name, Purpose of Funds, and Amount:

Source of Funds

Lender Name:		**Gov't Loan/Grant/ Loan/Forgivable Loan / Private Loan**	
Purpose:		Amount: $	
Purpose:		Amount: $	

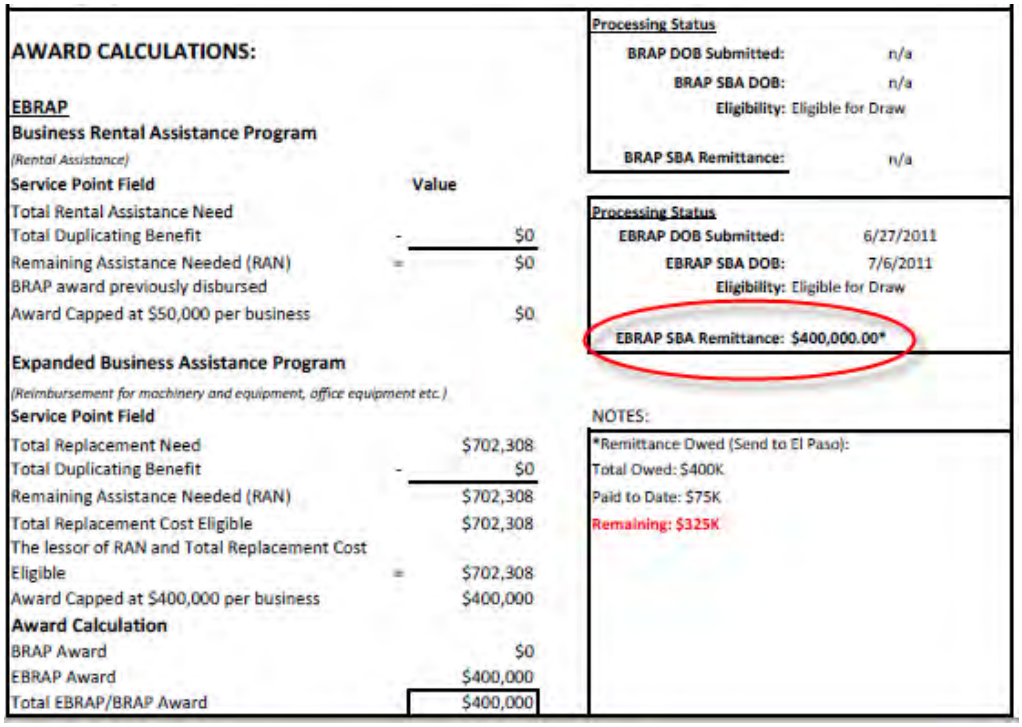
Supporting documentation should be uploaded to Service Point verifying this information. Private loans will not require additional documentation, as they are not considered a DOB.

If anything is missing, the DOB Submitted Date in Service Point will need to be removed by the administrative entity and re-entered when the required documentation has been obtained. If a DOB has been found within additional funds granted (see "Appendix A: DOB's Within Business Programs"), a notification email will be send indicating the dollar amount that needs to be subtracted from the total need. This will be reflected on an updated award calculation worksheet for the corresponding program under which the DOB was found.

SBA Remittance

After all funds have been verified, award amounts have been confirmed, and the Eligibility Check has been completed, each file is then sent to the SBA. This is the final step of the DOB process and is applicable to all programs excluding the Loan Interest Supplement and Steam programs.

Sending a file to SBA requires completion of a spreadsheet with information about the business found in Service Point or the DOBApp. This file is then encrypted and placed on a secure server for SBA to access (see "Appendix B: Encrypting a File for SBA" for further instructions on this process). SBA will place the spreadsheet back on the server and notify IDED via email that the file is ready to retrieve. The spreadsheet will verify whether or not remittance is owed for any business; if it is, the amount for that business will be entered by IDED on a verification form. The amount of remittance must be included as well as any additional notes, such as where payment must be sent (see example below):



AWARD CALCULATIONS:

EBRAP

Business Rental Assistance Program

(Rental Assistance)

Service Point Field		**Value**
Total Rental Assistance Need		
Total Duplicating Benefit	-	$0
Remaining Assistance Needed (RAN)	=	$0
BRAP award previously disbursed		
Award Capped at $50,000 per business		$0

Expanded Business Assistance Program

(Reimbursement for machinery and equipment, office equipment etc.)

Service Point Field		
Total Replacement Need		$702,308
Total Duplicating Benefit	-	$0
Remaining Assistance Needed (RAN)		$702,308
Total Replacement Cost Eligible		$702,308
The lessor of RAN and Total Replacement Cost Eligible	=	$702,308
Award Capped at $400,000 per business		$400,000
Award Calculation		
BRAP Award		$0
EBRAP Award		$400,000
Total EBRAP/BRAP Award		$400,000

Processing Status

BRAP DOB Submitted: n/a
BRAP SBA DOB: n/a
Eligibility: Eligible for Draw
BRAP SBA Remittance: n/a

Processing Status

EBRAP DOB Submitted: 6/27/2011
EBRAP SBA DOB: 7/6/2011
Eligibility: Eligible for Draw
EBRAP SBA Remittance: $400,000.00*

NOTES:

*Remittance Owed (Send to El Paso):
Total Owed: $400K
Paid to Date: $75K
Remaining: $325K

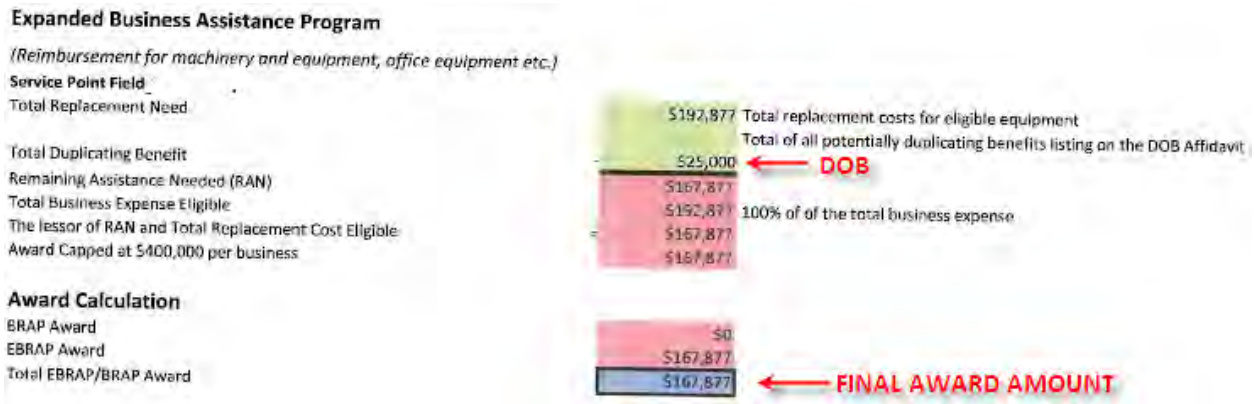
Files must be sent to SBA each time the award amount changes or if they are ever resubmitted (see "Appendix D: Resubmission Process").

Award Calculations

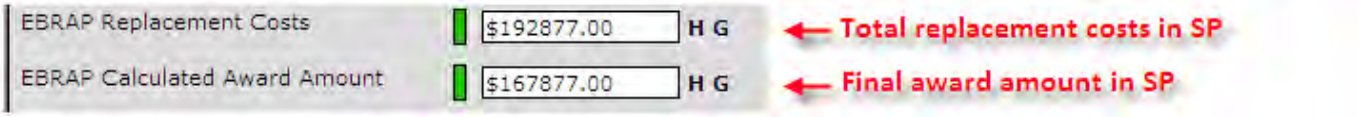
The Award Calculation document is instrumental in indicating the total DOB and final award amounts for any business applicant. As soon as a DOB is confirmed by the administrative entity, they must change the Award Calculation and upload to Service Point.

The resulting Award Amount on the Award Calculation must match the Award Amount appearing in the Assessments section in Service Point. See example below:

Award Calculation:



Service Point Assessments:



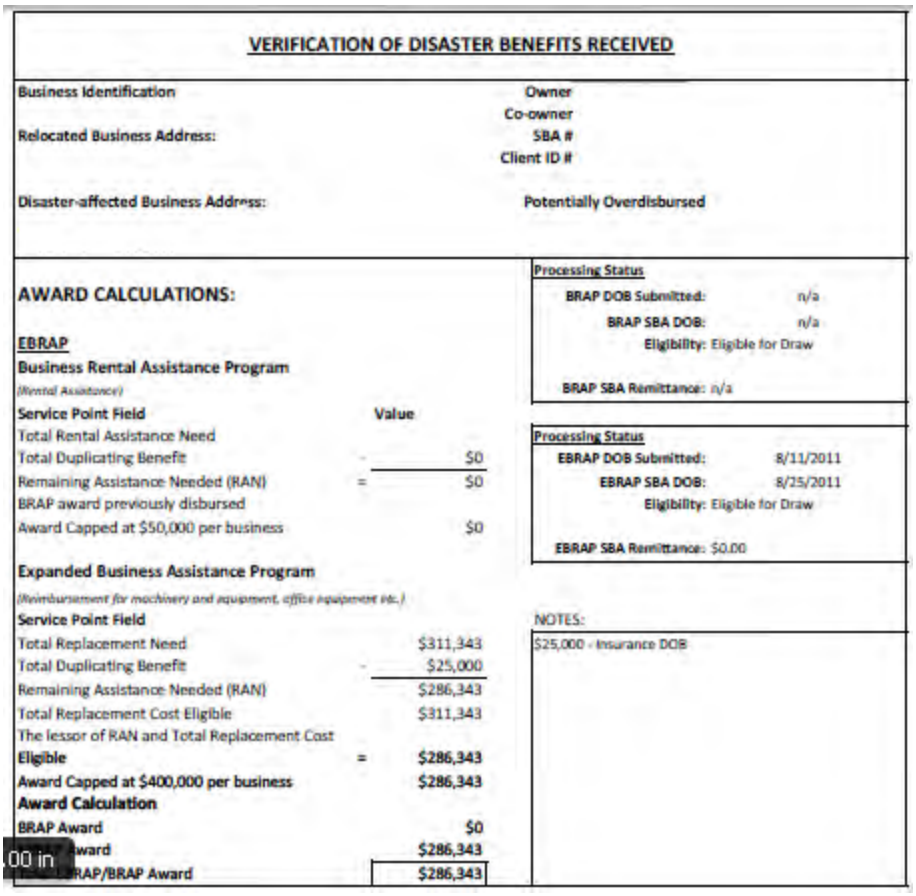
If these numbers do not match up, the administrative entity will need to be notified and the DOB Submitted Date removed until the discrepancy has been resolved.

Verification Forms

The Verification Form is the final document uploaded to Service Point after the DOB Process and Eligibility Check are both complete. This informs the administrative entity that the file is ready to be submitted on a draw request (GAX). The form confirms the award amount for the particular program, including any DOB's or SBA Remittance information. After it's been uploaded to Service Point, a notification email is sent to the administrative entity contact. The administrative entity will then place it on a future General Accounting Expenditure, which is also reviewed by IDED (see "Appendix D: Reviewing a General Accounting Expenditure").

If the administrative entity has decided that the award amount on the verification form needs to be changed for any reason, they will resubmit the file. Please see "Appendix C: Resubmission Process" for additional information regarding the resubmission process.

Example Verification Form (for the EBRAP program):



VERIFICATION OF DISASTER BENEFITS RECEIVED

Business Identification
Owner
Co-owner
Relocated Business Address:
SBA #
Client ID #

Disaster-affected Business Address:
Potentially Overdisbursed

AWARD CALCULATIONS:

EBRAP

Business Rental Assistance Program

(Rental Assistance)

Service Point Field		**Value**
Total Rental Assistance Need		
Total Duplicating Benefit	-	$0
Remaining Assistance Needed (RAN)	=	$0
BRAP award previously disbursed		
Award Capped at $50,000 per business		$0

Expanded Business Assistance Program

(Reimbursement for machinery and equipment, office equipment etc.)

Service Point Field		
Total Replacement Need		$311,343
Total Duplicating Benefit	-	$25,000
Remaining Assistance Needed (RAN)		$286,343
Total Replacement Cost Eligible		$311,343
The lessor of RAN and Total Replacement Cost Eligible	=	**$286,343**
Award Capped at $400,000 per business		**$286,343**
Award Calculation		
BRAP Award		**$0**
[illegible]ward		**$286,343**
[illegible]RAP/BRAP Award		**$286,343**

Processing Status

BRAP DOB Submitted: n/a
BRAP SBA DOB: n/a
Eligibility: Eligible for Draw

BRAP SBA Remittance: n/a

Processing Status

EBRAP DOB Submitted: 8/11/2011
EBRAP SBA DOB: 8/25/2011
Eligibility: Eligible for Draw

EBRAP SBA Remittance: $0.00

NOTES:

$25,000 - Insurance DOB

APPENDIX A
Duplication of Benefits Within Business Programs

Business Rental Assistance Program (BRAP)
A duplication of benefits exists for this program if funds were provided for the purpose of rental assistance to help offset rental lease payments.

Expanded Business Rental Assistance Program (EBRAP) / Equipment Reimbursement Assistance Program (ERAP)
A duplication of benefits exists for these programs if funds were provided in the form or reimbursement for replacement costs associated with machinery & equipment, supplies, furniture, and inventory.

Loan Interest Supplemental Program (LISP)
A duplication of benefits exists for this program if funds were provided in the form of interest supplements to businesses who have obtained physical disaster loans and/or economic injury loans from an eligible lender.

Commercial Rental Revenue Gap Program (CRRG)
A duplication of benefits exists for this program if funds provided assistance for cash flow for commercial building owners to offset the loss of revenue from rental space that was physically damaged by the 2008 flood.

Residential Landlord Business Support (RLBS)
A duplication of benefits exists for this program if funds were used to provide assistance for residential rental landlords providing affordable housing whose rental units were physically damaged by the 2008 flood.

Flood Insurance Reimbursement Program (FIRP)
A duplication of benefits exists for this program if funds were used to aid in the reimbursement of annual flood insurance premiums.

Steam Conversion (SC)
A duplication of benefits exists for this program if funds were provided for financial assistance to benefit businesses that relied on Alliant Energy's Sixth Street and Prairie Creek generating stations in Cedar Rapids, which were heavily damaged by the 2008 flood.

Steam Buydown (SB)
A duplication of benefits exists for this program if funds were provided for former steam plant customers for a portion of the difference between pre-flood steam plant charges and user costs for the new energy source.

Jumpstart Business

Purpose:
Financial assistance is in the form of working capital to help ensure the businesses' survival and/or capital for acquisition of energy-efficient equipment.

Maximum amount of assistance:

- 25% of the businesses "approved" loan amount, up to a maximum of $50,000
- Up to $5,000 to reimburse the business for the cost of purchasing energy-efficient equipment, less rebates.

If the DOB check reveals there has been an over disbursement, the business will be asked to outline unmet needs for working capital based on the definition below.

Eligible disaster related working capital costs

- Costs incurred up to 18-months after the disaster including but not limited to the following types of expenses: advertising, commissions and fees, employee benefits, insurance, fees for professional services, office expense, pension and profit-sharing plans, rent or lease, repairs and maintenance, taxes and licenses, utilities, wages, etc.
- Working capital costs do not include fixed assets such as equipment, building and land. Equipment that depreciated in 1 year can be considered a working capital cost.

Unmet working capital disaster need

- Total eligible disaster related working capital costs minus working capital costs covered by another source (DOB).
- Due to the catastrophic nature of the disaster event in Iowa and based on the scale of the damage and extent of the recovery costs, proof of unmet need can include documentation of working capital costs incurred up to 18-months after the disaster.
- Proof may include: a consolidated income statement for this period or 2009 Tax Return – Schedule C Expenses.

SBA DOB Considerations:

- The intent of the Jumpstart program was to provide additional (25%) working capital beyond the approved loan amount provided by a lender or SBA. Therefore, assistance is provided after the SBA injury period.
- SBA injury period, for businesses that received Federal Jumpstart funds, ranges from 2-4 months.

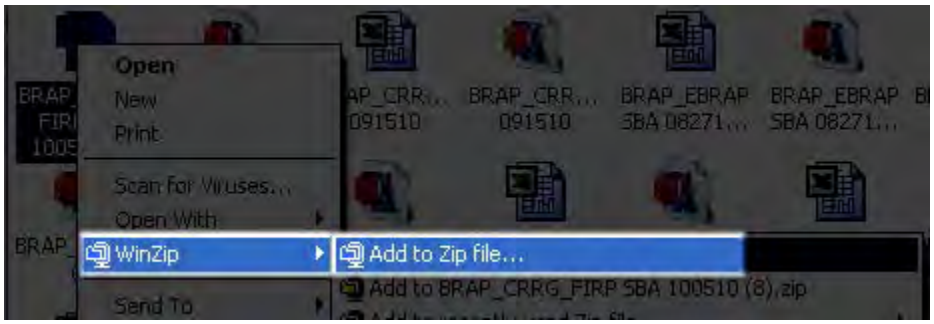
The following constitutes a DOB for Jumpstart Business

- Insurance provided for the same purpose – working capital
- Any other sources of funds provided for the same purpose.
- Business cannot substantial total unmet needs beyond the SBA injury period.

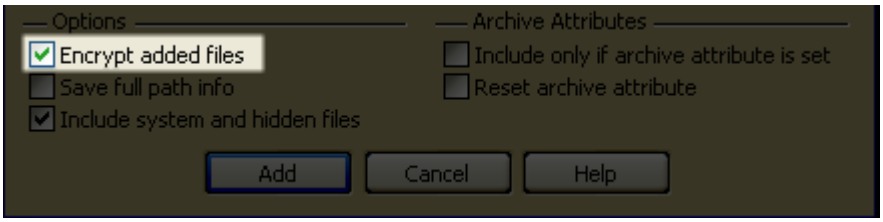
APPENDIX B

Encrypting a File for SBA

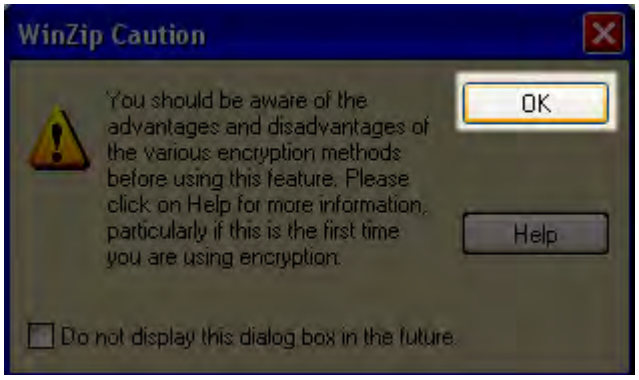
1. Encrypt the file.
   - Right click on file; select “WinZip”; select “Add to Zip file”.



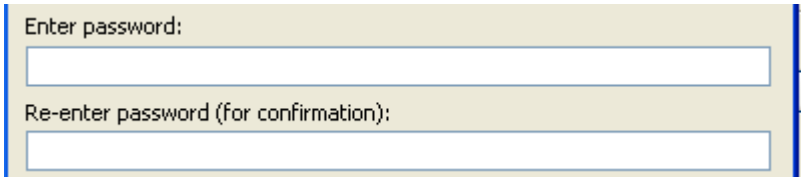
2. Select “Encrypt added files”, then click “Add”.



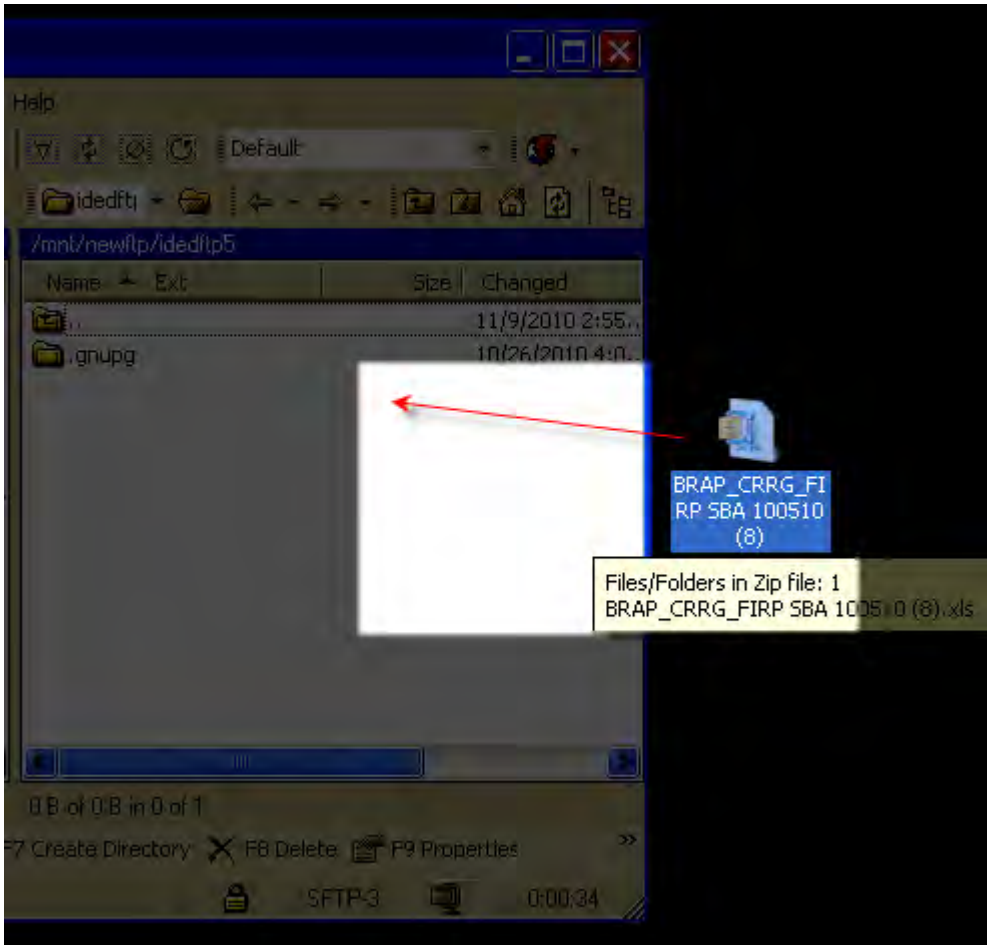
3. Click “Okay” on the next box.



4. Enter password (the current password “IA-00015”). Click “OK”.



5. Drag encrypted file into WinSCP.



Retrieving Files off FTP Server:

- Drag file to desktop
- Delete off FTP Server
- Open using IA-00015 Password
- Save file, if desired.
- Shift-Delete off desktop.

APPENDIX C:
Reviewing a General Accounting Expenditure

1. **Receive GAX from administrative entity.**
2. **Review draw (Goal of 2 business day turnaround):**
    a. **Verify Funds Disbursed section (Excel portion):**
        i. Confirm DOB/Eligibility Completed dates have been entered into Service Point for each business per program
        ii. Ensure both a signed contract and verification form have been uploaded into Service Point for each business per program
            1. Verify that the award amount on each program contract in Service Point and award amount on the verification form in Service Point are the same.
        iii. Verify all past draws for each applicant to ensure there are no discrepancies and/or issues (i.e. business is not over disbursed, all entries are correct to date)
            1. *See attached for specific LISP instructions*
        iv. If unable to verify i-iii, communicate identified deficiency to administrative entity. Identified entries will either be deleted from the draw or corrected and the revised draw is re-sent to IDED. Either revision could result in a change in the Budget Expenditures section (see Step B).
    b. **Verify Current Expenditures Section for LMI and Urgent Need**
        i. Each entry on the Funds Disbursed section (Excel portion) is specified as either LMI or Urgent Need:

LMI QUALIFIED	"NON-PROFIT"
Yes	No

Based on the verified entries in the Funds Disbursed section (Excel portion), the total LMI dollars requested (Expended Since Last Report) must equal the total dollars associated with entries listed as LMI Qualified "Yes" in the excel portion. Also, the total Urgent Need dollars requested should equal the LMI Qualifed "No" in the excel portion.

Activity Code/Title	Budget	Current Expenditures			Total
		Expended Since Last Report	Less Interest Income Applied	Business Programs Reimbursable	Business Programs Requested to Date
106A Program Costs Urgent Need	$ 14,184,000.00	38,219	-	38,219	$9,336,754.00
106B Program Costs Low to Moderate Income	$ 34,816,000.00	582,572	-	582,572	$20,800,940.00
Administrative Costs	$ 1,000,000.00		-		2,203
TOTALS	**$ 50,000,000.00**	620,791	-	620,791	30,139,897
				Less: Funds Received	29,519,106
				Less: Payments Pending	-
				Net Request	620,791

        ii. The "Business Programs Requested to Date" section on the draw request equals the "Business Programs Reimbursable" section from the current draw plus the previous draw's "Business Programs Requested to Date" total amount for each activity (Urgent Need, LMI, Administrative Costs).

Activity Code/Title	Budget	Current Expenditures			Total
		Expended Since Last Report	Less Interest Income Applied	Business Programs Reimbursable	Business Programs Requested to Date
106A Program Costs Urgent Need	$ 14,184,000.00	38,219	-	38,219	$9,336,754.00
106B Program Costs Low to Moderate Income	$ 34,816,000.00	582,572	-	582,572	$20,800,940.00
Administrative Costs	$ 1,000,000.00		-		2,203
TOTALS	**$ 50,000,000.00**	**620,791**	-	**620,791**	**30,139,897**
				Less: Funds Received	**29,519,106**
				Less: Payments Pending	-
				Net Request	**620,791**

3. **Once both the Funds Disbursed section (Excel portion) and Current Expenditure section have been verified and the final version has been signed by the recipient, the draw can be submitted to IDED's processing department.**
    a. The processing department verifies that the Current Expenditures section matches the Funds Disbursed section and that the Previous draw request total + Current Expenditures = Total Requested on the current draw request. If there are any discrepancies, the department will notify the project manager who in turn notifies the administrative entity.
    b. There is an estimated turnaround time of 5 business days from the date the draw request is submitted to IDED's processing department and when funds are deposited into the recipient's account. 5 business days assumes no further corrections to the draw request.

LISP Instructions

The following pertains specifically to LISP applicants:

1. The first time an applicant is submitted on a draw request, the amount requested cannot exceed the amount of interest verified as a result of the eligibility check (total interest paid is included on LISP desktop monitoring).
2. Each time a LISP file is submitted for a quarterly payment, proof of interest paid for the quarter is submitted and uploaded to Service Point by the administrative entity.
3. Please be sure to label the file clearly in Service Point (see example below):

01/26/2011	421239686 LISP Proof of Payment Q4-2010.pdf	LISP Proof of Payment Q4-2010

4. The quarterly amount requested per LISP applicant must **equal** the amount supported by the Proof of Payment documentation.
    a. Proof of Payment must clearly indicate the date on which the payments occurred as well as the amount specifically allotted towards interest.
5. If the amount requested is more than the amount that's been paid, a notification will be sent to the business' administrative entity instructing to either decrease the amount requested or upload additional proof of payment.

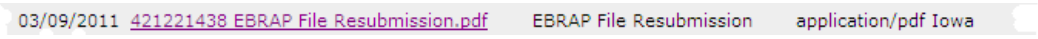
APPENDIX D:
Resubmission Process

The resubmission of a file occurs after a verification form has been uploaded for a program for a business. DOB and Eligibility checks have been completed and the award amount has been established; however, there have been instances where a request is made to re-investigate a file. Please follow the steps below to re-submit:

1. Identify issue for re-submission.
    a. Reasons for resubmission are usually to alter the award amount and are generally due to the following:
        i. New lease documents for BRAP files
        ii. Additional receipts for EBRAP/ERAP reimbursement
        iii. Documentation of an insurance claim that would decrease or eliminate a DOB
2. Complete a Resubmission form:

Reason for Resubmission: Supplemental Invoices
Client ID: 5410
Date of Resubmission: 03/09/2011
Program: EBRAP
Date Verification Form was Uploaded: 01/19/2011
Original Award Amount: $0.00
New Award Amount: $6,565.00
Reason for Resubmission: Supplemental Receipts

3. Upload Resubmission Form to Service Point:



4. Re-enter the DOB Submitted Date and **remove both DOB Completed and Eligibility Determination Completed dates in Service Point**.

DOB Monitoring Field Checklist

Applicant Identifying Information

First Name
Last Name

Status	*Programs*
yes	Homebuyer Assistance
yes	Federal Jumpstart Repair/Rehabilitation or Express
yes	Single Family New Production
yes	Small or Large Rental Rehabilitation

Final Score: 0

Pass

General Checklist

	How much assistance did the applicant receive from State Jumpstart? (confirm this amount by viewing a copy of the award letter or check). (a)
	Does the amount (a) match what is currently in Service Point?
0	Does the amount (a) match what is on the current DOB Verification Form
0	Was the State Jumpstart award less than the amount listed on either Service Point or the DOB Verification Form?
0	If this applicant was dropped from the program, did the administrative entity delete the DOB Submitted Date?
0	If the administrative entity deleted the DOB Submitted date, were funds most sertainly NOT drawn down for this applicant?
0	Were all the items listed on the applicants receipts for work completed end up as part of the structure?
0	Were all four required forms signed including the insurance affidavit, consent and release form, subrogation agreement, and program eligibility affidavit when applicable?
0	Is the administrative entity aware of any funds the applicant may have received after being awarded their Federal Jumpstart funds for the same purpose?
	If yes, were the additional monies sent back to IDED as required by the subrogation agreement?
0	Did the applicant ever have a change order?
	If yes, was this change order accounted for on the most recent posted DOB Verification Form?
0	

Score: ***0***

Pass

Homebuyer Assistance (HBA) Checklist

complete		Did the DOB Verification Form report assistance from the State Downpayment Assistance program?
		If no, did the applicant most certainly NOT receive any State Downpayment Assistance?
0		Has the applicant also received a buyout? If yes, answer the next 2 questions below
		Did the buyout come before the HBA award?
		If yes, was the HBA award equal to the difference between the new home purchase price and the buyout home's pre-flood fair market value with a maximum of $25,000?
0		
Score: ***0***		
Pass		

Federal Jumpstart Repair / Rehabilitation

complete	**Verifying the recipient's calculation for Final Cost of Repair:**	
		Total amount of all contractor bids for repairing the home (a)
		Total amount of repair receipts for reimbursement (b)
		Unmet Need (from Dept. of Human Service) repair award if for items not covered in contractor bids (c)
		Final Cost of Repair = a + b + c = (d)
		The "Final Cost of Repair" currently in Service Point is equal to (e)
		Are the values for (d) and (e) equal to each other?
0		If not, ask the administrative entity why and summarize their response below:
		Actual "Total Cost of Lead Hazard Reduction/Abatement" is in the rehabilitation of the applicant's home (f) (verify with checks or other suitable documentation).
		"Total Cost of Lead Hazard Reduction/Abatement" listed on the DOB Verification Form. (g)
		"Total Cost of Lead Hazard Reduction/Abatement" listed in Service Point. (h)
		Does f = g = h ?
0		If not, is f < g or h ?
0		
Score: ***0***		
Pass		

Single Family New Production (SFNP)

complete		Does the DOB Verification Form state that the applicant is a disaster victim?

If not, does the administrative entity have any form of documentation proving that the applicant is not a disaster victim?

If yes, summarize in the space provided how the administrative entity verifies the applicant's victim status:

0

If the applicant is a disaster victim fill out the following:

Was the applicant asked if they received any other sources of funds besides FEMA?

0

Score: ***0***

Pass

Rental Rehabilitation

complete		Verifying the recipient's calculation for Final Cost of Repair:
		Total amount of all contractor bids for repairing the property (a)
		Total amount of repair receipts for reimbursement (b)
		Is the landlord living on the property (c)
		If yes, was the landlord's unit damaged (d)
		If yes, how much of (a) and (b) is for the landlord's unit (e)
	0	Final Cost of Repair = a + b – e = (f)
		The "Final Cost of Repair" currently in Service Point (g)
		Are the values for (f) and (g) equal to each other?
0		If not, ask the administrative entity why and summarize their response below:
		Actual "Total Cost of Lead Hazard Reduction/Abatement" is in the rehabilitation of the property (h) (verify with checks or other suitable documentation).
		"Total Cost of Lead Hazard Reduction/Abatement" listed on the DOB Verification Form. (i)
		"Total Cost of Lead Hazard Reduction/Abatement" listed in Service Point. (k)
		Does h = i = k ?
0		If not, is h < i or k ?
0		
0		
Pass		

Score:

Probability Calculator

Sample size	18
Total number of files	1000
Min probability of correct	0.947368

Degree of Certainty	=	**0.948**

Number of files needed in the random sample in order to achieve the calculated "Degree of Certainty"
Total number of files in the population.
For example, if
Conservative probability that each unchecked file has an error

Iowa Economic Development Authority

Watershed Duplication of Benefits Affidavit

CONTRACT INFORMATION

County:	Fayette
Contract Number:	08-DRIFWP-211
Project Manager:	Jeff Geerts

COUNTY RECEIVED the following ASSISTANCE:

☐	FEMA _____	Date:_____	*IEDA will check/verify*
☐	Insurance_____	*(Not Applicable)*	
☐	EQUIP _____	Date:_____	*IEDA will check/verify*
☐	WIRB _____	Date:_____	*IEDA will check/verify*
☒	Landowners $59,276.13 _____	Date:_____	*IEDA will check/verify*
☐	Other Sources of Funds _____	Date:_____	*IEDA will check/verify*

CALCULATION OF AWARD

Total Need Prior to Assistance:	$1,622,629.13
Less Duplication of Benefits:	$59,276.13
Final Award:	$1,563,353.00

COMPLETION

Date:	_____
Project Manager Signature:	_____
Notes:	_____

The grant recipient (County) indicated above hereby affirms that no additional sources or amounts of matching funds beyond those indicated have been obtained or will be utilized for the project(s) indicated. Additional sources of funds could include any and all federal, state or local public or private sources of grants or loans, or insurance coverage.

In the event there are subsequent proceeds in excess of the DOB amount, the County shall remit the full amount of additional funds available for the same purpose, to IEDA.

By signing below, I hereby certify that the above information given is true and correct as to the best of my knowledge.

_____ _____

Signature of County Supervisor Date Signed

Eligibility Check

- Project manager will review service point downloads for new applicants. This file is located in Business Assessment folder and is titled Bus Master Insurance.
- Any new applicants will go through eligibility determination.
- The Project Manager will complete the Desktop monitoring portion of the Monitoring checklist for all new applicants. (See attached Program Specific Checklist)
- Once eligibility has been determined Project manager will fill in eligibility check complete field in service point.

Program Specific Checklists

Business Rental Assistance Program

BRAP Desktop Monitoring Checklist		
Client Id:		
Notes:		
Business Eligibility	**Yes**	**No**
Business is located in a business rental space?	☐	☐
File contains a lease agreement?	☐	☐
Lease in place for a minimum of one year?	☐	☐
Meets definition of a business?	☐	☐
Results of lien and tax search reveal no lien?	☐	☐
Secretary of State date of incorporation?		
Eligible Program Activities	**Yes**	**No**
Rent stated in the lease supports the award amount?	☐	☐
The max. amount of funds requested BRAP ≤ $50,000?	☐	☐
If award is for future rent, a promissory note is in file?	☐	☐
Payroll information has been uploaded into Service Point?	☐	☐
Duplication of Benefits information	**Yes**	**No**
Consent and Release Form has been signed?	☐	☐
Subrogation agreement has been signed?	☐	☐
Insurance affidavit has been completed and signed?	☐	☐
Contract With Business	**Yes**	**No**
Recipient has a signed contract with the eligible business?	☐	☐
Does the award amount listed on the contract match S.P.?	☐	☐
Sole Proprietor Section	**Yes**	**No**
Schedule C has been uploaded?	☐	☐
-Name of proprietor matches business owner?	☐	☐
-Business name has been verified?	☐	☐
-The schedule C uploaded is from most recent tax year?	☐	☐

Expanded Business Rental Assistance Program

EBRAP Desktop Monitoring Checklist

Client Id:	

Notes:

Business Eligibility	Yes	No
Business is located in a business rental space?	☐	☐
File contains a lease agreement?	☐	☐
Lease in place for a minimum of one year?	☐	☐
Business was open and operating prior to 2008 disaster?	☐	☐
Results of lien and tax search reveal no lien?	☐	☐
Business is operating at the time of application?	☐	☐

Eligible Program Activities	Yes	No
Business listed the documentation used to verify the loss?	☐	☐
Documentation listed used to verify replacement costs?	☐	☐
The max. amount of funds requested EBRAP ≤ $750,000?	☐	☐
Award amount ≤ 1.5x amount of inventory/equip on taxes?	☐	☐
Payroll information has been uploaded into Service Point?	☐	☐

Duplication of Benefits information	Yes	No
Consent and Release Form has been signed?	☐	☐
Subrogation agreement has been signed?	☐	☐
Insurance affidavit has been completed and signed?	☐	☐

Contract With Business	Yes	No
Recipient has a signed contract with the eligible business?	☐	☐
Does the award amount listed on the contract match S.P.?	☐	☐

Sole Proprietor Section	Yes	No
Schedule C has been uploaded?	☐	☐
-Name of proprietor matches business owner?	☐	☐
-Business name has been verified?	☐	☐
-The schedule C uploaded is from most recent tax year?	☐	☐

Commercial Rental Revenue Gap Program

CRRG Desktop Monitoring Checklist

Client Id:

Notes:

Business Eligibility	Yes	No	Documentation
Common ownership in place pre and post disaster?	☐	☐	
Lease agreements from tenants prior to 2008 uploaded?	☐	☐	
Lease agreements from current tenants or occupancy permit?	☐	☐	
Buyout Apps: lease agreement in effect prior to 03/01/11	☐	☐	
Buyout Apps: Provided proof the buyout has closed?	☐	☐	
Business owned the affected building prior to 2008 disaster?	☐	☐	
Deed for the commercial building uploaded?	☐	☐	
Results of Lien and Tax Search reveal no Lien?	☐	☐	
Identity of Interest issue resolved with documentation in file	☐	☐	

Eligible Program Activities	Yes	No	
Proof commercial building was physically damaged?	☐	☐	
Assistance not provided to units vacant prior to Disaster?	☐	☐	
The max. amount of funds requested ≤ $100,000 per unit?	☐	☐	
Payroll information has been uploaded into Service Point?	☐	☐	

Duplication of Benefits information	Yes	No
Consent and Release Form has been signed?	☐	☐
Subrogation agreement has been signed?	☐	☐
Insurance affidavit has been completed and signed?	☐	☐

Contract With Business	Yes	No
Recipient has a signed contract with the eligible business?	☐	☐
Does the award amount listed on the contract match S.P.?	☐	☐

Sole Proprietor Section	Yes	No
Schedule C has been uploaded?	☐	☐
-Name of proprietor matches business owner?	☐	☐
-Business name has been verified?	☐	☐
-The schedule C uploaded is from most recent tax year?	☐	☐

Loan Interest Supplement Program

LISP Desktop Monitoring Checklist

Client Id:

Notes:

Business Eligibility	Yes	No	Doumentation
Business is operating at the time of application? Utility, Sales Tax	☐	☐	
Common ownership in place pre and post disaster? '07/08 Taxes	☐	☐	
Business received a disaster loan prior to June 1st, 2009? EI	☐	☐	
Business received a disaster loan prior to June 1st, 2010? Phys.	☐	☐	
Business was open prior to 2008 disaster? COE/'07 Taxes	☐	☐	
Results of lien and tax search reveal no lien?	☐	☐	

Eligible Program Activities	Yes	No
Disaster loan document has been uploaded to service point?	☐	☐
Receipts of interest supplement have been uploaded?	☐	☐
Amort. Schedule uploaded to S.P. for remaining 36 months?	☐	☐
The max. amount of funds requested ≤ $250,000 per business?	☐	☐
Payroll information has been uploaded into Service Point?	☐	☐

Duplication of Benefits information	Yes	No
Consent and Release Form has been signed?	☐	☐
Subrogation agreement has been signed?	☐	☐
Insurance affidavit has been completed and signed?	☐	☐

Contract With Business	Yes	No
Recipient has a signed contract with the eligible business?	☐	☐
Does the award amount listed on the contract match S.P.?	☐	☐

Sole Proprietor Section	Yes	No
Schedule C has been uploaded?	☐	☐
-Name of proprietor matches business owner?	☐	☐
-Business name has been verified?	☐	☐
-The schedule C uploaded is from most recent tax year?	☐	☐

Residential landlord Business Support Program

RLBS Desktop Monitoring Checklist

Client Id:

Notes:

Business Eligibility	Yes	No
Common ownership in place pre and post disaster?	☐	☐
Lease agreements from tenants prior to 2008 uploaded?	☐	☐
Lease agreements from current tenants or occupancy permit?	☐	☐
Business owned rental units prior to 2008 disaster?	☐	☐
Documentation verifying ownership has been uploaded?	☐	☐
Results of Lien and Tax search reveal no lien?	☐	☐

Eligible Program Activities	Yes	No
Proof residential building was physically damaged?	☐	☐
Assistance not provided to units vacant prior to Disaster?	☐	☐
The max. amount of funds requested ≤ $15,000 per business?	☐	☐
LMI information has been uploaded into Service Point?	☐	☐

Duplication of Benefits information	Yes	No
Consent and Release Form has been signed?	☐	☐
Subrogation agreement has been signed?	☐	☐
Insurance affidavit has been completed and signed?	☐	☐

Contract With Business	Yes	No
Recipient has a signed contract with the eligible business?	☐	☐
Does the award amount listed on the contract match S.P.?	☐	☐

Sole Proprietor Section	Yes	No
Schedule C has been uploaded?	☐	☐
-Name of proprietor matches business owner?	☐	☐
-Business name has been verified?	☐	☐
-The schedule C uploaded is from most recent tax year?	☐	☐

Flood Insurance Reimbursement Program

FIRP Desktop Monitoring Checklist

Client Id:

Notes:

Business Eligibility	Yes	No
Meets definition of a business? (COE or tax returns)	☐	☐
Results of Lien & Tax Search reveal no lien?	☐	☐
City file will contain copy of 100 or 500 year floodplain verification or proof business had water in building as result of disaster	☐	☐
Current Payroll & Payroll Collection Form showing #LMI	☐	☐
Business is operating at the time of application?	☐	☐

Eligible Program Activities	Yes	No
Copy of ins policy showing cost of 1yr of flood ins?	☐	☐
The max. amount of funds requested FIRP ≤ $30,000?	☐	☐
Amount of funds requested matched award amt in SP?	☐	☐
Documentation listed to verify insurance premiums paid?	☐	☐
Flood insurance policy start date is b/w 01/01/10 & 12/31/13	☐	☐

Duplication of Benefits information	Yes	No
Consent and Release Form has been signed?	☐	☐
Subrogation agreement has been signed?	☐	☐
Insurance affidavit has been completed and signed?	☐	☐

Contract With Business	Yes	No
Recipient has a signed contract with the eligible business?	☐	☐
Does the award amount listed on the contract match S.P.?	☐	☐

Sole Proprietor Section	Yes	No
Schedule C has been uploaded?	☐	☐
-Name of proprietor matches business owner?	☐	☐
-Business name has been verified?	☐	☐
-The schedule C uploaded is from most recent tax year?	☐	☐

Equipment Rental Assistance Program

ERAP Desktop Monitoring Checklist

Client Id:

Notes:

Business Eligibility	Yes	No
Business owned building ?	☐	☐
Business leased rental space?	☐	☐
File contains a lease agreement?	☐	☐
File contains a copy of the deed for building?	☐	☐
Business was open and operating prior to 2008 disaster?	☐	☐
Business is operating at the time of application?	☐	☐
Results of lien and tax search reveal no lien?	☐	☐

Eligible Program Activities	Yes	No
Tax return showing inventory/equipment ownership pre-flood?	☐	☐
Documentation listed used to verify business expenses?	☐	☐
The max. amount of funds requested ERAP ≤ $750,000?	☐	☐
Award amount ≤ 1.5x amount of inventory/equip on taxes?	☐	☐
Payroll information has been uploaded into Service Point?	☐	☐

Duplication of Benefits information	Yes	No
Consent and Release Form has been signed?	☐	☐
Subrogation agreement has been signed?	☐	☐
Insurance affidavit has been completed and signed?	☐	☐
Is business eligible for BRAP?	☐	☐

Contract With Business	Yes	No
Recipient has a signed contract with the eligible business?	☐	☐
Does the award amount listed on the contract match S.P.?	☐	☐

Sole Proprietor Section	Yes	No
Schedule C has been uploaded?	☐	☐
-Name of proprietor matches business owner?	☐	☐
-Business name has been verified?	☐	☐
-The schedule C uploaded is from most recent tax year?	☐	☐

Relocation Assistance Program

RAP Desktop Monitoring Checklist

Client Id:

Notes:

Business Eligibility	Yes	No
Business owned building: File Contains a copy of the deed?	☐	☐
Business leased rental space: File contains Lease agreement?	☐	☐
Common Ownership exists pre and post disaster?	☐	☐
Property is located in the NW/SW 1st Street area?	☐	☐
Business was open and operating prior to 2008 disaster?	☐	☐
Eligible location has accepted and closed the CDBG acquisition?	☐	☐
Business is operating at the time of application?	☐	☐
Results of lien and tax search reveal no lien?	☐	☐
Application has received city sign off?	☐	☐

Eligible Program Activities	Yes	No
Funds requested do not exceed Need - Buy Out Receipts?	☐	☐
It has been documented that the property is in the flood plain?	☐	☐
Payroll information included in the file?	☐	☐
Proof of Buy Out participation is in the file?	☐	☐

Duplication of Benefits information	Yes	No
Consent and Release Form has been signed?	☐	☐
Subrogation agreement has been signed?	☐	☐
Insurance affidavit has been completed and signed?	☐	☐

Contract With Business	Yes	No
Recipient has a signed contract with the eligible business?	☐	☐

To be completed after Buyout has closed	Yes	No
Copy of HUD-1 Closing statement and deed instrument?	☐	☐

Receipt Review	Yes	No
Receipts have been provided to document repairs?	☐	☐
All repairs are eligible per our program application?	☐	☐
Documentation in file showing receipts have been paid in full?	☐	☐
Receipts provided do not duplicate Buy Out Receipts?	☐	☐
Initials of the receipt reviewer		

Steam Conversion – DOB/Eligibility Checklist

Construction completed prior to September 9, 2009

Business Name: _____ Address _____
Service Point # _____

Proof of business legal name & eligibility

____ Certificate of Existence or most recent year's tax return with applicable tax schedule
____ Results of lien & tax search
____ Former low/high pressure customer of Alliant Energy Sixth Street station

Application

____ Copy of business application for Steam buy-down/steam conversion

Payroll

____ Current Payroll & Payroll Collection Form showing # of LMI jobs and # of jobs by Category (upload one time only)

Duplication of Benefits & Award Calculation

____ Consent & Release form has been sign
____ Subrogation Agreement has been signed
____ DOB Affidavit has been completed & signed
____ Award calculation worksheet

Steam Conversion – Construction project was complete prior to Sept 9, 2009

____ Copy of construction contract or Construction Documentation Form (developed by TMB)
_____ If contract > $100,000 copy of lien waiver(s) from contractors, sub contractors & suppliers

____ Documentation of SHPO-106 determination
____ Contractor Eligibility form verified by IDED

____ Steam Conversion contract between City & business

Overview of Buyout File Process at IEDA

1. Once buyout file has been received by IEDA staff, the file undergoes an eligibility check.
2. Once determined that the file is eligible to participate, the file undergoes a duplication of benefits check. (See "CDBG Buyout Duplication of Benefits Check Process – Revised KG" document for specifics on this step)
3. While the duplication of benefits check is underway, IEDA staff performs a receipt review for any receipts submitted with the file. (See "Buyout Receipt Review Process" document for specifics on this step)
4. If the applicant is applying for a replacement housing award in addition to the CDBG buyout award, the documentation is reviewed and finalized. (See " To submit an applicant for RHA" document for specifics on this step)
5. Once the duplication of benefits check is complete and all documentation requirements satisfied, the project manager will issue the verification form. (See "Process for issuing NEW verification forms" document for specifics on this step)
6. Verification form is emailed to the administrative entity, uploaded to the client's Service Point record, printed and put in the client's physical file, and also saved in the following file: G:\BCF\CDBG Buyouts\Recipients

Note: If at any point during the file process documentation is missing, the project manager contacts the administrative entity to supply documentation. If this documentation relates to the insurance check, the Buyout DOB Verification Date Submitted is removed from Service Point and the file does not progress until the insurance documentation has been received.

Documentation Checklists

Providing the documentation listed on these checklists in hard file will result in, file review verification and a duplication of benefits review. At the completion of both, the recipient (city or county) will receive a verification form that lists an award amount available for the buyout (reductions to FMV as a result of DOB's) as well as the replacement housing ***eligibility*** amount.

A file folder with two hole prongs on both sides would be desirable for the information.

Left side of folder, two hole punch: Documentation for homeowners to provide. Place the documents in the order listed with the checklist on the top of the stack.

Right side of folder, two hole punch: Property Documentation. Place the documents in the order listed with the checklist on the top of the stack.

In the center of the file put the documentation for homeowner to sign. These documents do not need to be attached on the left or right side. Keep them unattached so I can review them and easily hand them off to the DOB team.

With the award amount, the recipient can proceed to make the final purchase offer to the homeowner. Provided the recipient has also cleared the CDBG administrative requirements, such as NEPA.

Documentation Checklist for Homeowners to Provide

(Left side of file in order listed)

____Cost to acquire new home (if already purchased…bring in your HUD-1 closing statement)
____Pre-Flood FMV of flood damaged home (supplied by the local government representative)
____Destroyed home Mortgage amount before any pay down occurred from NFIP, homeowner insurance or other awards.
____ Documentation of any benefits received from the list below (circle all that apply)

Flood Insurance
Homeowner insurance
Disaster Housing Grant (Federal Jumpstart Repair & Express)
State Housing Grant (State Jumpstart Repair)
Hazard Mitigation Grant
Small Business Administration (SBA Loan)
Home Buyer Assistance Received
Down payment Assistance Received
IMA Federal
IMA State
Single Family New Production Received
Amount received from other Governmental Sources
Specify Governmental Source _____
Amount Received from other Non-Governmental Sources
Specify Governmental Source _____
Total FEMA Assistance Received for Repair and Replacement
Other _____

____ Receipts for repairs done and paid for with benefits received.

____ Income documentation: (see next page as well as the income certification sheet)

Information for Income

All applicants for the CDBG property acquisition program must complete the income verification documentation. All sources of income for each individual household member must be identified and verified. The Certification of Total Household Income and the Income Verification form must be filled out and supporting documents supplied. These forms must be submitted with the hard file to IDED with original signatures in blue ink.

The annual anticipated income is determined by taking the total anticipated income from all sources for the twelve months period FOLLOWING the date of certification of income.

Annual income includes, but is not limited to:
GROSS income, the full amount before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, bonuses, and other compensation for personal service, the net income of any kind from real or personal property;

The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment other than Supplemental Security Income;

Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;

welfare assistance;

Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;

All regular pay, special pay and allowances of a member of the Armed Forces (other than pay for hazardous duty).

Documentation for Homeowners to Sign

_____ Voluntary Transaction statement
_____ CDBG Buyout Insurance Affidavit
_____ Buyout Consent and release form (scan signed copy and attach to Service point record)
_____ Ownership and Benefit Affidavit
_____ Household Income Certification form
_____ Income Verification Form

Property Documentation
(Right side of file folder in order)

____ Tax Assessment card (that supports FMV offer when appropriate valuation procedure is implemented)
____ Parcel Map
____ Flood map identifying which flood plain property is located in.
____ Substantial damage determination forms (if applicable)
____ Health and Safety determination (if applicable)
____ All documents applicable from above (and documents that support them)
____ Print screen of DOB calculation sheet (not required, but helpful if you have run the calculation)

Buyout Consent and Release Form Nonpublic Personal Information

Instructions: You must fill out this form in order to allow Iowa Department of Economic Development (IDED) to share yours, all of your household member's information, and all owner's non-public personal information with agencies and companies in order to process your application.

You may end this agreement at any time however, if you end the agreement, IDED will not be able to process your application.

This form does **NOT** need to be signed in front of a notary public.

I (Applicant/Owner/Occupant) do hereby consent to and authorize IDED (including its partners, affiliates, agents, contractors and their respective assigns), as part of my application for the IDED CDBG Buyout Program (the "Program"), to request, access, review, disclose, release and share any and all information received with respect to my application for the Program ("Nonpublic Personal Information" or "NPI"), whether provided by me in my application or otherwise provided by me, or by additional outside third parties with whom I may or may not have a relationship, and only as necessary or desirable, in the sole discretion of IDED, for final determination of my eligibility for and the amount of assistance under the Program. I, as Primary Applicant/Owner/Occupant, authorize the release of all household member's(s') and owner information in order to comply with the Program eligibility and benefit determination requirements. I understand and acknowledge that any party disclosing information on behalf of IDED or to IDED on my behalf is not responsible for any negligent misrepresentation or omission, and I agree to hold IDED and such disclosing parties harmless from and against all claims, actions, suits or other proceedings, and any and all losses, judgments, damages, expenses or other costs (including reasonable counsel fees and disbursements), arising from or in any way relating to their disclosure.

As part of this Consent, I further authorize IDED and any other financial institution, lender, insurer, government agency (federal or state), credit bureau, financial service provider or any other third party to obtain, use and disclose any of my NPI in their possession, as necessary or desirable, in the sole discretion of IDED, to enable IDED to administer the Program and process my application.

I understand and acknowledge that IDED may obtain, use and disclose any NPI received in its investigation of my application with third parties, including those referenced above, as necessary or desirable, in the sole discretion of IDED, for final determination of my eligibility for and the amount of assistance under the Program.

My consent may be revoked or ended at any time by giving written notice to IDED. I further understand and acknowledge that any such revocation (ending) of this Consent may affect my ability to receive assistance under the Program.

By completing and signing this form, I acknowledge and agree to the above and agree that this Consent may be furnished on my behalf to any financial institution, lender, insurer, government agency (federal or state), credit bureau, financial service provider or other third party.

_____	_____
Applicant/Owner/Occupant Name (Printed)	Applicant/Owner/Occupant Signature Date
_____	_____
Applicant / Owner / Occupant Name (Printed)	Applicant/Owner/Occupant Signature Date

Insurance Affidavit

Instructions: You must fill out this form even if you did not have insurance on the date of the damage to your home due to the storms, tornadoes and flooding giving rise to the Presidential Disaster Declaration, FEMA-1763-DR ("2008 Iowa Flood and Storm Event"), which occurred between May 25 and August 13, 2008. This form requires you to indicate to the IDED CDBG Buyout Program (the "Program") whether or not there was insurance on the damaged property on the date of the damage to your home between May 25 and August 13, 2008.
If you selected that there was insurance on the damaged property, you are required to fill in the name of the insurance company, policy number, claim number, and settled amount, if any, the settled amount for lost personal property, the settled amount for structural damage to the home, and attach copies of the insurance policies and any correspondence with the insurance companies relating to the claim.
You must sign in front of a notary public.

STATE OF IOWA
COUNTY OF «COUNTY»

Before me, the undersigned authority, on this day personally appeared the person(s) named below ("Applicant(s)"), who, being by me duly sworn under penalty of perjury and penalty of violation of Federal and State laws applicable to their voluntary participation in selling their property under the CDBG Buyout Program. Participation for and receipt of a buyout award under (the "Program"), made the following statements and swore that they were true:

I/we hereby state and certify to the United States Department of Housing and Urban Development and to the Iowa Department of Economic Development as follows (please check one blank):

☐ On the date of damage to my property between May 25 and August 13, 2008, Homeowners, flood, and/or wind insurance **WAS** carried and in force on the property with respect to which I/we made an application under the Program.

☐ On the date of damage to my property between May 25 and August 13, 2008, Homeowners, flood, and/or wind insurance **WAS NOT** carried and in force on the property with respect to which I/we made an application under the Program.

If insurance was carried on the damaged property, fill in the information requested below using the insurance information in effect at the time of damage to my home due to the Iowa 2008 Flood and Storm Event, between May 25 and August 13, 2008. The space at the bottom is provided to you in case you are unsure about whether a payment is for structural or personal property.

Homeowner Insurance

Company Name:		Policy Number	
Claim Number:		Total Settled Amt:	
Personal Property Settled Amount:		Structural Damage Settled Amount:	

Wind Insurance

Company Name:		Policy Number	
Claim Number:		Total Settled Amt:	
Personal Property Settled Amount:		Structural Damage Settled Amount:	

Flood Insurance

Company Name:		Policy Number	
Claim Number:		Total Settled Amt:	

Personal Property Settled Amount:		Structural Damage Settled Amount:	

Notes: _____

_____

_____

_____

_____

_____

_____

_____

Attached to this Insurance Affidavit are copies of (1) each insurance policy declaration of coverage page under which a claim was filed with respect to the damage to my home as a result of the 2008 Iowa Flood and Storm Event, and (2) all correspondence relating to the claims described in (1) of this sentence. No other correspondence with respect to any such insurance claims has been received by me as of the date of this Insurance Affidavit.

By executing this Insurance Affidavit, Applicant(s) acknowledge and understand that Title 18 United States Code Section 1001: (1) makes it a violation of federal law for a person to knowingly and willfully (a) falsify, conceal, or cover up a material fact; (b) make any materially false, fictitious, or fraudulent statement or representation; OR (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government; and (2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section.

Dated this the _____ day of _____, 2011.

_____ _____

Applicant (Affiant) Signature Print Applicant name (Affiant)

_____ _____

Joint Applicant (Affiant) Signature Print Joint Applicant name (Affiant)

SUBSCRIBED AND SWORN TO before me, by the above-named Affiant(s) this, the _____day of _____, 2009, to certify which witness my hand and official seal.

_____

NOTARY PUBLIC

My Commission Expires:_____

EXHIBIT TO INSURANCE AFFIDAVIT
COPIES OF INSURANCE POLICIES
AND
CORRESPONDENCE REGARDING CLAIMS

IOWA DEPARTMENT OF ECONOMIC DEVELOPMENT
CFDA 14.228 Community Development Block Grant Program ("CDBG")
Iowa Flood and Storm Event 2008
Federally Declared Disaster Funding Under
Supplemental Appropriations Act (Public Law 100-252), 2008
Continuing Appropriations Act (Public Law 110-329), 2009
CDBG Disaster Recovery Program
Awarding Federal Agency: United States Department of Housing and Urban Development
IDED Federal Award Number: B-08-DF-19-0001
Federal Award Year (Year of Award from HUD to IDED): 2008
IDED Award Year: 2009

Ownership and Benefit Affidavit
(100% CDBG property acquisition)

Homeowner(s): ■

Buyout Property Address: ■, ■, ■ County, Iowa ■

Current Property Address: ■, ■, ■ County, Iowa ■

BEFORE ME, the undersigned authority, personally appeared _____
_____, who being by me duly sworn, stated as follows:

1. The city of _____ has notified property owner that it may wish to purchase the damaged property under the CDBG property acquisition and demolition grant program. The City has notified the homeowner that it believes the fair market value (FMV) of the property as of _____ to be $_____, as determined by appropriate valuation procedures publicized and implemented by the city. We, the property owner(s) make this Affidavit in connection with the property acquisition project funded under the CDBG Property Acquisition and Demolition Grant Program. We hereby certify that all information and documentation that has been provided and submitted as well as all information that shall be required to be submitted by us with respect to this transaction is true, correct, accurate and complete. Such information has not changed since it was submitted **[changed only as described in the statement attached to this affidavit]**.

2. [check as applicable]

   _____ We owned and occupied the property at the above Buyout Property Address as our primary residence at the time of the federally declared 2008 Iowa Flood and Storm Event, which occurred between May 25 and August 13, 2008, FEMA-1763-DR-IA (the "2008 Iowa Flood and Storm Event"), which occurred between May 25 and August 13, 2008.

   _____ We did not own nor occupy the property at the above Buyout Property Address at the time of the 2008 Iowa Flood and Storm Event.

   _____ We owned, but did not occupy the property at the above Buyout Property Address at the time of the 2008 Iowa Flood and Storm Event.

3. We currently own the real estate located at the Buyout Property Address.

4. Our property at the Buyout Property Address was damaged by the 2008 Iowa Flood and Storm Event.

5. FEMA Registration number _____.

6. I/We have received the following assistance funds as the result of flooding that occurred on _____

Flood Insurance (Private)	$ _____
Flood Insurance (NFIP)	$ _____
Disaster Housing Grant (Federal Jumpstart Repair & Express)	$ _____
State Housing Grant (State Jumpstart Repair)	$ _____
Hazard Mitigation Grant	$ _____
Small Business Administration (SBA Loan)	$ _____
Home Buyer Assistance Received	$ _____
Down payment Assistance Received	$ _____
Interim Mortgage Assistance (Federal) Principal reduction only	$ _____
Interim Mortgage Assistance (State) Principal reduction only	$ _____
Single Family New Production Award	$ _____
Amount received from other Governmental Sources	$ _____
Specify Governmental Source _____	
Amount Received from other Non-Governmental Sources	$ _____
Specify non- Governmental Source _____	
Total FEMA Assistance Received for Repair	$ _____
Other (FEMA other than repair, etc)_____	$ _____

7. I/We have received no other Federal assistance funds for structural repair other than that set forth above.

8. I/We can produce receipts for structural repair in the total amount of $_____. Attach receipts.

9. Seller understands that to receive pre-flood fair market value for the property, seller must be a

Citizen, non-citizen national or qualified alien of the United States. I hereby declare under penalty of perjury that (check one):

___ I am a citizen or noncitizen National of the United States

___ I am a qualified alien of the United States

___ I am not a citizen, non-citizen national or qualified alien of the United States

Further Affiant sayeth not.

When this Affidavit is executed by only one person, it should be interpreted as if pertinent verbs, nouns, and pronouns were changed correspondingly, and a reference to any gender includes the other gender.

By executing this Ownership and Benefit Affidavit, Affiant(s) acknowledge and understand that Title 18 United States Code Section 1001: (1) makes it a violation of federal law for a person to knowingly and willfully (a) falsify, conceal, or cover up a material fact; (b) make any materially false, fictitious, or fraudulent statement or representation; OR (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government; and (2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section.

EXECUTED this ■ day of ■, 200■.

HOMEOWNER(S):

_____
■

_____
■

THE STATE OF IOWA §
§
COUNTY OF ■ §

SUBSCRIBED AND SWORN TO BEFORE ME on this the ■ day of ■, 200■ by ■.

(Seal)

_____
Notary Public, State of Iowa

STATEMENT OF VOLUNTARY TRANSACTION

FOR PROPERTY ACQUISITION PROJECTS
IN THE STATE OF IOWA

THIS AGREEMENT is made and entered into this _____ day of _____ , 2008.

by and between _____ , hereinafter referred to as "Sub-grantee," by its

authorized agent, _____ ,and _____ , hereinafter

referred to as "Seller." The parties agree as follows:

1. Seller affirms that he/she/they is/are the owner/owners of property located at -

   _____ _____ _____ _____ ,
   Street Address *City* *State* *Zip*
   hereinafter referred to as "property."

2. Sub-grantee has notified Seller that the Sub-grantee may wish to purchase property, and, if Seller agrees to sell, Seller must permanently relocate from property.

3. Sub-grantee has notified Seller that it believes the fair market value (FMV) of property, as of _____ is _____ as determined by appropriate valuation procedures publicized and implemented by Sub-grantee.

4. Sub-grantee has notified Seller that Seller is not required to sell property and neither Grantee nor Sub-grantee will use its power of eminent domain for the purpose of this acquisition project to acquire property if Seller chooses not to sell it.

5. Sub-grantee has notified Seller that if Seller agrees to sell property to Sub-grantee, such a transaction is voluntary. Consequently, Seller is not entitled to relocation benefits provided by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, which are available to property owners who must sell their properties involuntarily.

6. Seller affirms their understanding that grant funds may not duplicate benefits received by or available to project participants from insurance, other assistance programs, legal awards, or any source to address the same purpose. Sellers shall notify the Sub-grantee of all benefits that it received, anticipates receiving, or has available from other sources for the same purpose. Seller understands that the amount of the acquisition offer will be reduced by the amount available for the same purpose from another source.

7. Sub-grantee affirms that it has provided the notifications and explained the information described in the preceding paragraphs, and property identified above is not a part of an intended, planned, or designated project area where all or substantially all of the property within the area is to be acquired within specific time limits.

8. This Agreement shall expire on _____ ,unless Seller has voluntarily sold property to Sub-grantee by that date.

_____ _____
Signature of Property Owner Date

_____ _____
Signature of Property Owner Date

_____ _____
Signature of Authorized Representative Date

INDIVIDUAL FILE NATIONAL OBJECTIVE DETERMINATION
Certification of Total Household Income

Applicant: _____

Address: _____

City: _____ State: IA Zip: _____

Number of Members in Household: _____

All persons who intend to occupy the housing unit and their anticipated incomes must be listed below.
Have each person fill out an Income Verification form and check the source(s) of income applicable.

Sources of Income:

	Name	Age	Income Source	Amount
1				
2				
3				
4				
5				
6				
7				

Total Household Income: $

County Where Dwelling is Located:
County's AMI Income Limit for that Size Household: $
AMI Income Eligible? Yes No

I/We have provided verification of all anticipated annual income and other information necessary to satisfy the requirements for each person named herein. I/We certify that the statements and all information herein are true and complete to the best of my/our knowledge and are given under the penalty of perjury.
I/We agree that the household income documentation is necessary to determine the maximum eligibility amount under the Replacement Housing Allowance policy. I/We will assist in obtaining any information or documents required in verifying the statements certified herein.

For Social Security and retirement income verification, please submit a copy of your annual benefits statements from the provider.

_____
Head of household signature

_____
Head of household (Print)

Date_____

Income Verification form

Applicant name: _____

Applicant address: _____

_____

_____

Household Member name _____

Check source(s) of income and include a copy of source (social security or SSI check or award letter, copy of bank statement showing direct deposit of benefits, copy of check, etc.)

____ Social Security (copy of annual benefits statements or copy of recent two months bank statements showing direct deposit amounts underlined)

____ Supplemental Security Income (copy of annual benefits statement or copy of most recent two months bank statements showing direct deposit amounts underlined.

____ Retirement/Pensions Income (copy of annual benefits statement or copy of most recent two months bank statements showing direct deposit amounts underlined.

____ Annuity income (copy of annual benefits statement or copy of most recent two months bank statements showing direct deposit amounts underlined.

____ Employment (part-time or full-time) – copy of most recent eight (8) weeks check stubs or provide address of employer on an employment verification form and sign he form.

____ Self-employed – copy of most recent tax forms filed with the IRS

____ Unemployment – copy of statement or letter showing benefits or copy of recent checks for eight (8) weeks.

____ No income – sign and return statement provided.

Please make sure to submit a copy (not the original) of any documents. Failure to provide this information may result in a delay in the processing of your request.

I have no objection to inquiries made in verifying the above information that I have submitted regarding myself or any person listed.
I certify that the above information is true and correct to the best of my knowledge.

_____
Household member Signature

Date: _____

(Referenced from 24 CFR Part 5)

All applicants for the CDBG property acquisition program must complete the income verification documentation. All sources of income for each individual household member over 18 years of age, (Earned income of minors, age 17 and under, is not counted when calculating a household's annual income) must be identified and verified. The Certification of Total Household Income and the Income Verification form must be filled out and supporting documents supplied. These forms must be submitted with the hard file to IDED with original signatures in blue ink.

The annual anticipated income is determined by taking the total anticipated income from all sources for the twelve months period FOLLOWING the date of certification of income.

Annual income includes, but is not limited to:
GROSS income, the full amount before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, bonuses, and other compensation for personal service, the net income of any kind from real or personal property;

The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment other than Supplemental Security Income;

Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;

Welfare assistance;

Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;

All regular pay, special pay and allowances of a member of the Armed Forces (other than pay for hazardous duty).

Gross amount. For the types of income counted in the Part 5 definition, gross amounts (before any deductions have been taken) are used.

Income of all adult household members. The Part 5 definition contains income "inclusions" (types of income to be counted) and "exclusions" (types of income that are not considered) for all adult members of a household.
If you have any questions on any of the below listed situations, you can find the answer at the link below.

- **Live-in aides**
- **Persons with disabilities**
- **Temporarily absent family members**
- **Permanently absent family members**
- **Adult students living away from home**

http://www.hud.gov/offices/cpd/affordablehousing/training/web/calculator/definitions/part5.cfm

As an example: If an adult student living away from home is counted as a member of a household when determining the household size, the first $480 of the student's income must be counted in the family's income. Note, however, that the $480 limit does not apply to a student who is the head of household or a spouse. When this is the case, their full income must be counted.

CDBG Buyout Eligibility Process

Each applicant in the CDBG Buyout has to undergo an eligibility determination in order to participate in the program. The process consists of completing four forms, A, B, C, and D/E. The forms, created at IEDA, are used to detail basic applicant-specific information which is reviewed to determine the eligibility of the applicant

Form A- Individual file check in

The purpose of Form A is to determine applicant's offer to purchase from the City/County, ownership status, citizenship and insurance information. Follow the steps below.

- Enter initials next to "checked in by:_____"
- Enter applicant's basic information, name, address, city, and Service Point #
- Fill in the "line of application".
    - Find the line of application here: G:\BCF\Recipients\Disaster\08DRHB
    - Locate the city that you are reviewing, open the file, and find the application. Use "control+F" to locate the applicant's name or address.
    - Once you find the applicant, determine which line of the application they are on and write on the form.

Each applicant will have a physical file folder that has two sections, one on the left and one on the right.
Documents found on the right side of the folder should contain the following forms: Documentation for homeowners to sign such as the voluntary transaction statement, CDBG Buyout Insurance Affidavit, Consent and release form, ownership and benefit affidavit, income certification form and income verification form. Also included is property documentation such as the tax assessment card, parcel map, flood map, substantial damage forms, and health and safety forms.
Documents found on the left side of the folder should contain the following forms and additional information: Documentation for homeowners to provide such as the HUD-1 settlement statement (for replacement home), pre-flood fair market value of flood damaged home, damaged home mortgage amount, documentation of any benefits received, receipts for repairs, and income documentation.

- Find the CDBG Buyout Insurance affidavit on the right and document whether the applicant has insurance. A box will be checked to identify if the applicant has insurance or not.
    - This information is located in the front of the file so it is easy to find. See below for description:

Look at insurance affidavit:	_____Insurance was carried and in force
	_____Insurance was NOT carried in force

- Locate the Ownership and Benefits Received affidavit which is on the left side of the file.
- Document the offer amount which is on the front page of the form, stated as #1.
- Determine the ownership status on the 2nd page of the ownership and Benefits affidavit by circling what is stated as #2.
    - Circle, Owned and occupied, Did not own/did not occupy, or Owned/ but did not occupy on the A form.
- Specify if the applicant included receipts by circling, "Receipts included" or "NA"
    - If receipts are in file there will be a dollar amount on the 3rd page by #8.
- Next, determine the citizenship of the applicant by checking 1 of 3 options.
    - The options will be checked on the 3rd page by #9.
        - If applicant indicated they are not a US Citizen, STOP, and notify project manager.
- Verify Yes or No if the file contains an income verification form and is filled out.
    - Circle Yes, if the verification form is filled out
    - Circle No, if the verification form is not filled out

Find Ownership and Benefits received affidavit.

First page of this form find: Offer amount (front page)_____

Second page of this form find: Ownership status: (circle one)

Owned and occupied | Did not own/did not occupy | Owned / but did not occupy

Number 8 is amount of receipts (Circle one) Receipts included NA

Number 9 is the US Citizenship Statement (check the line that is checked on the form)

___ I am a citizen or noncitizen National of the United States
___ I am a qualified alien of the United States
___ I am not a citizen, non-citizen national or qualified alien of the United States

If US citizenship is not completed…pink tab as No citizenship (file stopper)

Look for income verification form:

Verify certification of household income documents in file and filled out. YES NO

- Determine if the homeowner has a mortgage, circle Yes or No
    - Do this by viewing the applicant's CDBG Buyout Assessment in the Duplication of Benefits Information in Service Point. Find the field "Destroyed home mort. Amount before award pay down". If there is an amount in the box then the applicant has a mortgage, therefore you would circle "Yes". If the box is empty then you would circle "No".

  *If homeowner has mortgage, and Insurance was NOT carried in force, STOP, and notify project manager. If insurance was carried, continue. If homeowner does not have a mortgage, and no information, continue.

- If the "Insurance was carried and in force" is checked, look for an insurance declaration(s) page(s).
    - The declaration(s) page(s) should be found on the left side of the file and the insurance company's name will be indicated. Match the insurance company name to what is in Service Point under "Duplication of Benefits Information".
        - If the insurance in file is flood insurance, circle NFIP
        - If the insurance in file is homeowners insurance, circle Homeowners
        - If the applicant has both flood and homeowners, circle both NFIP and Homeowners
        - If the declaration pages cannot be found in file, circle NO DECLARATION PAGE
    - Circle Yes or No if the insurance company name and policy # is listed in Service Point
    - Check that the policy number(s) on the declaration page matches those which are entered in Service Point.
        - If the declaration page matches, circle NFIP or Homeowner, depending on which insurance the applicant has in file.
        - If the declaration page does NOT match, circle NFIP or Homeowner, depending on which insurance the applicant has

          *If the declaration(s) page(s) do not match, document the details on the B form under "Brief summary of the file". Form B will be stapled to the front of the file.

Does the homeowner have a mortgage? **(SP: Destroyed home mort. Amount before award pay down)**	YES	NO
Look at insurance affidavit: _____Insurance was carried and in force _____Insurance was NOT carried in force		
If homeowner has mortgage, and Ins. was NOT carried in force, STOP. If insurance was carried, continue.		
Look for an insurance declaration(s) page(s). **FOUND:**	NFIP	Homeowners
If no declaration of coverage found circle:	NO DECLARATION PAGE	
Is the insurance company and policy# listed in Service Point?	YES	NO
If Service Point matches declaration page, circle:	NFIP	Homeowners
If Service Point does not match declaration page, circle:	NFIP	Homeowners

Form C- Level one File Review

The purpose of form C is to review the applicant's ownership information, such as the deed holder, sales date, and city offer. Also, form C is used to determine the assessed value of land and dwelling and if the property qualifies for the CDBG buyout.

- Enter applicant's name and address.
- Enter date of the review next to "Date of review:_____, 201_"
- Verify who reviewed the file by initialing or signing by, "Reviewed by_____ "
- Use the same "line of application" number that was used on Form A
- On the right side of the folder find the Ownership information, assessor's page.
    - Locate the deed holder's name and indicate on form C, # ____
    - Determine if the deed holder matches the file name
        - Indicate, Yes or No
        - If the deed holder does not match the buyout applicant's name, stop and notify the project manager.

- On the second page of the assessor's page locate the sales information
    - Find any sales information that would indicate when the home was purchased by current deed holder. If no sales date can be found within the assessor information, look on the left side of the file for a Warrant Deed or Title Report that will indicate when the home was acquired. Once located, document the date by "write date here", and document next to "Source", where you found the sales information. (IE. Assessors page, warranty deed)
      *If ownership date is post June 8, 2008, document on form B under "Brief summary of the file" and notify project manager
    - Enter the city offer next to "City Offer:"
    - Use the same city offer used on form A.

- Document and calculate the total assessed value of land and dwelling for 2008
    - Find the assessor's page on the right side of the applicant's file.
    - Locate the 2008 assessment. The assessment will have the land and dwelling values.
    - Document land and dwelling and multiply by the city or county multipliers.

        - Multipliers are listed here: G:\BCF\CDBG Buyouts\Cooper
    - Once calculated, double check that the final offer matches the city offer.

- If the numbers do not match up, document on form B and notify project manager

I. Ownership information: From assessor page, look for Deed holder

(write here): _____

Does it match the file name? YES NO

II. Sales data to verify ownership date. Look within assessor information for any sales information that would indicate when the home was purchased by current deed holder. If no sales data found within assessor information, look to left side of file for a Warranty Deed or Title Report that will indicate when the home was acquired. If no date...we will need to look at County Recorder website.

Write date Here:_____ Source:_____

If Ownership date is after June 8, 2008...yellow post it and bring it to Pat's attention.

III. City Offer: _____(FMV number listed on front page of affidavit)

IV. Double check offer: Total Assessed Value _____ x Multiplier_____ = offer_____

Land _____ x multiplier _____ = _____

Dwelling_____ x multiplier _____ = _____

- Determine how the property qualifies for the buyout
    - Locate the flood map, Health/Safety letter, or a substantially damaged letter on the right side of the file.
    - If a flood map is found, make certain that the shade of blue is the lightest blue. Check the qualifier for 100 year flood plain. Double check with project manager if particular flood plain cannot be indicated.
    - If a health/safety letter is found, document who the letter is from. Check the qualifier for Health/Safety.
    - If there is a cost to repair estimate in file, document the cost to repair.
        - Divide the cost to repair by the dwelling fair market value and enter the percentage next to the percent damaged toward the bottom of the page.
            - If the calculation is above 50%, the property is substantially damaged.
            - If the calculation is below 50% the property is not substantially damaged.
        - Check the qualifier for substantially damaged if over 50%. If below 50%, write "property not substantially damaged" on the bottom of form C and also on form B, and notify project manager.

V. Document(s) in file to support property qualifies for CDBG buyout.

You can only qualify the property if you find at least one of the three below.

Look for: Flood Map....make certain that the shade of blue is the lightest blue...any doubt let me know

H/S Letter

Substantially Damaged _____x 1.07= _____ Cost to repair_____

(Assessed value of dwelling) (Fair Market Value)

Now divide the cost to repair by the fair market value and enter here: Percent damaged _____.

If greater than 50%,circle "substantially damaged" below.

Qualifier: ____100 year flood plain ____Health/Safety ____Substantially damaged

Form D/E- Final Review sheet

Form D/E is used to determine the applicant's percentage of Area Median Income. The form includes information listed in Service Point such as - the Pre-Flood Fair Market Value and Land Pre-Flood Fair Market Value. The final step to Form D/E is to review, and determine is the applicant qualifies for the Replacement Housing Allowance.

- Enter the applicant's address.
- Determine whether or not the applicant provided income documentation by circling Yes or No
    - Review form A and determine if the applicant has income documents in file and filled out.
        - If no, check #1 or #2 to indicate if the file is required to have income documents or not. (#2, Income documents are not required because the owner of the property is a business entity.) Move on to the next section, "Service Point Entry and Review".
        - If yes, determine applicant's percentage of Area Median Income.
            - Document the applicant's income based on the income documents found in the file.
            - Determine how many persons are in the household by viewing the income documents.
            - Using the percent of area median income for family size sheet, determine which county to use and how many persons are in the household. Document the $ amount next to "100% AMI for family size"
            - Locate the source documents used to confirm the household income on the left side of the file. Look for w-2s, paystubs, SSI, and tax returns.
                - If using a tax return, find the Adjusted Gross income line
            - Divide the income from the source documents by the 100% AMI for family size.
            - Enter that amount next to % of AMI.
                - If % is more than 120% AMI check #3
                - If % is less than or equal to 120% AMI check #4

I.	Verify certification of household income document in file and filled out.	YES	NO
(1)	____ Income documents not in file BUT ARE REQUIRED prior to closing. (Income docs are required because owner of property is an individual or couple)		
(2)	____ Income documents not in file and NOT required. (Income docs not required because owner of property is a business entity)		
(3)	____ Income documents in file and over **120% AMI**		
(4)	____ Income documents in file and AMI is less than or **equal to 120%.**		
	If #4 is checked, and income documents are not tax returns….file reviewed by Pat.		

in household _____ 100% AMI for family size:_____

Source document used to confirm Household income form: (w-2s, paystubs, SSI award letter, etc):_____

Space to write out what was found:

Income based on review of income documents: _____

Divide household income documented by 100% AMI for family size = % of AMI _____

If AMI is less than or equal to 120%...then the file is eligible for RHA.

- Using the information from form C, document the dwelling Pre-Flood Fair Market Value and the Land PF-FMV
    - Once completed, check the two lines at the bottom of the form that verify the values are entered in Service Point (land and dwelling)

____ List the Pre-Flood Fair market Value of the structure into SP record. Assessed x multiplier

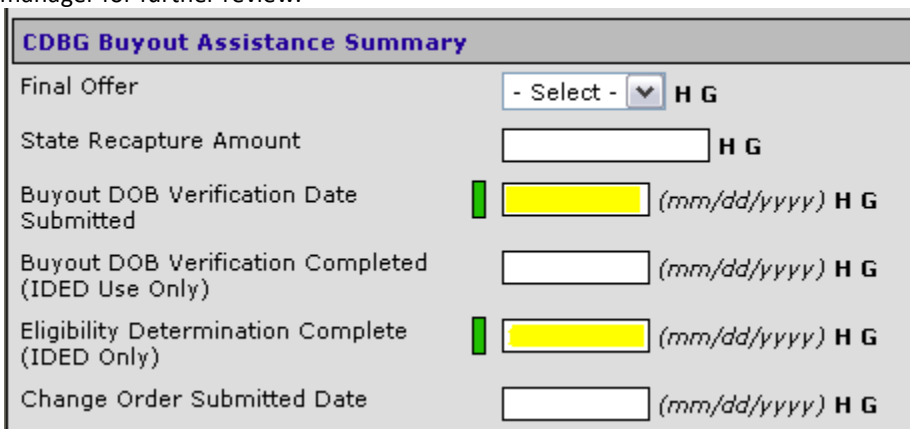
____ List the Land PF-FMV as the land value into SP record. Assessed x multiplier

Form D/E Final Review sheet- Replacement Housing Allowance

- If there is no cost to acquire amount in Service Point, the file is not applying for a replacement housing award. Skip to the bottom of the form:
    - Check review complete
    - Enter date review is completed in Service Point
    - Determine who completed the form (initial or sign)
- If there is a cost to acquire amount in Service Point complete the following:
    - Locate the HUD-1 statement found on the left side of the file
    - Circle Yes or No if the cost to acquire is more than the Pre-Flood FMV. If No, the applicant does NOT qualify for replacement housing.
    - Determine how the applicant is qualified for the Replacement Housing
        - A) Circle Yes or No if applicant's % of AMI is less than or equal to 120%
          *If No, then the file does not qualify for up to $25,000. It may still qualify for up to $10,000 based on the location of the flood impacted home. (Applicant must be in the 100 year flood plain)
        - B) Circle Yes or No if applicant is qualified based on the 100 year flood plain
    - Indicate by circling how the file qualifies for Replacement Housing, either INCOME or 100 YEAR FLOOD PLAIN.
    - Determine if the applicant's Ownership and Benefits affidavit states Owned and Occupied by circling Yes or No. If the file does NOT show owned and occupied, the applicant doesn't qualify for Replacement Housing.
    - Circle Yes or No if the HUD-1 statement is in file.
    - Determine if the cost to acquire on HUD-1 matched what is found in Service Point.
    - Look for the date on the HUD-1 statement, is it post June 8, 2008? Circle Yes or No. If date is not post June 8, 2008, then the file does NOT qualify for Replacement Housing.
    - Double check that the borrower info in the HUD-1 statement matches file name by circling Yes or No. If information doesn't match applicant does NOT qualify for Replacement housing.
    - Determine if the new property address on the HUD-1 statement matches affidavit address (Ownership and Benefits affidavit on right side of file). A review of the new address would only apply if the homeowner already purchased the replacement house prior to submitting their buyout application. If the applicant has already been awarded the CDBG buyout, verify that the address on the HUD-1 Settlement Statement matches the address in Service Point.

  If the applicant qualifies for Replacement Housing:
    - Check "Review complete"
    - Check "Input completed date in SP", and enter the date on the corresponding line
    - Determine who completed the final review by signing or initialing

Once you have completed form D/E, enter the two dates highlighted below in Service Point, and give file to Project manager for further review.



Form B- DOB Review

Form B is used during the duplication of benefits review. The Project Manager completes this page once Eligibility has been completed.

-Fill in the "File Name" with the Applicant's first and last name.
-Fill in the "Property address" with the address of the Buyout property.
-Fill in the "Date of review" with the date the file begins the duplication of benefits check.
-"Fill in "Reviewed by" with your initials.
-Fill in the "Date review completed" with the date the file is complete and the award is issued. This date should match the "Buyout DOB Verification Completed (IEDED Use Only) date found in the applicant's Service Point CDBG Buyout Assessment.

B DOB Review File Name: _____

Property address: _____

Date of review: _____ Reviewed by: _____

Date review completed: _____ (SP entry date)

-Determine whether or not the applicant has received Down Payment or Home Buyer Assistance.

- Locate the applicant in the Duplication of Benefits Online Application (DOBApp)
  - If the applicant received Down Payment Assistance (DPA), a "State JS" tab will appear.
    - Find "DPA Disbursed". If this amount is anything above $0, the applicant received DPA.
    - Circle "DPA" on Form B
  - If the applicant received Home Buyer Assistance (HBA),
    - Find "HBA Received" on the "CDBG" tab. If this amount is anything above $0, the applicant received HBA.
    - Circle "HBA" on Form B.

-Determine if the applicant has listed a cost to acquire a new home in Service Point. This indicates that the applicant is applying for a replacement housing award in addition to the buyout award.

- Locate the applicant in Service Point.
  - Enter the CDBG Buyout Assessment and scroll down to the "Duplication of Benefits (DOB) Information" Section.
  - If a "Cost to Acquire a New Home" is listed, circle "YES" on Form B.
  - If there is not a "Cost to Acquire a New Home" listed, Circle "NO" on Form B.
- Next, determine if the applicant is applying for a replacement housing award.
- In Service Point, scroll up to the first section of the assessment. The very last line is titled "Applying for:"
- If this is a "1: CDBG Buyout", Circle "1(Buyout ONLY) on Form B.
- If this is a "2: CDBG Buyout and Replacement Housing", Circle "2(Buyout & RHA) on Form B.

  - Note: If DPA or HBA are circled, we must have a "cost to acquire" listed in Service Point. If the homeowner received either DPA or HBA and there is no "cost to acquire", contact the administrative entity for the replacement home information.

Look for DPA or HBA awards (circle)	DPA	HBA	Neither
Look for "cost to acquire"	YES	NO	

If DPA or HBA are circled, we must have a "cost to acquire". If homeowner received DPA or HBA and there is no "cost to acquire" we must get that information from the city.

Applying for:	1 (Buyout ONLY)	2 (Buyout & RHA)

Could be a (1) and still have a cost to acquire filled in. These would be homeowners that received DPA or HBA prior to the buyout. If the SP entry is a (2) then we must have a cost to acquire for these also.

- If the applicant is listed in Service Point as a (1) but a "Cost to Acquire New Home" is entered, change the applicant to a (2).
-If the applicant is listed in Service Point as a (2) but the "Cost to Acquire New Home" is not entered in Service Point, change the applicant to a (1) until the replacement home information has been entered.

Category changed to:	1	2

-To finish the rest of form B, complete the Duplication of Benefits Process. This process is titled "CDBG Buyout Duplication of Benefits Process – Revised KG" and is saved here: G:\BCF\CDBG Buyouts\Katie\CDBG Housing Processes. Completing the DOB Process will allow you to answer the last four questions on Form B:

Benefits Affidavit review	No issues	Issues
DOB benefits review	No issues	Issues
IMA	NA	RECEIVED
RECEIPTS	NA	RECEIVED

-Fill in any notes about the file on the spaces provided:

Brief summary of the file:

_____

_____

_____

Steps taken:

_____

_____

_____

Follow up steps:

_____

_____

_____

-Fill in the "Date review completed" with the date the file is complete. Also fill in the "Buyout DOB Verification Completed (IDED Use Only) date found in the applicant's Service Point CDBG Buyout Assessment.

08-DRMH-
Local match to HMGP Property Acquisition Program

DOCUMENTS NEEDED FOR PROCESSING REQUESTS FOR DISBURSEMENT

Received		Responsibility of:
☐	Executed contract between IDED and Recipient	IDED/Recipient
☐	Compliance with Environmental Requirements (Letter from IDED releasing funds)	Recipient
☐	Permits and Licenses [§5.1(i)] if applicable – not applicable	Recipient
☐	Excessive Force Policy	Recipient
☐	Recipient Subagreement Approval	Recipient/COG

STATE OF IOWA MONITORING POLICY FOR CDBG-FUNDED DISASTER ACTIVITIES

AUGUST, 2009 – housing updated January 2015

General Policies

I. Description of Recipients and Sub-Recipients

In its administration of CDBG Disaster funding, the Department of Economic Development has determined that certain activities would be most effectively implemented through intermediary agencies, while some activities would be most effectively implemented by working directly with the affected governmental unit or state agencies. At the current time, there are twenty-one (21) activities (not counting administration) funded through CDBG Disaster funding. Appendix A provides a listing of these activities, the delivery method (i.e. intermediary or direct) for each of the activities, and the proposed budget for each activity.

Four of the activities are being administered through intermediaries: the four activities are Activity A – Housing Repair/Homebuyer Assistance/Interim Mortgage Assistance, Activity E – New Housing Production, Activity F – Small Business Jumpstart, and Activity G – Business Assistance Program. These activities are administered at the Regional/Local level by fifteen (15) entities, six (6) Councils of Governments (COGs) and nine (9) Entitlement Cities. The fifteen (15) entities are:

1. Iowa Northland Regional Council of Governments (INRCOG)/Black Hawk County
2. North Iowa Area Council of Governments (NIACOG)/Cerro Gordo County
3. Southwest Iowa Planning Council (SWIPCO)/Cass County
4. East Central Intergovernmental Association (ECIA)/Dubuque County
5. East Central Iowa Council of Governments (ECICOG)/Linn County
6. Southern Iowa Council of Governments (SICOG)/Union County
7. City of Cedar Falls
8. City of Cedar Rapids
9. City of Des Moines
10. City of Iowa City
11. City of Waterloo
12. City of West Des Moines
13. City of Dubuque
14. City of Davenport
15. City of Council Bluffs

Appendix B shows the fifteen (15) intermediary recipients, including contact information.

These entities will be the primary focus of the State's monitoring of Activities A, E, F, and G. A secondary focus will be any sub-recipients of funding under Activities A, E, F, and G.

II. DESK MONITORING/REPORTING

Reporting and Desk Monitoring will be occurring at various points in time throughout the Disaster Funding process.

One of the major reporting/record-keeping systems being utilized is the Service Point data system. For three activities utilizing intermediary recipients, Activities A, F and G, the Service Point data system is used to report detailed information from the Recipient to IDED. The system tracks information such as household and property identifiers, cost of repair, amount awarded, and project status. (See Appendix C for a Sample blank Service Point screen.)

The information gathered through the Service Point system also provides the "input" to the Duplication of Benefits (DOB) process the State has implemented. This detailed review of each proposed disaster award to an entity (individual or business) through Activities A, F and G is required by federal law and is intended to ensure that two

different sources of funding are not being provided to the same entity for the same purpose. To avoid this potential duplication, the State will check each proposed award against awards already made (or in process) by FEMA, SBA, private insurance companies, etc. The State has developed a detailed DOB Manual (see Appendix D) to assist in our compliance with the federal law and regulations in this area.

All of the Disaster projects also undergo an environmental review process. The environmental review is to ensure that no adverse environmental impacts would result from the proposed project. The environmental review also includes a "Section 106" review, which includes the State Historic Preservation Office (SHPO) review and concurrence on projects, unless the project is covered by the Programmatic Agreement between the IDED and SHPO. Appendix E is the Programmatic Agreement (PA) which governs the 106 review process for Disaster Funding.

All of the Disaster projects are required to submit "Request for Funds" forms to IDED in order to have funds disbursed to them. The Request for Funds, or "Draw" form requires information relating to the overall activity budget for that Recipient, funds previously drawn, the amount of the current draw, the amount of funds being drawn down for "service delivery costs", where applicable, the amount of funds being drawn for administration, and addresses for which the funds are being drawn. The draws for also request detail on the amount being requested for each individual address, to reduce the chances of accidentally overdrawing funds for that activity.

Each draw is reviewed for various compliance issues: Request for Release of Funds; SHPO Clearance; DOB completion for each address listed; contract status, monitoring, and budget variations.

For the buyout program(s), IDED staff will also review the monitoring documents from site visits conducted by the Iowa Homeland Security Emergency Management Division.

III. RISK ASSESSMENTS AND ON-SITE MONITORING OF RECIPIENTS

Each of the various activities may be on-site monitored on different schedules, or with different frequencies, as described in A) through E) following. After the monitoring has occurred, all monitoring letters will be reviewed by the Program Manager for Disaster Recovery prior to mail-out. If the monitoring letter has significant Findings, the letters will also go to the Division Administrator of the Community Development Division for review prior to mail-out. If the Findings also include a requirement for penalties or repayments, the letters will be reviewed by top Management (Director or Deputy Director) prior to mail-out.

A) **Activity A – Housing Repair/Rehabilitation, etc**. For Activity A, which includes Housing Repair/Rehabilitation, Homebuyer Assistance, and Interim Mortgage Assistance, the assistance is being distributed through the eleven intermediary agencies.

Each of these entities will be on-site monitored at least once.

Although IDED will monitor each recipient at least one time, the following will be considered in determining which recipients to monitor first:

1. Risk of financial exposure to IDED
   A. Amount of Award
2. Program Management/Capacity
   A. Grantee Capacity
   B. Grantee Use of Sub-recipients
3. Risk of Financial Exposure to IDED
   A. Amount of the award as a percentage of the $250 million allocation
      Criteria: Risk is based on the % of total allocation.
      - ⇨ High - Recipients receiving the highest percent of housing disaster dollars.
      - ⇨ Low – Recipients receiving the lowest percent of housing disaster dollars.
        (Example – Cedar Rapids received the highest percent at 39.65% and the City of Waterloo received the lowest percent at 3.42%)

4. Program Management/Capacity
   A. Grantee Capacity
      Criteria: Risk is based on the CDBG experience level of local administrators directly involved in housing programs.
      - ⇨ High – local administrator, at general unit of local government (UGLG) or subrecipient, has less than one year of direct CDBG experience or little oversight is provided by experienced staff
      - ⇨ Low – local administrator has a minimum of one year CDBG experience and/or experienced (2-3yrs) CDBG administrator is providing oversight

      Criteria: Findings have been identified by IDED.
      - ⇨ High – There has been 2 or more instances of non-compliance based on findings or concerns since the beginning of the grant.
      - ⇨ Low – There has been less than 2 instances of non-compliance based on finding or concerns since the beginning of the grant.

   B. Grantee use of Subrecipients
      Criteria: Risk is based on the grantees' use of subrecipients to carry out their programs.
      - ⇨ Low– Grantee utilizes an experienced third party contractor to carry out grant activities
      - ⇨ High– Grantee carries out grant activities or has contracted with a Council of Government.

IDED has monitored all housing programs at least once and continues to monitor as funds are expended. All monitoring visits will follow up with a report of their review.

If any problems/concerns are identified through the monitoring of the intermediaries, which raises questions about a sub-recipients financial or procedural activities, IDED will proceed to perform an on-site monitoring visit to the sub-recipient.

B) **Activity F & G (Business Assistance)**

The level of oversight will vary based on the activity. Monitoring will vary per activity & administrative entity.

Small Business Jumpstart
Of the eleven intermediary recipients, only one (Cedar Rapids) received federal funds through this program. IDED will perform onsite monitoring of this Recipient.
In addition, IDED will perform desk monitoring via Service Point database review of at least 5% of businesses. The following information has been uploaded into Service Point:

- Detailed Jumpstart business application
- Copy of business W-9 form – with tax ID #
- Internal checklist used by administrator
- Loan documents and/or loan offers
- Loan agreement/promissory note between City and business
- Copy of check issued to business

If documents are missing or unclear, upon request, administrator can upload into Service Point.
If significant problems are found, then we will monitor additional projects.

Business Assistance Programs

At least one onsite monitoring will be conducted for all recipients that have awarded more than $30,000 in funding to disaster affected businesses. The onsite monitoring will be conducted for at least 5% of businesses. A desktop monitoring will be conducted for recipients with less than $30,000 in disaster funds awarded.

In Addition, desktop monitor will occur for each applicant prior to the disbursement of funds and checks will include:

- Business Eligibility
- Eligible Program Activities
- Duplication of Benefits

- Recipient has a signed contract with Business

Cedar Rapids Steam Conversion
Onsite monitoring of Recipient – (City of Cedar Rapids only) - this is a one year contract.
Onsite monitoring of at least 5% of businesses.
If any problems/concerns are identified through the monitoring of the intermediaries and the desktop monitoring, which raises questions about a sub-recipients financial or procedural activities, IDED will proceed to perform an additional on-site monitoring visit(s) to the sub-recipient.

C) **Activities C, D, E, I & R**

Each of the entities receiving assistance for these activities will be monitored at least once during the life of the activity/project. In addition, any that score in the high category on the Risk Assessment, or where problems/issues are identified during the first monitoring visit, will be top candidates for additional on-site visits.

For Activity C specifically,

CDBG Buyout Program Monitoring Risk Analysis per Grantee

Although IDED will monitor each recipient at least one time, the following will be considered in determining which recipients to monitor first:

1. Risk of financial exposure to IDED
2. Program Management/Capacity
3. Risk of Financial Exposure to IDED
   A. Amount of the award as a percentage of the $230 million allocation
   Criteria: Risk is based on the % of total allocation.
   ⇨ High - Recipients receiving > 1% ($2.3M) of total allocation

   Low – Recipients receiving < 1% ($2.3M) of total allocation.

1. Program Management/Capacity
   A. Grantee Capacity
   Criteria: Risk is based on the CDBG experience level of local administrators directly involved in the buyout program.
   ⇨ High – local administrator, at general unit of local government (UGLG) or subrecipient, has less than one year of direct CDBG experience or little oversight is provided by experienced staff
   ⇨ Low – local administrator has minimum of one year CDBG experience and/or experienced (2-3yrs) CDBG administrator is providing oversight

   Criteria: Findings have been identified by IDED.
   ⇨ High – There has been 2 or more instances of non-compliance based on findings or concerns since the beginning of the grant.
   ⇨ Low – There has been less than 2 instances of non-compliance based on finding or concerns since the beginning of the grant.

   B. Grantee use of Subrecipients
   Criteria: Risk is based on the grantees' use of subrecipients to carry out their programs.
   ⇨ Low– Grantee utilizes an experienced third party contractor to carry out grant activities
   ⇨ High– Grantee carries out grant activities or has contracted with a Council of Government.

The IDED buyout staff is committed to providing the recipient with a report of their monitoring review within 30 days of the monitoring.

For Activity E specifically:

CDBG Multi Family Unit Production Monitoring Risk Analysis per Grantee

Disaster Recovery assistance is distributed through fifteen (15) intermediary agencies. Although IDED will monitor each recipient/grantee at least one time, the following will be considered in determining which recipients to monitor first:

1. Risk of financial exposure to IDED
2. Program Management/Capacity
3. Findings have been identified by IDED
4. Grantee use of General Contractors/Developers

1. Risk of Financial Exposure to IDED
   A. Amount of the award as a percentage of the $156 million allocation
      Criteria: Risk is based on the allocation.
      High – The more money allocated, the higher the risk
      Low –Lesser dollars allocated, less of a risk
2. Program Management/Capacity
   A. Grantee Capacity
      Criteria: Risk is based on the CDBG experience level of local administrators directly involved in the program.
      ⇨ High – local administrator, at general unit of local government or a disaster recovery Council of Governments, has less than one year of direct CDBG experience or little oversight is provided by experienced staff
      ⇨ Low – local administrator or disaster recovery Council of Government has minimum of one year CDBG experience and/or experienced (2-3yrs) CDBG administrator is providing oversight
3. Findings have been identified by IDED
   A. High – There has been 2 or more instances of non-compliance based on findings or concerns since the beginning of the grant.
   B. Low – There has been less than 2 instances of non-compliance based on finding or concerns since the beginning of the grant.
4. Grantee use of General Contractors/Developers
   Criteria: Risk is based on the grantee's use of general contractors or developers to carry out their MFNC activity.
   A. High– Grantee utilizes un- experienced general contractor or developer to carry out MFNC activity
   B. Low– Grantee utilizes experienced general contractor or developer to carry out MFNC activity

After going through the criteria above, the housing project manager sets up a site visit monitoring with the MFNC grantee. The Grantee may have one or several projects funded under the MFNC activity. Project Manager decides which **one** MFNC project to site visit.

For those MFNC projects **not** site visited, at the completion of the MFNC project, the IEDA project manager will send a "Project Closeout" form (inserted at the end of this section) to be completed for EACH multifamily project. The grantee will:

- fill out and sign Project Closeout form and return to IEDA with attach required documentation;
- Complete the form when the project construction is completed and leasing has started; Note: this form will be filled out for EACH project
- Grant administrator signs the form
- IEDA will review and either ask more questions or send grantee an "all clear" email

In certain cases, IEDA, at their discretion, may conduct a desk-top monitoring; without the necessity for an on-site visit only when all of the following are true:

- The intermediately agency has been previously monitored for other activities in the same contract and determined to be of low risk on the above risk assessment, and
- where project closeout forms have been completed and provided to IEDA, and

- where third party review of all tenant files and building inspection resulting in verification of compliance with affordability requirements and meeting HQS;

For contracts with multi-family housing activities that meet the above requirements, IEDA will review all documents provided upon project closeout and conduct a Desk top monitoring. Monitoring letters will be generated and sent following the same process as an on-site monitoring.

DISASTER RECOVERY CONTRACT
MULTI-FAMILY NEW PRODUCTION – PROJECT CLOSEOUT

Recipient: _____ ☐ 731 ☐ 732

Contract Number: _____, Activity Number: ☐ 875 ☐ 876

Round of MF Funding: _____, Guidance Attachment: ☐ I ☐ K ☐ M

Project Award Date: _____ ☐ O ☐ P ☐ Q

Total Project Budget (per application): _____

CDBG Project Award Amount: _____, CDBG Project Admin Award Amount: _____
(not including Admin)

Date of Project Release of Funds:_____, Date of SHPO Concurrence or Exemption: _____

Name of Multi-Family Project: _____

Address of Project: _____
(if multiple provide
on additional page) _____, IA_____
(City) (Zip)

Number of Units Proposed in Application: _____, Number of Units Completed: _____

Number of Units that will be LMI Assisted: _____
(Tenant Income verification and rent limits)

Date of Certificate of Occupancy: _____ Issued by:_____
(city, county, inspector, etc.)

CDBG AWARD:

Date Lien Filed with Covenants and Restrictions: _____, Term of Forgivable Loan: _____
(attached copy of filed lien to closeout packet) (5 or 10 years)

Name of property owner at the time lien filed: _____

Amount of CDBG Funds Drawn to Date: _____

CONTRACTS:

Did this project go through a procurement process for architectural services: ◯ Yes ◯ No

Architect: _____
(Name and Address)

Date Contract Signed: _____

Did this project go through a procurement process for construction services: ◯ Yes ◯ No

Construction Contractor: _____
(Name and Address)

_____

Date Contract Signed: _____, Date Construction Started: _____

Does the Construction Contract include all required Federal contract provisions: ◯ Yes ◯ No

Was a pre-construction conference held: ◯ Yes ◯ No

Original Contract Amount: _____, Total Paid to Construction Contractor: _____
(including any change orders)

Was a percentage of the Construction fee withheld until after final inspection and acceptance: ◯ Yes ◯ No

If Yes, what percentage was withheld: _____

Was a final construction inspection completed: ◯ Yes ◯ No If Yes, Date of Inspection: _____

Were there any lien wavers (including partial waivers) filed for this project/contractor: ◯ Yes ◯ No

Were all required permits retained and displayed: ◯ Yes ◯ No

Did the Contractor provide a copy of their insurance for the project file: ◯ Yes ◯ No

Was the Contractor required to be bonded: ◯ Yes ◯ No

If Yes is there a copy of the Contractor's bond insurance in the project file: ◯ Yes ◯ No

Was the contractor checked against Iowa's list of debarred, suspended and ineligible contractors for contractor clearance: ◯ Yes ◯ No

PROJECT AND TENANT FILES

Where will the project and tenant files be retained:
(IEDA reserves the right to monitor project files any time during the period of affordability)

Organization Name: _____

Address: _____

Contact Person: _____ phone: _____ email: _____

I, _____ authorize that the information provided in this form is true and accurate and that all required documentation is on file to support the information provided here in:

_____ _____
Signature Date

REQUIRED ATTACHMENTS:

- Copy of Filed Lien
- Completed Green Streets Certifications (as applicable)
- One Draw with Supporting Invoices
- One Sample Payroll and Corresponding Interview Sheets for Davis Bacon Compliance
- Completed Section 3 Form

Process to close Owner Occupied DRH Activities

When DRH Contract Activities for OWNER OCCUPIED projects have spent all money: This will happen either by Ann signing off on a Draw showing all funds expended or Kristy will check each QPR for fully drawn but open activities.

- Ann will Check CDBG to make sure that activity has been monitored at least once
- Ann emails Khristy and request the Activity Cert be generated
- Khristy emails Ann a PDF of each Activity Cert that is ready to be closed
- Ann emails the Activity Cert to Grant Administrators and requests that they review and sign off, specifically checking and correcting:
    - Total Funds Drawn
    - Addresses per activity (LMI/UN)
    - Demographic Information
- Grant Administrator emails Ann back with signed (and corrected if necessary) Activity Cert along with signed Section 3 form
- When Ann receives Certs back, she gives them to Don who will determine who and when data entry will be updated
- Ann Processes Amendment based on Certs
    - If no changes amendment just states that IEDA is closing this activity
    - If Property Address Changes or Funding Amount Changes – amendment addresses all of those on Amendment, Attachment A and Red Sheet (Red Sheet is modified for Kristy to initial Activity closure on the form)
- Tim Metz will deobligate any residual money from the ALOG once the amendment is returned from the Community
- Khristy will close the activity in CDBG & DRGR and adjusted budgets and performance targets when she receives the amendment from Tim Metz
- Ann will put the returned and processed Amendment with the activity file within the still open contract.

When DRH Contract Activities for RENTAL projects have spent all money:

- Ann checks CDBG to make sure that activity has been monitored at least once
- Ann collects all Rental Project Closeout Forms (Hayley is currently collecting those) and sums the total of all forms on a summary sheet
- Ann checks with Leslie and the Long Term Monitoring spreadsheet to make sure that all projects have been checked for Term of Affordability monitoring at least once.
- Ann Processes Amendment to document activity closeout. If Performance Targets need adjusted that will be included in the amendment. Amendment addresses all such changes on Amendment, Attachment A and Red Sheet (Red Sheet is modified for Kristy to initial Activity closure on the form)
- Khristy will double check that demographic information has been added to the systems (from the long term monitoring spreadsheet – or work with Leslie if not already in the system) and will close in both DRGR and CDBG when she receives the Amendment.
- Ann will put the returned and processed Amendment with the activity file within the still open contract.

Notes on the above processes:

- Amendment is needed for all activity closeout. This will both document that the activity has been closed and reconcile any funds if necessary.

If Funds are Returned After Activity is Completed/Closed:

- Grant Administrator sends in negative Gax with Check for returned funds
- Hayley processes Negative Draw - and sends it through Project Manager
- Ann processes Amendment, which acts more as a receipt of funds than anything else

For DRRTC:

- Ann will confirm all contracts have met their LMI requirement at least once (per Leslie's Long Term Compliance Spreadsheet)
- Ann will email Khristy to let her know which ones are good to close or which ones are not good to close
- Khristy will double check that demographic information has been added to the systems (from the long term monitoring spreadsheet – or work with Leslie if not already in the system)
- Khristy will Close the Activity – but leave the contract open

IEDA DOB Monitoring Policy

Overview

This list of questions is used for monitoring the duplication of benefits process developed by IDED to ensure compliance with the Stafford Act Section 312. All questions must be addressed. Any areas that appear weak must be addressed in more depth. Additional questions may be added to this document in the future to ensure comprehensiveness. (Note: As of the date of this document, IDED is in the process of incorporating the DOB Monitoring questions into the Disaster Monitoring process and the respective checklists.)

Devising a Random Sample

Instructions: Each program will have a universe of applicants that can be divided into subgroups. A complete monitoring checklist will need to include a specific number of applicants from each program. Each subgroup will need to have a sufficient number of applicants within it to determine whether there are systemic problems with the DOB process at the administrative entity being monitored. Monitoring each subgroup is critical because there are unique characteristics of each subgroup that will need to be addressed. These subgroups are identified here for each program:

Homebuyer Assistance (HBA)

1. HBA without any State Down Payment Assistance Supplement
2. HBA with State Down Payment Assistance Supplement
3. HBA Homebuyer Assistance awarded post-buyout

Federal Jumpstart Repair / Rehabilitation

4. Repair / Rehabilitation
5. Express

Single Family New Production (SFNP)

6. SFNP non-disaster victims, not in the buyout
7. SFNP non-disaster victims, pre- buyout
8. SFNP non-disaster victims, post- buyout
9. SFNP disaster victims, not in the buyout
10. SFNP disaster victims, pre- buyout
11. SFNP disaster victims, post- buyout

CDBG Buyout

12. CDBG Buyout

Rental Rehabilitation

13. Large Rental with resident landlord
14. Large Rental without resident landlord
15. Small Rental with resident landlord
16. Small Rental without resident landlord

Multi-Family New Production (SFNP)

17. New Production-Small Rental
18. New production-Large Rental

Federal Jumpstart Business

19. Business Rental Assistance Program (BRAP) – business rent, assets, inventory
20. Expanded Rental Assistance Program (EBRAP) – business rent, assets, inventory
21. Small Business Jumpstart (SBJ) – working capital, anything
22. Commercial Rental Revenue Gap (CRRG) – business rent
23. Loan Interest Supplemental Program (LISP) – loan interest
24. Residential Landlord Business Support (RLBS) – residential rent
25. Cedar Rapids Steam Conversion (CRSC) – conversion
26. Combinations of Business Programs (overlapping purposes = higher risk for DOB).

27. SBJ/BRAP/EBRAP
28. SBJ & CRRG/LISP/RLBS/CRSC

Dropped Applicants

29. All programs
    a. Administrative entities could easily draw down funds for applicants that were no longer enrolled in the program. All they would need to do is delete the DOB Submitted Date after drawing down funds. IDED does not keep track of who received funds in any database so cross-checking the list of those enrolled with those who drew down funds is nearly impossible.

APPENDICES

A) ACTIVITIES AND BUDGETS
B) INTERMEDIARY RECIPIENT LISTING
C) SERVICE POINT SAMPLE
D) DOB MANUAL
E) HOUSING MONITORING CHECKLISTS
    1) GENERAL HOUSING CHECKLIST
    2) HOMEOWNER REPAIR AND REHAB
    3) HOMEBUYER ASSISTANCE
    4) IMA (INTERIM MORTGAGE ASSISTANCE)
    5) SMALL RENTAL REHAB
        A) Rental Rehab Owner File Review
        B) Rental Rehab Tenant File Review
    6) LARGE RENTAL REHAB
    7) SINGLE FAMILY NEW CONSTRUCTION
    8) MULTI FAMILY NEW CONSTRUCTION
    9) SMALL BUSINESS JUMPSTART MONITORING CHECKLIST
    10) BUSINESS RENTAL ASSISTANCE MONITORING CHECKLIST
    11) INFRASTRUCTURE MONITORING CHECKLIST
    12) BUYOUT MONITORING CHECKLIST
    13) SECTION 106 PLANNING
    14) WATERSHED PROJECTS
    15) WATERSHED PLANNING
F) PROGRAMMATIC AGREEMENT BETWEEN IDED AND SHPO

APPENDIX A:
ACTIVITIES AND BUDGETS

ACTIVITIES & BUDGETS

Updated August 2017

		ACTIVITIES & BUDGETS	Plan 2 Budget at		Plan 1 Budget at
Plan 1	Plan 2	Activities	Amendment 19 / Tech Mod		Amendment 11 / Tech Mod 6
A.	A.	Repair/Rehabilitation - owner occupied	$ 14,044,103		$ 28,128,792
		Repair/Rehabilitation - rental	$ -		$ -
		Homebuyer Assistance	$ -		$ -
		Interim mortgage assistance	$ -		$ -
B.	B.	Lead hazard/lead-based paint abatement training	$ 750,000		$ 250,000
C.	C.	Buyouts - FEMA match	$ 11,432,196		$ 4,991,048
	D.	Buyouts - non-FEMA	$ 168,718,219		
D.	E.	Production - affordable rental	$ 239,318,725		$ 63,194,622
		Production - affordable owner-occupied	$ -		$ -
		Infrastructure for housing development	$ -		$ -
			$ -		$ -
E.	F.	Small business Jumpstart	$ -		$ 14,586,373
	G.	Business assistance program	$ 84,165,147		$ -
	H.	SBA Loan Review	$ 6,333		$ -
	I.	Cedar Rapids steam conversion	$ 15,581,826		$ -
			$ -		$ -
F.	J.	Hazard Mitigation match - Infrastructure	$ -		$ 5,770,366
G.	K.	Infrastructure projects - non-FEMA	$ 148,189,884		$ 30,014,977
H.	L.	Disaster recovery case management	$ -		$ 1,085,054
	M.	Floodplain mapping	$ 14,704,000		$ -
	N.	Green Initiative	$ 900,000		$ -
	O.	Flood insurance/mitigation outreach	$ 215,000		$ -
I.		Home Foreclosure Counseling Services	$ -		$ 1,471,104
	P.	Planning Grants	$ 866,845		$ -
	Q.	Watershed Planning	$ 2,051,262		$ -
	R.	Watershed Projects	$ 8,043,181		$ -
	S.	Flood Plain Education	$ 400,000		$ -
	T.	Emergency Housing Revitalization	$ -		$ -
	U.	Emergency Economic Revitalization	$ -		$ -
	V.	Planning Grants for Section 106	$ 490,400		$ -

			$ -		$ -
J.	W	IDED administration	$ 24,301,530		$ 7,198,479
		Rebuild Iowa coordination	$ -		$ -
		Local general administration	$ -		$ -
			$ -		$ -
		TOTAL ALLOCATED	$ 734,178,651		$ 156,690,815
		TOTAL BUDGET	$ 734,178,651		$ 156,690,815

APPENDIX B:
LIST OF INTERMEDIARY RECIPIENTS/ADMINISTRATORS FOR DISASTER FUNDING

List of Intermediary Recipients/Administrators for Disaster Funding

Bob Seymour
Housing & Community Development
City of Cedar Falls
220 Clay Street
Cedar Falls, IA 50613
Phone: 319-273-8606
Email: bob.seymour@ cedarfalls.com

Paula Mitchell
Assisted Housing Manager
Housing Services
City of Cedar Rapids
1211 6th Street SW
Cedar Rapids, Iowa 52404
Phone: 319-286-5873
FAX: 319-286-5870
Email: p.mitchell@ cedar-rapids.org

Bob Schulte
Federal Programs Administrator
City of Des Moines
100 E. Euclid Avenue Suite 101
Des Moines, IA 50313
Phone: 515-237-1384
Cell: 515-202-8976
FAX: 515-242-2844
Email: raschulte@ dmgov.org

Steve Long
Community Development Coordinator
Iowa City Planning & Community Development
City of Iowa City
410 E. Washington Street
Iowa City, IA 52240
Phone: 319-356-5250
FAX: 319-356-5217
Email: Steve-Long@ iowa-city.org

Rudy D. Jones
Community Development Director
City of Waterloo
620 Mulberry St.
Waterloo, IA 50703
Phone: 319-291-4429
FAX: 319-291-4431
Email: rudy.jones@ waterloo-ia.org

Sharon Juon, Director
Iowa Northland Regional Council of Governments (INRCOG)
229 East Park Avenue
Waterloo, IA 50703
319/235-0311 (FAX 319/235-2891)
E-Mail: sjuon@ inrcog.org

Mark Schneider, Director
East Central Intergovernmental Association (ECIA)
3999 Pennsylvania Avenue, Ste. 200
Dubuque, IA 52002
563/556-4166 (FAX 563/556-0348)
E-Mail: mschneider@ ecia.org

Kristine Chiafos, Director
East Central Iowa Council of Governments (ECICOG)
700 16th Street NE, Suite 301
Cedar Rapids, IA 52402
319/365-9941 ext. 27 (FAX 319/365-9981)
E-Mail: kristine.chiafos@ ecicog.org

Joe Myhre, Director
North Iowa Area Council of Governments (NIACOG)
525 Sixth Street SW
Mason City, IA 50401
641/423-0491 (FAX 641/423-1637)
E-Mail: niacog@ niacog.org

Timothy J. Ostroski, Director
(SICOG) Southern Iowa Council of Governments
101 E. Montgomery St.
P.O. Box 102
Creston, IA 50801-0102
641/782-8491 (FAX 641/782-8492)
E-Mail: sicog@ sicog.com

Eric Weinkoetz, Director
Southwest Iowa Planning Council (SWIPCO)
1501 S.W. 7th Street
Atlantic, IA 50022
712/243-4196 (FAX 712/243-3458)
E-Mail: swipco@ metc.net

APPENDIX C:
SERVICE POINT SAMPLE FORM

Service Point Sample Form

Client Name:,
Client ID:
Jumpstart FEDERAL Housing Relief

Assessment Date	**10/28/2009 11:43 AM**
Date Governor's Letter Sent (Federal - IDED Only)	**H G**
COG/Entitlement	**H G**
Application Date	**H G**
Funds To Come From Federal Contract Year:	**H G**
Type of Disaster	**H G**
Approximate date of incident	**H G**
Household Type	**H G**
Household size	**H G**
Number of dependents	**H G**
Are you a U.S. Citizen or Legal Alien?	**H G**
Total annual household income	**H G**
Percent Median Income	**H G**
A) General Eligibility Determination(ALL PROGRAMS)	
Have you registered with FEMA?	**H G**
FEMA registration number	**H G**
Has been awarded FEMA housing assistance?	**H G**
FEMA housing assistance award amount	**H G**
Resided in disaster-affected home at time of event	**H G**
Owner of record of disaster-affected home?	**H G**
Is there a 2nd person listed as owner of record?	**H G**
If yes, name:	**H G**
Application is for:	**H G**
Are you a flood victim? NO skip to SFNP Section	**H G**
Application Certification with Original Signature?	**H G**
If yes, date of signature	**H G**
B) Disaster-affected home (ALL PROGRAMS)	
Street Address	**H G**
City	**H G**
Zip Code	**H G**
County	**H G**
State	**H G**
Year Built	**H G**
Building Type	**H G**

Is the disaster-affected home in a flood plain?	**H G**
1st Mortgage Holder/Lender	**H G**
2nd Mortgage Holder/Lender	**H G**
Pay-off amount owed on mortgage/purchase contract	**H G**
Have you started repairs on your home?	**H G**
If yes, date started:	**H G**
Have you completed repairs on your home?	**H G**
If yes, date completed:	**H G**
C) Damage Assessment (ALL PROGRAMS)	
Has FEMA completed its assessment?	**H G**
If yes, FEMA assessment total	**H G**
FEMA appeal pending?	**H G**
Have you applied for an SBA loan?	**H G**
If yes, SBA application status	**H G**
If offered assistance, SBA loan amount received	**H G**
SBA appeal pending?	**H G**
Real Estate Damage Estimate from FEMA/SBA	**H G**
Source of damage estimate	**H G**
Total repair/rehab costs est. by COG/Entitlement	**H G**
Was Disaster-Affected Home covered by Flood Ins.?	**H G**
Was home covered by homeowner's insurance?	**H G**
If yes, Name of Insurance Carrier	**H G**
If yes, Policy Number	**H G**
Signed ins. affidavit confirming all ins. info	**H G**
Consent and Release Form is Attached?	**H G**
Signed Subrogation & Program Eligibility Affidavit	**H G**
Amount of FEMA repair assistance received	**H G**
Amount Received/Expected from Flood Insurance	**H G**
Amt. from Homeowner Ins. for Structural Damage	**H G**
Amount received from other governmental assistance	**H G**
Specify Governmental Source	**H G**
Amount received from other non-gov. assist.	**H G**
Specify Non-Governmental Source	**H G**
Total Disaster Compensation (sum of above)	**H G**
D) Down Payment Assist./Homebuyer Assist. (HBA)	
Home destroyed/damaged beyond reasonable repair?	**H G**
Is replacement housing eligible?	**H G**
Replacement is located in jurisdiction?	**H G**
Replacement housing Street Address	**H G**
Replacement housing City	**H G**

Replacement housing Zip Code	**H G**
Replacement housing County	**H G**
Reminder: Attach legal description	
Replacement housing Purchase Price	**H G**
Requesting assistance for:	**H G**
If yes reasonable repairs, state amount requested:	**H G**
Click on questions marked with ** for instructions	
**Total documented FEMA repair expenditure:	**H G**
Maximum Down Payment Assistance	**H G**
Amount Allowed for Repairs	**H G**
Total approved for DPA and Allowed for Repairs	**H G**
E) Housing Repair or Rehabilitation	
Is home NOT proposed for buyout?	**H G**
Assessed value of disaster-affected home	**H G**
Necessity & reasonable cost has been established?	**H G**
Amount of repair or rehab assistance approved	**H G**
F) Interim Mortgage Assistance Loans	
(USE ALONE OR WITH HBA OR SFNP)	
Is home proposed for buyout?	**H G**
Monthly mortgage payment	**H G**
Monthly Amount of IMA toward Principal	**H G**
Months applicant will receive IMA	**H G**
Total IMA Toward Principal	**H G**
Real estate purchase contract payments:	**H G**
Monthly Eligible Property Carrying Costs:	
Liability insurance premiums:	**H G**
Flood insurance premiums:	**H G**
Property tax payments:	**H G**
Total Eligible Property Carrying Costs:	**H G**
Total Monthly Mort./Contract Pmt & Prop. Carrying:	**H G**
Max Monthly Interim Mort. Assist. Loan Approved	**H G**
Max Total Interim Mortgage Assist Loan Approved	**H G**
G) Single Family New Production (SFNP)	
New Housing Street Address	**H G**
New Housing City	**H G**
New Housing Zip Code	**H G**
New Housing County	**H G**
Final Sales Price of Unit	**H G**
Assistance Summary	
DOB Verification Submitted	**H G**

Final Costs of Repair	**H G**
Estimated costs for lead hazard reduction:	**H G**
Final Cost of Lead Abatement	**H G**
Expected Date of Closing	**H G**
DOB Verification Completed (IDED use only):	**H G**
Date of Award	**H G**
Expected $$ of Fed Award used to reimb. State J.S.	**H G**
Jumpstart Express Amount Awarded	**H G**
Jumpstart Express National Objective:	**H G**
Jumpstart Homebuyer Assistance Amount Awarded	**H G**
Jumpstart Homebuyer Assistance National Objective	**H G**
Jumpstart Interim Mortgage Assist. Amount Awarded	**H G**
Jumpstart Interim Mort. Assist. National Objective	**H G**
Jumpstart Housing Repair or Rehab. Amount Awarded	**H G**
Jumpstart Housing Repair/Rehab National Objective	**H G**
Jumpstart SFNP Amount Awarded	**H G**
Jumpstart SFNP National Objective	**H G**
Total Federal Jumpstart Housing Assist. Provided	**H G**
Total Fed. Jumpstart + Lead Hazard Reduction	**H G**
Project Completion Date	**H G**
Fill out next 2 fields only if requested by IDED	
CRCB Requested Date	**H G**
CRCB Verified Date	**H G**
Database Use Only (start date)	**H G**
Database Use Only (end date)	**H G**

Client Name:,
Client ID:
Jumpstart FEDERAL Housing Relief

APPENDIX D:
DUPLICATION OF BENEFITS POLICY MANUAL

Community Development Block Grant – Disaster Recovery
Housing Programs

Duplication of Benefits Manual

State of Iowa
Iowa Economic Development Authority

2015

TABLE OF CONTENTS

Section 1.0: Introduction----------
Section 1.1 Authority----------
Section 1.2 Purpose----------
Section 1.3 Scope----------
Section 1.4 Background----------
Section 1.5 Definitions----------
Section 2.0 Decision on a Structure----------
Section 2.1 The DOBApp----------
Section 2.2 ServicePoint----------
Section 3.0: Important Components of the DOB Process----------
Section 3.1 Required Forms----------
Section 3.2 National Flood Insurance Program (NFIP) Verification----------
Section 3.3 FEMA Verification----------
Section 3.4 Insurance Verification----------
Section 3.5 SBAVerification----------
Section 4.0 Housing Program-Specific Duplication of Benefits Verification Processes------
Section 4.1 Single Family New Production----------
Section 4.2 Rehabilitation and Repair / Jumpstart Express----------
Section 4.3 Small Project Rental Rehabilitation----------
Section 4.4 Large Project Rental Rehabilitation----------
Section 4.5 CDBG Buyout----------
Section 4.6 Interim Mortgage Assistance----------
Section 4.7 Multi-Family New Construction----------
Section 5.0 Appendices----------
Appendix 5.1 Templates of Required Forms----------
Appendix 5.2 Insurance Contact List----------
Appendix 5.3 Data Request for Flood Claim Information----------
Appendix 5.4 NFIP Access & Renewal ----------
Appendix 5.5 Set-Up Structure for DOB Databases ----------
Appendix 5.6 Single Family New Production Contact List----------
Appendix 5.7 Single Family New Production Crucial Fields in Service Point----------
Appendix 5.8 Single Family New Production Manual Verification Form Template----------
Appendix 5.9 Repair & Rehab and Jumpstart Express Crucial Fields in Service Point----------
Appendix 5.10 Small Project Rental Rehabilitation Crucial Fields in Service Point----------
Appendix 5.11 Large Project Rental Rehabilitation Manual Verification Form Template--------

Section 1.0: INTRODUCTION

1.1 AUTHORITY

This manual has been developed by the Iowa Economic Development Authority (IEDA) with guidance from the *Federal Register* NOFA (Notice of Fund Availability) provided by the U.S. Department of Housing and Urban Development and 42 U.S.C. §5155 (section 312 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act, as amended) – The Stafford Act.

1.2 PURPOSE

This document clarifies our duplication of benefits processes utilized by the IEDA to abide by the Stafford Act for our CDBG Disaster Recovery Housing Programs. The intention of this manual is to provide a concise, comprehensive outline describing our processes for identifying potential duplicative benefits for all housing programs. It will also be used to identify the resources utilized to both coordinate and carry out our processes.

1.3 SCOPE

This manual is intended for IEDA personnel to aid in making duplicative benefits determinations for housing program disaster applicants.

1.4 BACKGROUND

In the aftermath of severe weather and flooding throughout Iowa in 2008, IEDA utilized federal monies to create several housing disaster recovery programs to rehabilitate the state. In accordance with the Stafford Act, IEDA developed its own processes to ensure that beneficiaries of all its housing programs received no duplicative benefits. On November 16, 2011, HUD also issued a *Federal Register* Notice providing uniform guidance for all current and future CDBG disaster recovery grantees for ensuring compliance with the Stafford Act.

1.5 DEFINITIONS

IEDA - Iowa Economic Development Authority
DOB - Duplication of Benefits
DOBApp – Short for 'Duplication of Benefits Application'; created by IEDA, this database is utilized to track applicant information provided by Service Point as well as generate Duplication of Benefits Verification Forms
NOFA - Notice of Fund Availability
HUD - Department of Housing and Urban Development
Stafford Act – Short for the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121-5207); states that "no person, business concern, or other entity will receive duplicative assistance and imposes liability to the extent such assistance duplicates benefits available to the person for the same purpose from another source". 42 U.S.C. 5155(a) and (c).
CDBG - Community Development Block Grant
NFIP - National Flood Insurance Program; aimed at reducing the impact of flooding on private and public structures by providing affordable insurance for property owners and encouraging communities to adopt and enforce floodplain management regulations.
SBA - US Small Business Administration

Section 2.0: DECISION ON A STRUCTURE

2.1 DOBAPP
2.2 SERVICE POINT

This section was intended to include background information on why IEDA selected the systems we did.

Section 3.0: IMPORTANT COMPONENTS OF THE DOB PROCESS

There are four potential sources of funds that must be verified for each applicant by the DOB Coordinator: insurance, NFIP, SBA, and FEMA. In addition, each applicant's file must contain three specific forms. The following sections will outline how each of these components is verified.

3.1 REQUIRED FORMS

- Consent and Release Form: Signed by the applicant(s), this form authorizes IEDA to request, access, review, disclose, release and share any and all information received with respect to the applicant's application. This form does not need to be signed by a notary public. *For blank templates of this form, please see **Appendix 5.1***.

- Subrogation Agreement: Signed by the applicant(s), this form states that the applicant agrees to cooperate with the distributor of funds should funds need to be returned. *For blank templates of this form, please see **Appendix 5.1***.

- Insurance Affidavit: Signed by the applicant(s), this form is used to report any insurance policies held by the applicant during the time of the disaster. The form contains space to report the following information:
    - Insurance Provider
    - Policy Number
    - Claim Number
    - Total Settled Amount(s)
    - Purpose of payment

  If the applicant held an active policy at the time of the disasters, the Affidavit states that they are required to provide Insurance Declaration pages for their policy as well as any communication pertaining to claim information that they received. *For blank templates of this form, please see **Appendix 5.1***.

Though all three forms are required in the applicant's file, it is at every department's own discretion how this is to be verified. Following the 2008 disasters in Iowa, most forms were required to be uploaded to Service Point for verification; in the case of future disasters, it can be determined at that time whether the forms need to be collected at the local level or not.

3.2 NATIONAL FLOOD INSURANCE PROGRAM (NFIP) VERIFICATION

The purpose of the NFIP verification process is to confirm whether or not the applicant has received an insurance payout for an NFIP policy. This process includes the following steps:

1. Log onto the NFIP Data Exchange by entering 'https://lookup.nfipstat.fema.gov/ibi_apps/WFServlet?IBIF_ex=street_sel_launch' into browser. Provide username and password using credentials provided by FEMA (*see **Appendix 5.4** for information regarding NFIP Access & Renewal*):

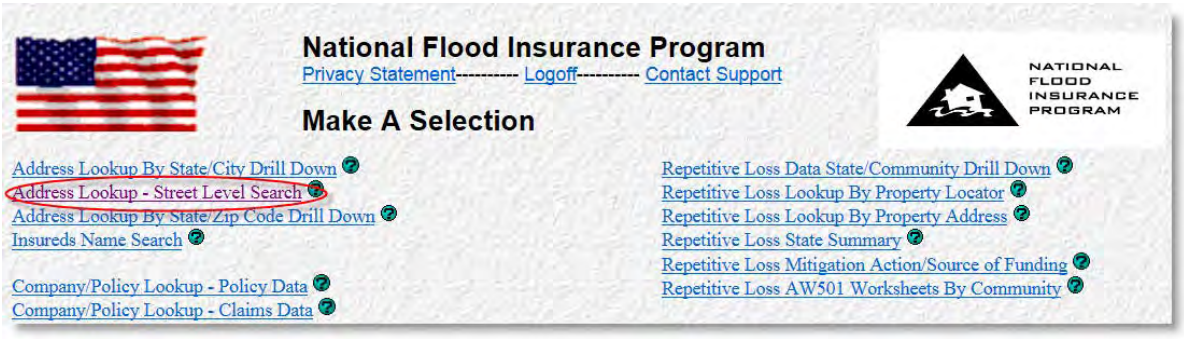
Figure 3.2A

2. Click 'OK' on the 'Message from webpage' text box that appears, then 'Continue' on the next screen (shown below):

Figure 3.2B

3. On the screen shown below, click 'Address Lookup- Street Level Search' (all applicants' policies are searched for by address).

Figure 3.2C



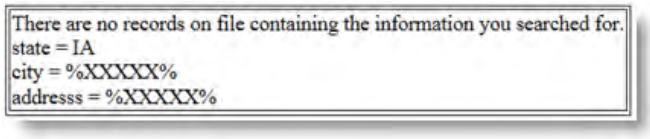
4. On the next screen, select 'Claims (Losses)' under the 'Data Included' section, then complete the 'City name' and 'Address Search' (house number) fields as needed using the applicants' street address provided in Service Point. Click 'Run Report'.

Figure 3.2D

One of two results will appear:

A text box containing a message stating no results were found. The applicant has no NFIP policy and therefore there is no DOB. This portion of the DOB verification process is complete.

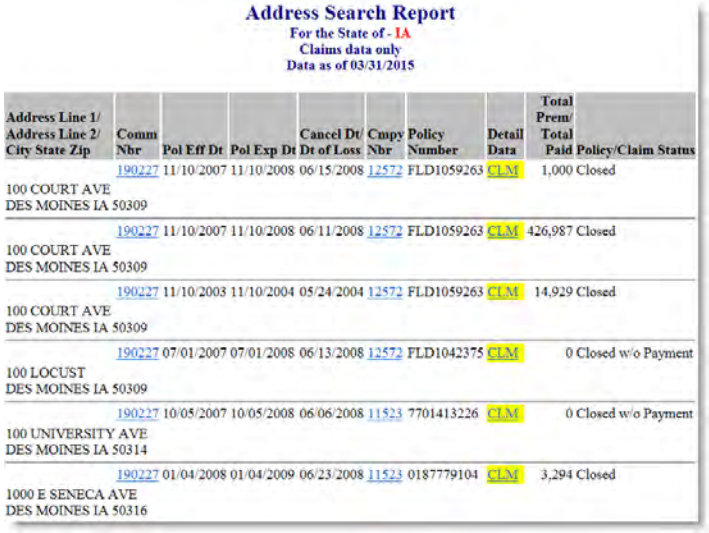
Figure 3.2E



OR

A list of addresses matching the search criteria will appear. If the applicant doesn't appear in this list, they do not have an NFIP policy and therefore there is no DOB. This portion of the DOB verification process is complete.

Figure 3.2F



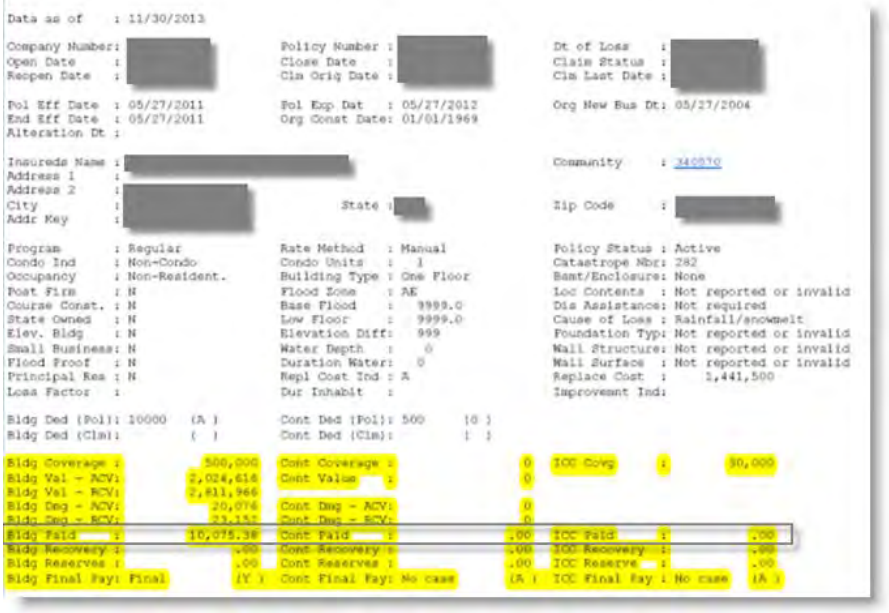
Address Search Report

For the State of - IA
Claims data only
Data as of 03/31/2015

Address Line 1/ Address Line 2/ City State Zip	Comm Nbr	Pol Eff Dt	Pol Exp Dt	Cancel Dt/ Dt of Loss	Cmpy Nbr	Policy Number	Detail Data	Total Prem/ Total Paid	Policy/Claim Status
100 COURT AVE DES MOINES IA 50309	190227	11/10/2007	11/10/2008	06/15/2008	12572	FLD1059263	CLM	1,000	Closed
100 COURT AVE DES MOINES IA 50309	190227	11/10/2007	11/10/2008	06/11/2008	12572	FLD1059263	CLM	426,987	Closed
100 COURT AVE DES MOINES IA 50309	190227	11/10/2003	11/10/2004	05/24/2004	12572	FLD1059263	CLM	14,929	Closed
100 LOCUST DES MOINES IA 50309	190227	07/01/2007	07/01/2008	06/13/2008	12572	FLD1042375	CLM	0	Closed w/o Payment
100 UNIVERSITY AVE DES MOINES IA 50314	190227	10/05/2007	10/05/2008	06/06/2008	11523	7701413226	CLM	0	Closed w/o Payment
1000 E SENECA AVE DES MOINES IA 50316	190227	01/04/2008	01/04/2009	06/23/2008	11523	0187779104	CLM	3,294	Closed

If the applicant's address **does** appear, click 'CLM' under 'Detail Data'. This will give you a screen similar to the one below detailing the applicant's claim information. Focus on the section highlighted below, specifically the 'Bldg Paid', 'Cont Paid', and 'ICC Paid' fields. This will indicate how much, if anything, was paid to the applicant, as well as the purpose of funds. The 'ICC Paid' field can be disregarded; however, if there is an amount listed under the Building ('Bldg Paid') or Contents ('Cont Paid') fields, it will be a potential DOB with several Disaster Recovery Programs.

Figure 3.2G

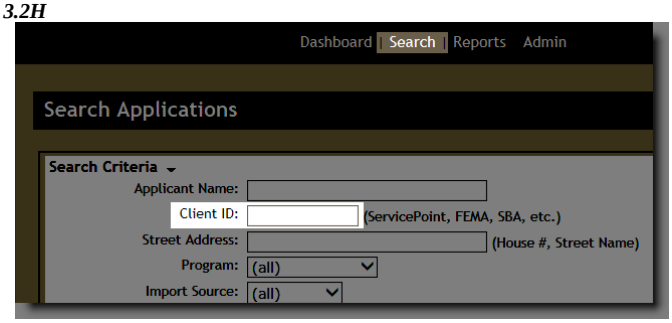


The DOB Coordinator will compare this information against the purpose of the program in order to determine whether or not a Duplication of Benefits has occurred. Please see program specific sections of this manual for more information. Once this has been determined, document the results in the DOBApp:

5. Log into the DOBApp by typing 'https://idedintranet.iowa.gov/dob/' into the browser and providing appropriate log-in credentials (*see **Appendix 5.5** for log-in instructions*).

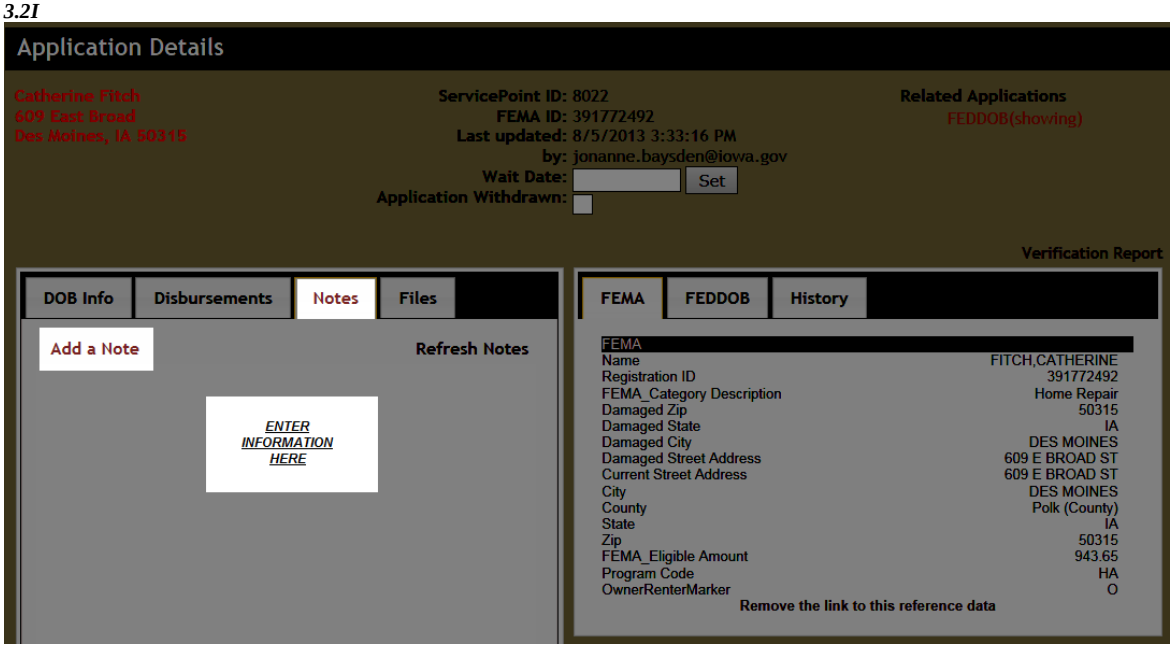
Select the 'Search' tab and enter the Client ID in the corresponding field. Click 'Search':

Figure 3.2H



Once the applicant appears, click on the file to open it. Select the 'Notes' tab.

Figure 3.2I



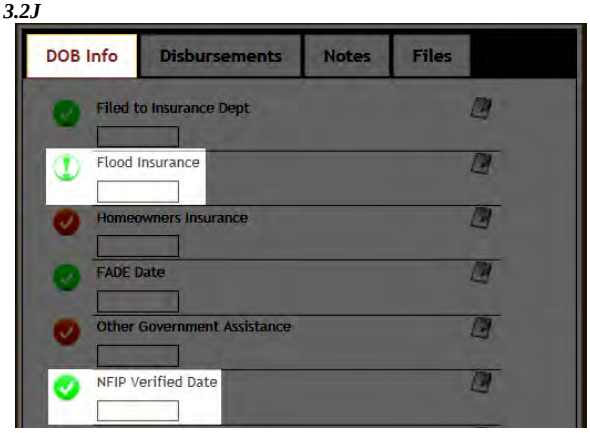
Click 'Add a Note'. If the applicant did **not** receive an NFIP claim payment, enter: "NFIP – No claims paid."

Click the 'DOB Info' tab.

Complete the 'Flood Insurance' field by indicating nothing was paid; click the orange checkmark so that it changes to green.

Complete the 'NFIP Verified Date' by entering that day's date; click the orange checkmark so that it changes to green. The verification process is complete.

Figure 3.2J



If the applicant **did** receive an NFIP claim payment amount that is a DOB (for further information on what constitutes a DOB, refer to the program specific sections of this manual), directly copy and paste the information from the NFIP site (refer to the boxed section in Figure 3.2G) into the Notes section of the DOBApp.

Click the 'DOB Info' tab.

Complete the 'Flood Insurance' field by entering the dollar amount of the DOB; click the orange checkmark so that it changes to green.

Complete the 'NFIP Verified Date' by entering that day's date; click the orange checkmark so that it changes to green. The verification process is complete.

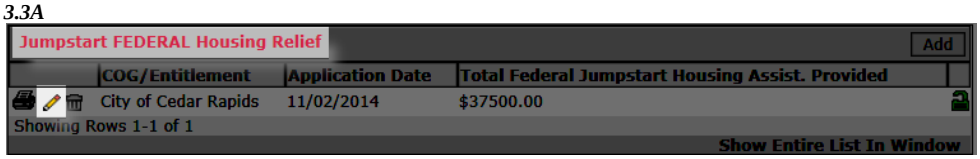
3.3 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) VERIFICATION

The purpose of this portion of the DOB verification process is to verify whether the applicant received funds from FEMA. To verify for housing applicants:

1. Log into Service Point and enter the Service Point ID of the applicant. Open file.

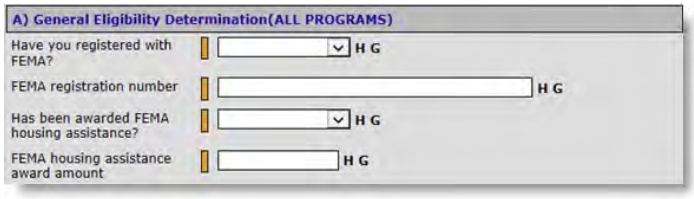
2. Scroll down and locate the "Jumpstart FEDERAL Housing Relief" section (pictured below); click on the pencil icon to view:

Figure 3.3A



3. Once inside, scroll down to Section A: General Eligibility Determination (ALL PROGRAMS). Locate the following fields:

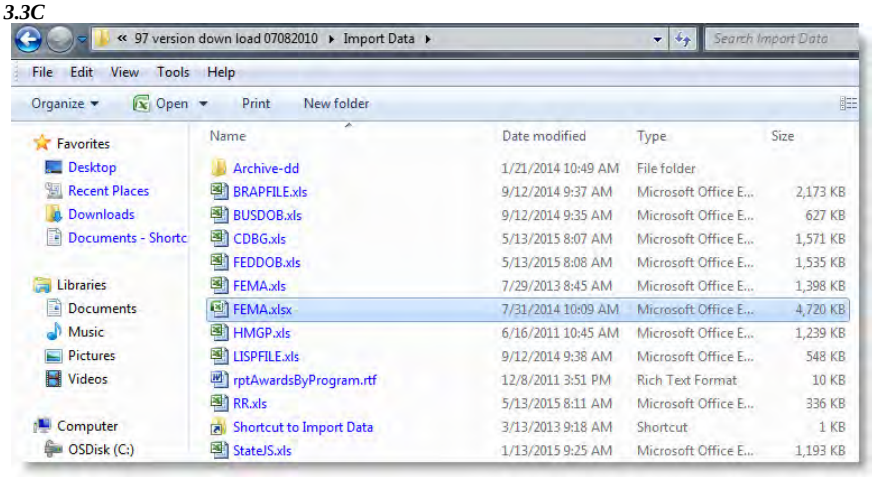
Figure 3.3B



4. If these fields have been left blank, the applicant received no FEMA funds. There is therefore no duplicating benefit and this portion of the DOB verification process is complete.

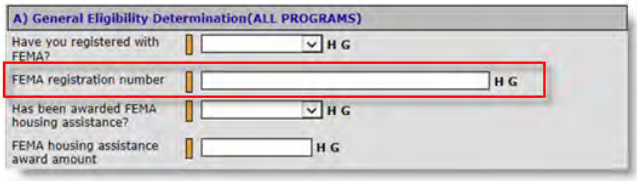
5. If FEMA information has been entered into this section, the DOB Coordinator will then need to verify with FEMA whether funds have been distributed, how much, and for what purpose. To execute this, FEMA provided a spreadsheet that can be found at the following location: H:\Collaboration\Service Point\1_DAILY REPORTS_current\97 version down load 07082010\Import Data

Figure 3.3C



The most efficient way to locate the applicant on this spreadsheet is to search by the FEMA Registration Number provided in Service Point in Column A of the spreadsheet. This number can be found in Section A: General Eligibility Determination (ALL PROGRAMS) in the applicant's file in Service Point:

Figure 3.3D



Applicants can also be searched for using different information, such as last name or address (also found in Service Point).

NOTE: Applicants have more than one entry on the FEMA spreadsheet. The DOB Coordinator will need to ensure they locate ALL entries applying to the individual.

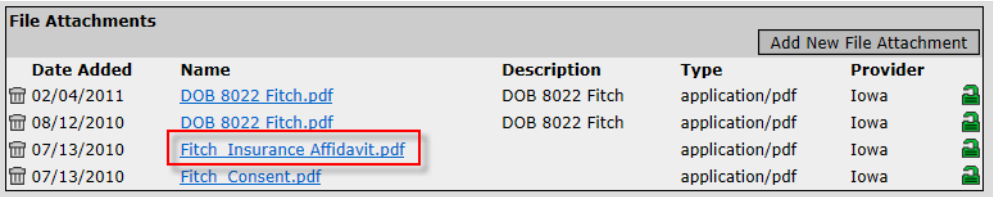
6. After locating the applicant on the spreadsheet, find Columns R and S. Column R lists the type of assistance provided and Column S lists the amount provided. The DOB Coordinator will then compare that information against the purpose of the program in order to determine whether or not a Duplication of Benefits has occurred. Please see program specific sections of this manual for more information.

3.4 INSURANCE VERIFICATION

The purpose of the insurance component of the duplication of benefits process is to identify funds that were provided to the applicant from any insurance entity during the disaster period (May-June 2008) in order to determine whether a duplication of benefits with the program has occurred. For all programs, the insurance verification process begins as soon as the file has been submitted for the program. Tp execute:

1. Upon notification, the DOB coordinator will open the file in Service Point and locate the Insurance Affidavit referenced in **Section 3.1**. This will be uploaded in the section entitled 'File Attachments' in Service Point. Look for a document bearing the word 'Affidavit'; if this document is missing, contact the administrative entity:

Figure 3.4A



The applicant will need to clearly indicate on the Affidavit whether or not they had an active policy at the time of the disasters. If an applicant did **not** have an active policy, the DOB Coordinator will make note of this in the DOBApp and no additional action is needed for this component of the DOB process.

2. If the applicant **does** indicate there was a policy, the DOB coordinator must verify the information the applicant has provided with the insurance company they listed on the Affidavit.

*See **Appendix 5.3** for the Data Request for Flood Claim Information.*

Using all information provided by the applicant with the Affidavit and any applicable documentation, the DOB coordinator will complete a portion of a spreadsheet providing applicant details that will then be sent to the appropriate insurance company to be completed accordingly. This basic spreadsheet (found at G:\Flood Recovery DOB\DOB\DOB Process Manuals\2015 DOB Manual\Insurance Docs) should include the following fields, to be completed by the DOB Coordinator and found in both Service Point and on the Affidavit.

- Client ID (assigned by Service Point)
- First Name/Last name (or business name)
- Street Address
- City
- Zip Code
- County
- Insurance Carrier
- Insurance Policy Number
- Claim number (if applicable)
- Settled Amount (if applicable)

The following additional fields are included but left blank for the insurance company to complete:

- Claims made Y/N – *Will indicate whether a claim was made*
- Claim # - *Will indicate claim #*
- Date of Loss – *Will indicate the specific date of the loss. This is important as occasionally we will receive information for claims paid outside the time of the disaster, in which case a DOB will have not occurred.*
- Claims Paid Y/N – *Not every claim made is paid out, which is important to note. If a claim was not paid, there is no potential for a DOB.*
- Claim Payment ($X.XX) – *Indicates total claim payment amount.*
- Amount Paid (Structure) – *Will discern how much was paid towards structure.*
- Amount Paid (Personal Property/Contents) – *Will discern how much was paid towards personal property. This distinction will be crucial when it comes to verifying how much of an entire claim payment may or may not be a DOB, depending on the program.*

- Source of Damage (i.e. Sewer Backup) – *Will specify the cause/source of damage.*
- Deductible – *Indicates the amount that was paid for the policy deductible.*
- NFIP Policy? Y/N – *If the policy is an NFIP policy, any claims paid would duplicate claim information that would also be found during the NFIP verification check. In this instance, any potential DOB would, of course, only be counted once.*
- General Comments – *Insurance companies use this space to add any additional information they were not able to include in the previous fields.*

3. This spreadsheet is then sent to the appropriate insurance company contact (*see **Appendix 5.2** for a complete list of insurance company contacts*) with the accompanying email message:

Figure 3.4B

I have attached a file with the newest (Business/Housing) Program applicants for your company. I am requesting that you complete the attached form and return it within 1 week. If you need more time, please let me know.

If payments were issued to the applicants, please include a detailed breakdown ($X for structure, $X for business interruption, $X for inventory, $X for rental assistance, $X for equipment, etc.). The more information we have, the easier it is to determine if we have duplicating benefits. Program descriptions are included on Tab 2 of the attachment to assist you with what our programs are funding.

As a reminder, we are looking for detailed information with regard to claims filed during the 2008 disasters with dates between May and August 2008. Even if they are not disaster-related claims, we will need the information. Please let me know if you have any additional questions.

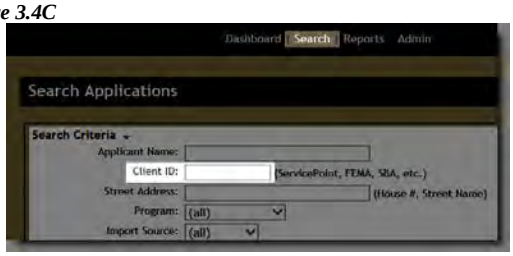
The insurance company has one week to reply with the requested information. Should the insurance company fail to respond, follow-up emails are required to ensure as quick a turnaround time as possible.

4. Once information has been obtained from the insurance company, the DOB Coordinator will then compare that information against the purpose of the program in order to determine whether or not a Duplication of Benefits has occurred. Please see program specific sections of this manual for more information. Once this has been determined, document the results in the DOBApp:

5. Log into the DOBApp by typing 'https://idedintranet.iowa.gov/dob/' into the browser and providing appropriate log-in credentials (*see **Appendix 5.5** for log-in instructions*).

Select the ‘Search’ tab and enter the Client ID in the corresponding field. Click ‘Search’:

Figure 3.4C



Once the applicant appears, click on the file to open it. Select the ‘Notes’ tab.

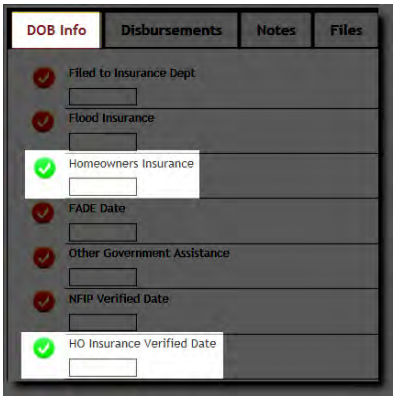
Figure 3.4D

Click ‘Add a Note’. If the applicant was not paid any insurance claims, enter: “INS – No claims paid.”
Click the ‘DOB Info’ tab

-Complete the ‘Homeowners Insurance’ field by indicating nothing was paid; click the orange checkmark so that it changes to green.

-Complete the ‘HO Insurance Verified Date’ by entering that day’s date; click the orange checkmark so that it changes to green. This portion of the verification process is complete.

Figure 3.4E



If the applicant **did** receive an insurance claim amount that constitutes a DOB (for further information on what constitutes a DOB, refer to the program specific sections of this manual), record the information provided by the insurance company into the Notes section of the DOBApp.

Click the 'DOB Info' tab.

-Complete the 'Homeowners Insurance' field by indicating the dollar amount of the DOB; click the orange checkmark so that it changes to green.

-Complete the 'HO Insurance Verified Date' by entering that day's date; click the orange checkmark so that it changes to green. This portion of the verification process is complete.

3.5. SBA VERIFICATION

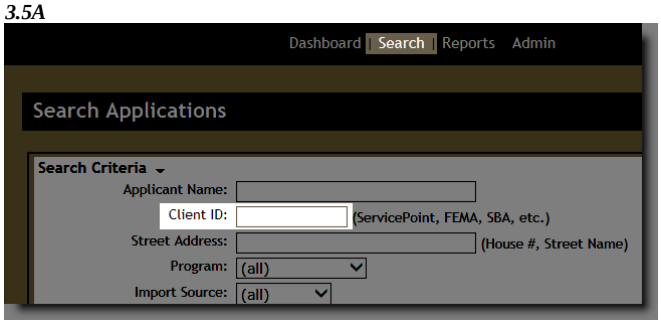
The SBA verification process is necessary to ensure no Duplication of Benefits occurs with funds potentially provided by the SBA. According to the Federal Register, SBA loans are considered primary, standard forms of disaster assistance; therefore, CDBG funds are meant to "supplement rather than supplant" SBA assistance. If the applicant had an SBA loan that provided assistance for the same purpose as the disaster recovery program, it is considered a DOB. The SBA will request loan remittance if necessary. To execute this process:

1. First, the DOB coordinator must ensure that the NFIP, FEMA, and Insurance verification checks are complete. If any of these are pending, SBA verification must be delayed until they have been completed.

2. Log into the DOBApp by typing 'https://idedintranet.iowa.gov/dob/' into the browser and providing appropriate log-in credentials (*see **Appendix 5.5** for log-in instructions*).

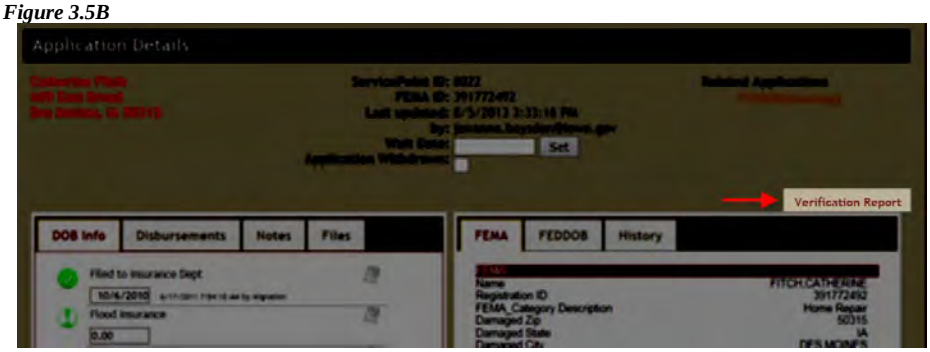
Select the 'Search' tab and enter the Client ID in the corresponding field. Click 'Search':

Figure 3.5A



3. Once the client appears, click on the file to open it. Click on the 'Verification Report' link

Figure 3.5B



Click 'Open' on the dialogue box that pops up on the bottom of the screen:

Figure 3.5C

4. When the verification form appears, take a screenshot of the entire form and send an email to the following contacts at SBA with a short message inquiring whether the applicant owes SBA remittance:

To: Jorge Villareal - jorge.villarreal@sba.gov
Cc: Cynthia A. Steed – cynthia.steed@sba.gov
Heidi H. Bradford – heidi.bradford@sba.gov
Deborah E. Johnson - Deborah.Johnson@sba.gov

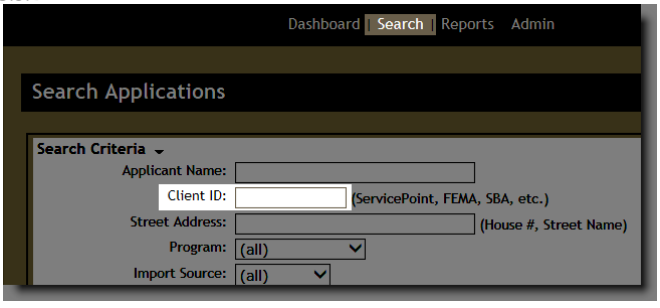
Note: If more than one housing applicant needs to be verified by the SBA, send a pdf of the file rather than a screenshot and attach each verification form to the email.

Once a response has been received by the SBA, the results will need to be documented in the DOBApp.

5. Log into the DOBApp by typing 'https://idedintranet.iowa.gov/dob/' into the browser and providing appropriate log-in credentials (*see **Appendix 5.5** for log-in instructions*).

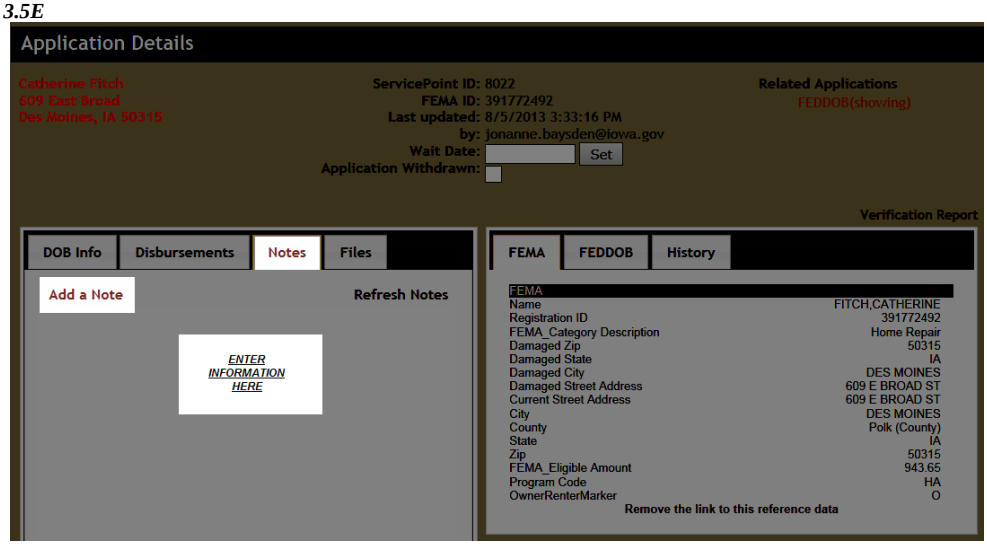
Select the 'Search' tab and enter the Client ID in the corresponding field. Click 'Search':

Figure 3.5.D



Once the applicant appears, click on the file to open it. Select the 'Notes' tab.

Figure 3.5E



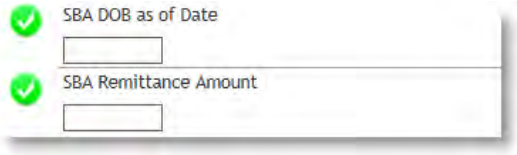
6. Click 'Add a Note'. If the applicant does not owe any SBA Remittance, enter: "SBA – No remittance owed."

Click the 'DOB Info' tab

-Complete the 'SBA DOB as of Date' field by entering that day's date; click the orange checkmark so that it changes to green.

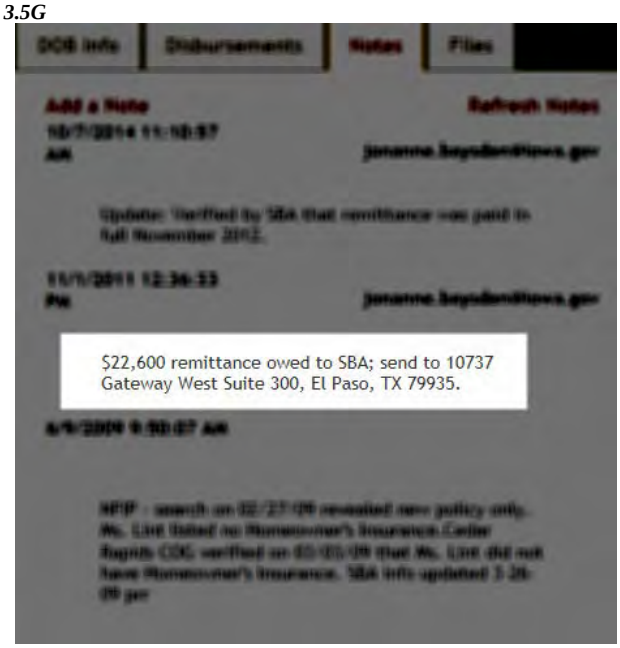
-Complete the 'SBA Remittance Amount' field by indicating that zero remittance is owed. This portion of the verification process is complete.

Figure 3.5F



If the applicant **does** owe SBA remittance, record the information provided by the SBA into the Notes section of the DOBApp, which includes the amount owed as well as the address to where remittance should be sent:

Figure 3.5G

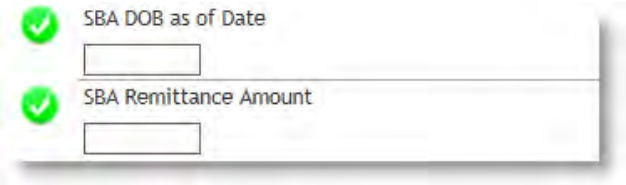


Click the 'DOB Info' tab.

-Complete the 'SBA DOB as of Date' field by entering that day's date; click the orange checkmark so that it changes to green.

-Complete the 'SBA Remittance Amount' field by entering the dollar amount of remittance owed. This portion of the verification process is complete.

Figure 3.5H



Any remittance owed will not be calculated into the award amount on the verification form, but it will be included to inform the administrative entity what needs to be paid.

Note: For programs going forward, the SBA must be notified of new program guidelines. They will then send IEDA their loan information and IEDA will calculate the DOB calculation from the start. Contact Heidi Bradford (heidi.bradford@sba.gov) for additional information.

Section 4.0: HOUSING PROGRAM-SPECIFIC DUPLICATION OF BENEFITS VERIFICATION PROCESSES

4.1 SINGLE FAMILY NEW PRODUCTION (SFNP)

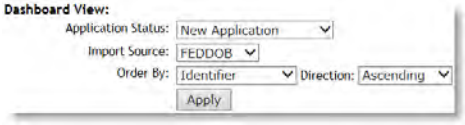
Recipients of this program can receive up to $45,000 for newly constructed single-family dwelling units. DOB's occur only if the applicant is a Disaster Victim that has received a FEMA award and/or is participating in the CDBG Buyout. To execute the Duplication of Benefits verification process for SFNP applicants →

SFNP information is entered into Service Point by the administrative entity and imported into the DOBApp daily (*see **Appendix 5.5** for the Import Process*).

1. Log into the DOBApp by typing 'https://idedintranet.iowa.gov/dob/' into the browser and providing appropriate log-in credentials (*see **Appendix 5.5** for log-in instructions*).

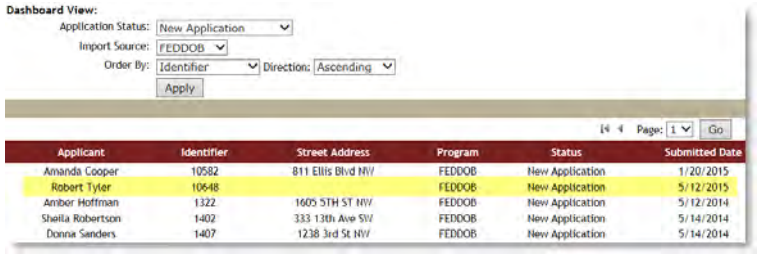
2. On the Dashboard screen, select the following fields:
   Application Status: "New Application"
   Import Source: "FEDDOB"
   Order By: "IDENTIFIER" – Direction: "ASCENDING"
   Click "Apply".

Figure 4.1A



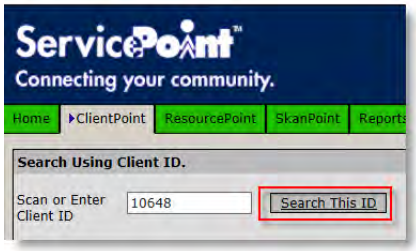
Applications requiring review will be displayed on the dashboard. Only those **without** a street address, such as the highlighted file below, are SFNP applicants. Those listed **with** an address are applicants for different housing programs.

Figure 4.1B



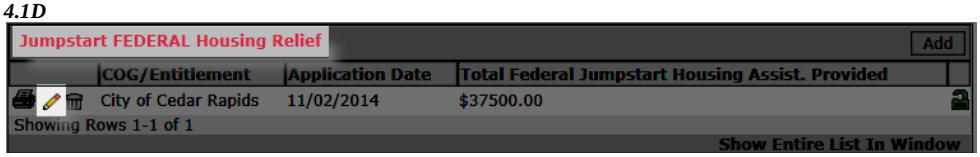
3. Next, open the file in Service Point. To do this, log into Service Point by typing 'https://www4.servicept.com/emergency/' into the browser and providing appropriate log-in credentials (*see **Appendix 5.5** for log-in instructions*).
   Select the 'ClientPoint' tab
   Enter the applicant's Service Point ID (the 'Identifier' number on the dashboard list in the DOBApp)
   Select 'Search this ID'

Figure 4.1C



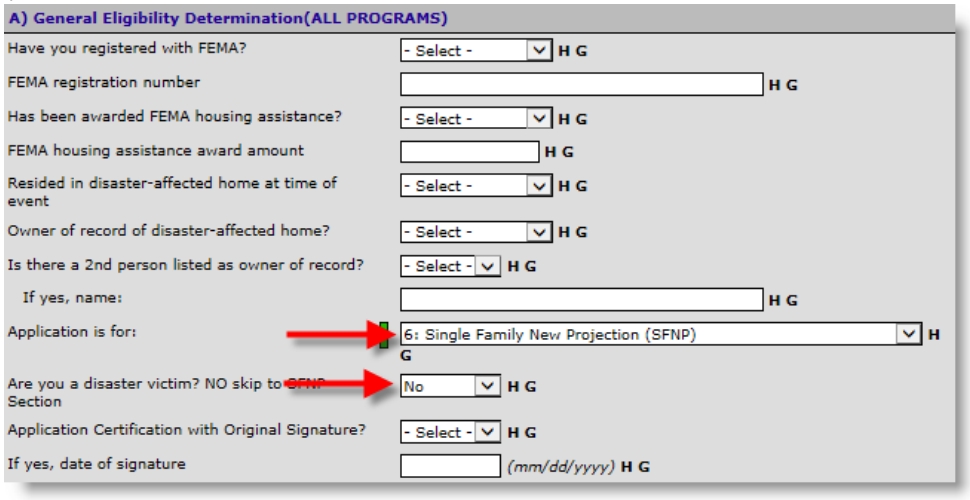
4. Scroll down and locate the "Jumpstart FEDERAL Housing Relief" section (pictured below); click on the pencil icon to open:

Figure 4.1D



5. Scroll to Section A) General Eligibility Determination (ALL PROGRAMS). Ensure that the "Application is for" and 'Are you a disaster victim?' fields are completed as follows:

Figure 4.1E



a. If either of these fields are incomplete or incorrect, contact the appropriate administrative entity (*see* ***Appendix 5.6*** *for a complete SFNP Contact List*) to inform them this needs completed.

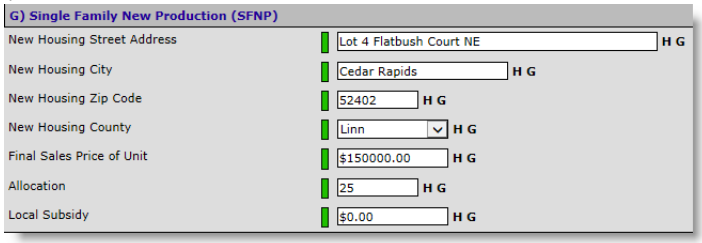
NOTE: It is crucial this step is not overlooked. If the 'Application is for' field is incorrect, the verification form will not generate correctly. If the 'Are you a disaster victim?' field is incorrect, it will change the way the DOB Process is executed. The DOB Coordinator must ensure these fields are complete and accurate before proceeding.

If the applicant is **not** a flood victim, proceed to the following step (**Step 8**). For these applicants, other funding sources are not verified for a DOB as they did not receive disaster assistance from another source of funding.

If the applicant **is** a flood victim, proceed to **Step 16**.

6. Verify all of the following fields in the 'G) Single Family New Production (SFNP)' section have been completed by the Administrative Entity:

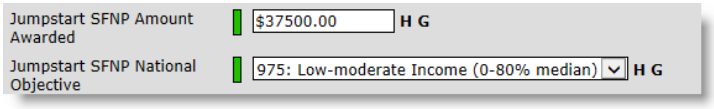
Figure 4.1F



*The 'Final Sales Price of Unit' should not exceed the maximum purchase price of a newly constructed home, which is $180,000.
*The 'Allocation' field should be either 25 or 30, depending on which SFNP round in which the applicant is participating.
Round 1: 30
Rounds 2-4: 25

7. Verify the following fields in the 'Assistance Summary' section have been completed by the Administrative Entity:

Figure 4.1G



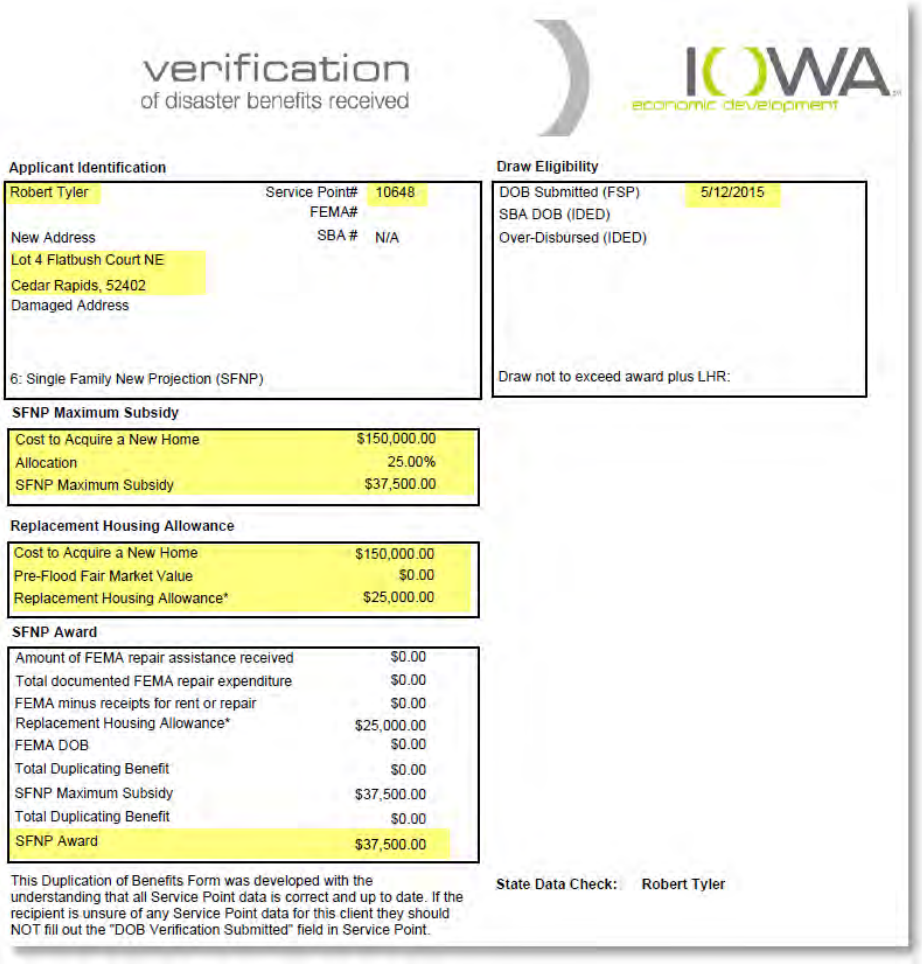
*The 'Jumpstart SFNP Amount Awarded' should be the result of multiplying the 'Final Sales Price of Unit' field by the 'Allocation' field percentage from Step 8 (150,000 x .25 = 37,500).
*The 'Jumpstart SFNP National Objective' field should always read '975: Low-Moderate Income (0-80% median)'.

If any fields in this step are incomplete or inaccurate, contact the appropriate administrative entity (*see **Appendix 5.6** for a complete SFNP Contact List*) and inform them this needs completed. After any changes in Service Point are made, the Administrative Entity must remove the DOB Submitted Date in Service Point (see above highlighted field under "Assistance Summary") and enter **that day's date** after all corrections have been made. This will re-submit the file so it will appear the next day in the list of SFNP applicants generated in the DOBApp.

8. If all Service Point fields are complete and accurate, go back to the file in the DOBApp and click on the 'Verification Report' link, which will automatically generate the applicant's Verification Form based off the information entered by the administrative entity in Service Point that has just been verified:

Figure 4.1H

Figure 4.1I



verification
of disaster benefits received

IOWA economic development

Applicant Identification

Robert Tyler — Service Point# 10648 — FEMA# — SBA # N/A

New Address
Lot 4 Flatbush Court NE
Cedar Rapids, 52402
Damaged Address

6: Single Family New Projection (SFNP)

Draw Eligibility

DOB Submitted (FSP) 5/12/2015
SBA DOB (IDED)
Over-Disbursed (IDED)

Draw not to exceed award plus LHR:

SFNP Maximum Subsidy

Cost to Acquire a New Home	$150,000.00
Allocation	25.00%
SFNP Maximum Subsidy	$37,500.00

Replacement Housing Allowance

Cost to Acquire a New Home	$150,000.00
Pre-Flood Fair Market Value	$0.00
Replacement Housing Allowance*	$25,000.00

SFNP Award

Amount of FEMA repair assistance received	$0.00
Total documented FEMA repair expenditure	$0.00
FEMA minus receipts for rent or repair	$0.00
Replacement Housing Allowance*	$25,000.00
FEMA DOB	$0.00
Total Duplicating Benefit	$0.00
SFNP Maximum Subsidy	$37,500.00
Total Duplicating Benefit	$0.00
SFNP Award	$37,500.00

This Duplication of Benefits Form was developed with the understanding that all Service Point data is correct and up to date. If the recipient is unsure of any Service Point data for this client they should NOT fill out the "DOB Verification Submitted" field in Service Point.

State Data Check: Robert Tyler

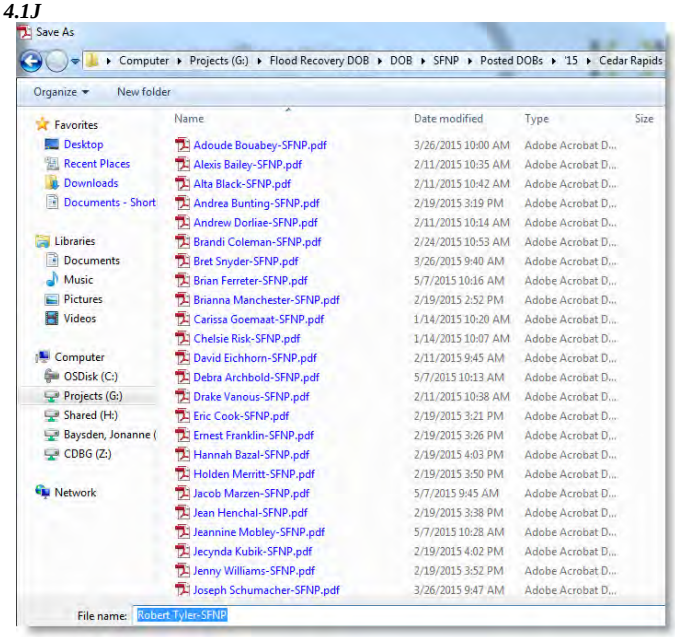
Verify all highlighted fields have been completed and are accurate; once again, this information should match what has been entered in Service Point. If the form is appearing incorrectly in any way, contact the appropriate administrative entity (*see **Appendix 5.6** for a complete SFNP Contact List*). Request they review the information in Service Point, make changes as needed, and re-submit the file by re-entering the DOB Submitted Date (see Step 14 for instructions).

Should the administrative entity need guidance on what fields need to be completed, please see **Appendix 5.7** for a list of required fields.

9. When the verification form appears to be accurate, the DOB Coordinator must then save the verification form so it can be uploaded to Service Point.

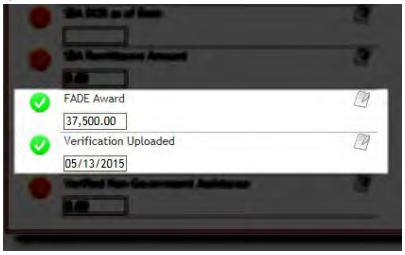
Save file (as pdf) to the following location: G:\Flood Recovery DOB\DOB\SFNP\Posted DOBs\.
Select the proper year and administrative entity
File name should follow the following format: "[FULL NAME]-SFNP"

Figure 4.1J



10. In the DOBApp, complete the following:
    -Complete the 'FADE Award' by entering the 'SFNP Award' amount listed on the Verification Form; click the orange checkmark so that it changes to green.
    -Complete the 'Verification Uploaded' field by entering the date upon which verification is uploaded to Service Point; click the orange checkmark so that it changes to green.

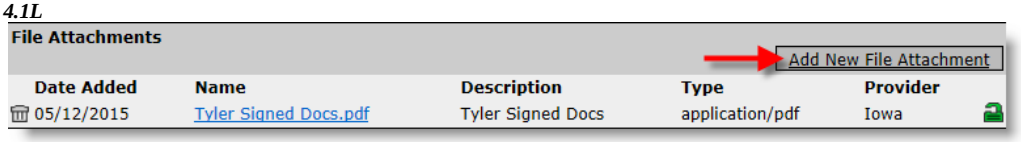
Figure 4.1K



11. Upload verification form to Service Point.

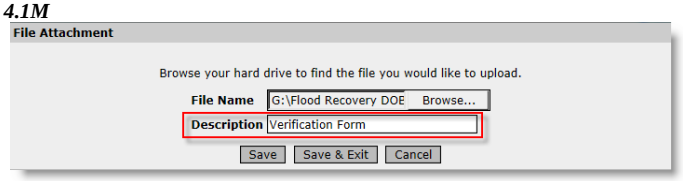
Scroll down the main page in Service Point to the bottom section entitled "File Attachments":

Figure 4.1L



Locate and select the appropriate file. Enter 'Verification Form' in the 'Description' field. Click 'Save & Exit'.

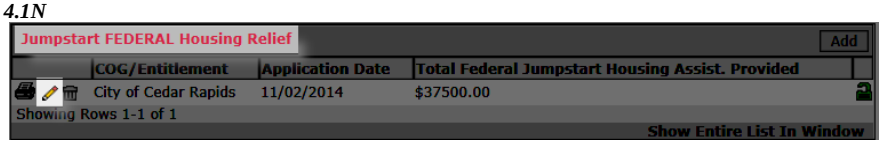
Figure 4.1M



12. Enter the "DOB Completed Date" in Service Point. This is the last step of the verification process and can only be completed after the verification form has been uploaded.

To execute, locate the "Jumpstart FEDERAL Housing Relief" section (pictured below); click on the pencil icon to open:

Figure 4.1N

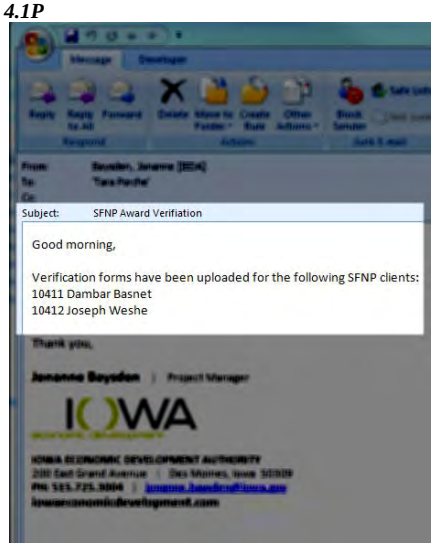


Scroll down to the "Assistance Summary" section and enter the current day's date in the field labeled 'DOB Verification Completed (IDED use only)'. This date will only ever be entered by IEDA - never the administrative entity.

Figure 4.1O

13. Once the verification form has been uploaded to Service Point and the DOB Verification Completed date has been entered, the DOB Coordinator must notify the administrative entity that the DOB verification process is complete and the file is ready to view (*see* ***Appendix 5.6*** *for a complete SFNP Contact List*). An example of an email might look like this:

Figure 4.1P



14. SFNP Process for Flood Victims

If the administrative entity indicates in Step 7 the applicant is a Flood Victim (also referred to as a "Disaster Victim"), it means that the applicant has received FEMA assistance and/or participated in the CDBG Buyout. Verify which of the following scenarios applies to the applicant:

SFNP Applicant is Not Participating in the CDBG Buyout but Has Received FEMA Repair Assistance

To check for potential DOB's:

- Refer to Section 3.3 of this manual (FEMA Verification). This process will identify what amount, if any, was paid to the applicant by FEMA. If an amount was paid for Repair, it is considered a DOB with the SFNP program.
    - NOTE: FEMA repair is considered a DOB because the applicant has chosen to move out of a home repaired with FEMA assistance. To offset the amount they received from FEMA, it must be subtracted from the SFNP funds provided to cover the downpayment on a new home as they did not stay in the home for which they received funds to repair.
- The applicant can choose to either subtract the duplicative amount from the final SFNP award **or** provide repair receipts to offset the DOB.
    - To subtract the duplicative amount, proceed to **Step 15** for instructions on manually completing a verification form.
    - To Offset the DOB: The administrative entity will obtain the necessary documentation (FEMA repair receipts) from the applicant and conduct a thorough review of all receipts for their own records. This will include cataloguing and documenting the purpose and amount of all eligible receipts in an Excel spreadsheet. If the administrative entity reports the amount in receipts is greater than or equal to the amount of repair assistance, there is no DOB. If a partial amount of the DOB is covered, the rest will need to be subtracted from the final SFNP award. Both options will require the manual completion of a verification form; proceed to **Step 15** for further instructions.

SFNP Applicant is Participating in the CDBG Buyout
If the applicant is participating in the CDBG Buyout, the administrative entity will have marked 'yes' to the 'Are you participating in the Buyout?' question in Service Point (this information is pulled into the DOBApp under the same question). In this scenario, an applicant participating in both programs is eligible to receive a maximum of $25,000 as a "replacement housing allowance". NOTE: If the applicant is participating in both the CDBG Buyout and SFNP yet their SFNP home is not the replacement home for the buyout, then the $25,000 maximum does not apply. This is because the DOB has already been accounted for in the Buyout; therefore, there is no DOB to the SFNP benefits.

The replacement housing award is capped at the difference between the new home purchase price (the cost to acquire a new home) and the pre-flood fair market value of the structure and land, not to exceed a max of $25,000.

Examples:
Cost to acquire a new home: $120,000
Pre-flood FMV (buyout home): ($100,000)
$20,000 → Maximum amount applicant can receive

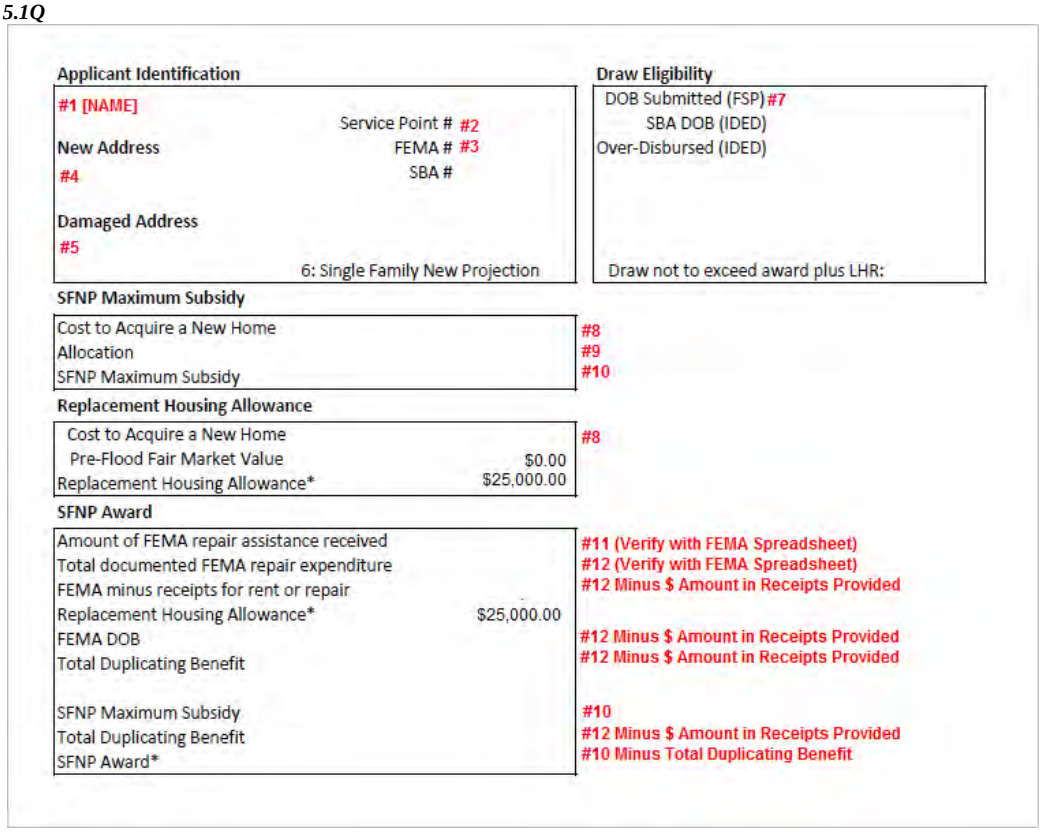
Cost to acquire a new home: $150,000
Pre-flood FMV (buyout home): ($100,000)
~~$50,000~~ → Maximum award amount is $25,000

After the award has been calculated, proceed to **Step 17** for instructions on manually completing a verification form.

15. Completing the Manual Verification Form for Disaster Victims
To calculate and produce verification forms for disaster victims, a manual verification form must be completed (DOBApp-generated forms were designed for *non-disaster victims only* as the initial database mapping didn't allow for the factoring of potential DOB's). The verification form template is an Excel spreadsheet that may be found at the following location: G:\Flood Recovery DOB\DOB\SFNP\Disaster Victim under the file name "D.V. Template" (*see **Appendix 5.8** for a Single Family New Production manual verification form template*).

Verification Form Instructions for SFNP Applicants Not Participating in the CDBG Buyout but Who Have Received FEMA Repair Assistance:

Figure 5.1Q



Applicant Identification

#1 [NAME]

Service Point # #2
FEMA # #3
SBA #

New Address
#4

Damaged Address
#5

6: Single Family New Projection

Draw Eligibility

DOB Submitted (FSP) #7
SBA DOB (IDED)
Over-Disbursed (IDED)

Draw not to exceed award plus LHR:

SFNP Maximum Subsidy

Cost to Acquire a New Home	#8
Allocation	#9
SFNP Maximum Subsidy	#10

Replacement Housing Allowance

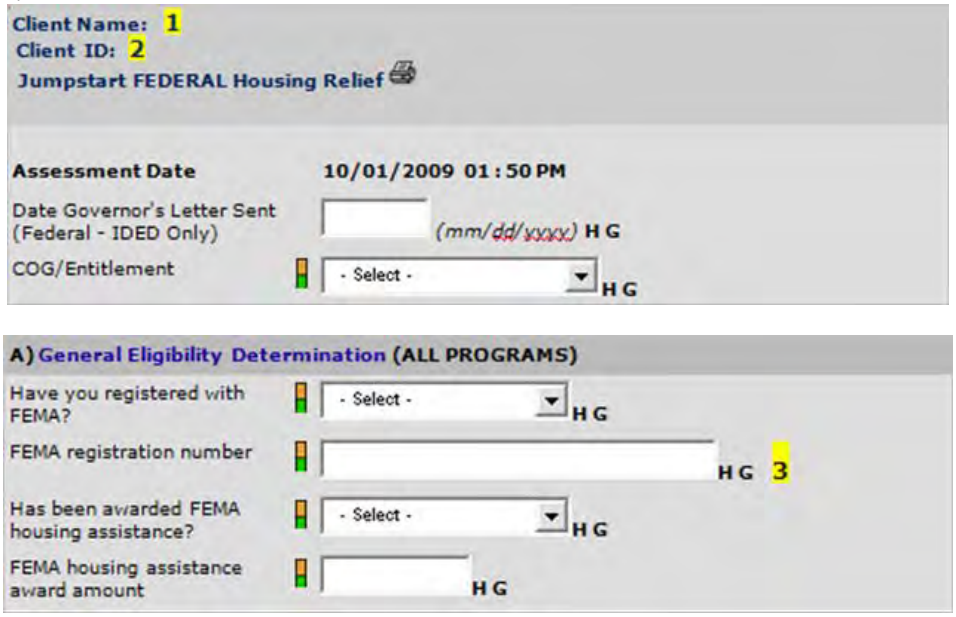
Cost to Acquire a New Home		#8
Pre-Flood Fair Market Value	$0.00	
Replacement Housing Allowance*	$25,000.00	

SFNP Award

Amount of FEMA repair assistance received		#11 (Verify with FEMA Spreadsheet)
Total documented FEMA repair expenditure		#12 (Verify with FEMA Spreadsheet)
FEMA minus receipts for rent or repair		#12 Minus $ Amount in Receipts Provided
Replacement Housing Allowance*	$25,000.00	
FEMA DOB		#12 Minus $ Amount in Receipts Provided
Total Duplicating Benefit		#12 Minus $ Amount in Receipts Provided
SFNP Maximum Subsidy		#10
Total Duplicating Benefit		#12 Minus $ Amount in Receipts Provided
SFNP Award*		#10 Minus Total Duplicating Benefit

Reference the following fields in Service Point to complete the form:

Figure 4.1R



Client Name: 1
Client ID: 2
Jumpstart FEDERAL Housing Relief

Assessment Date 10/01/2009 01:50 PM

Date Governor's Letter Sent (Federal - IDED Only) (mm/dd/yyyy) H G

COG/Entitlement - Select - H G

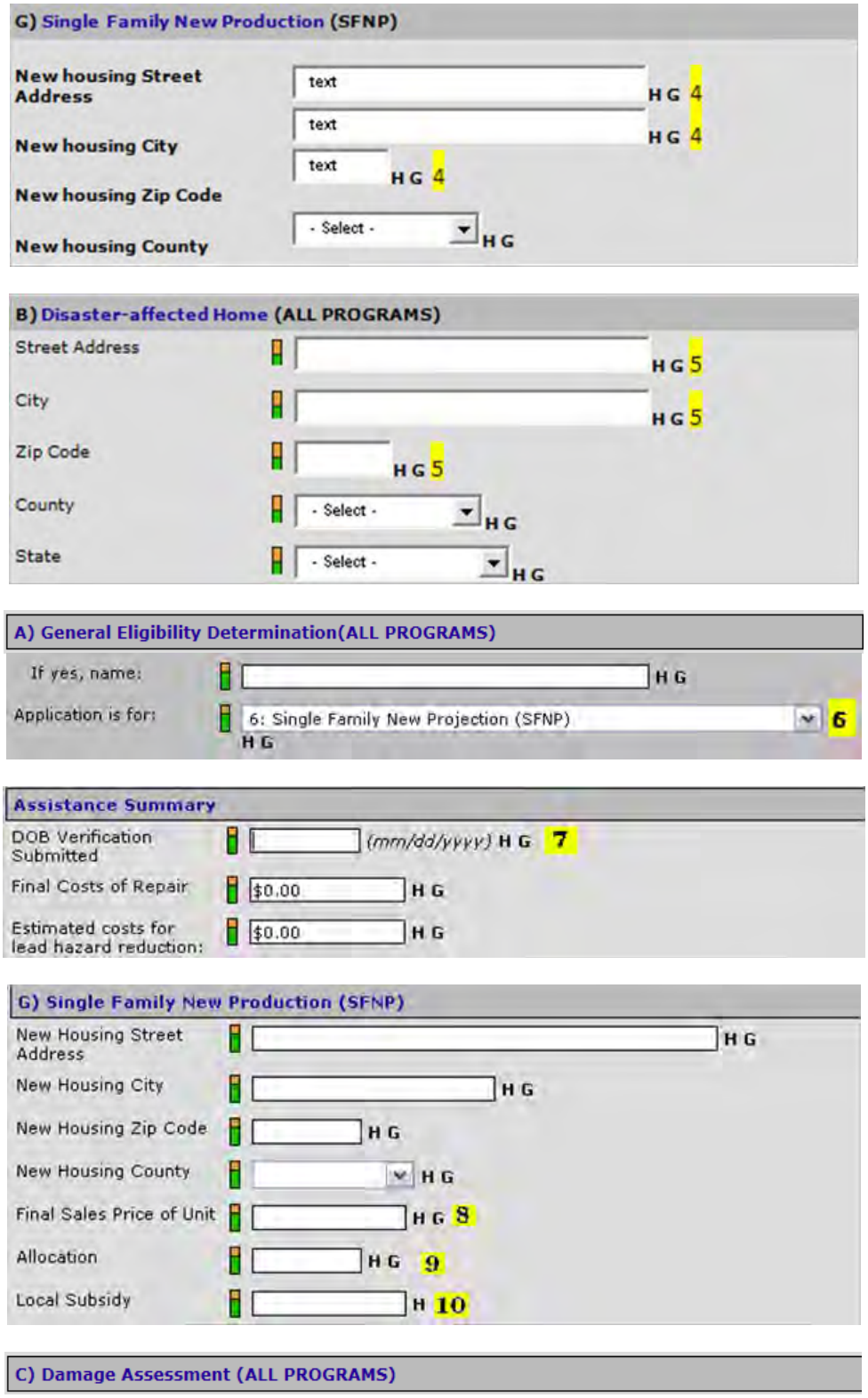
A) General Eligibility Determination (ALL PROGRAMS)

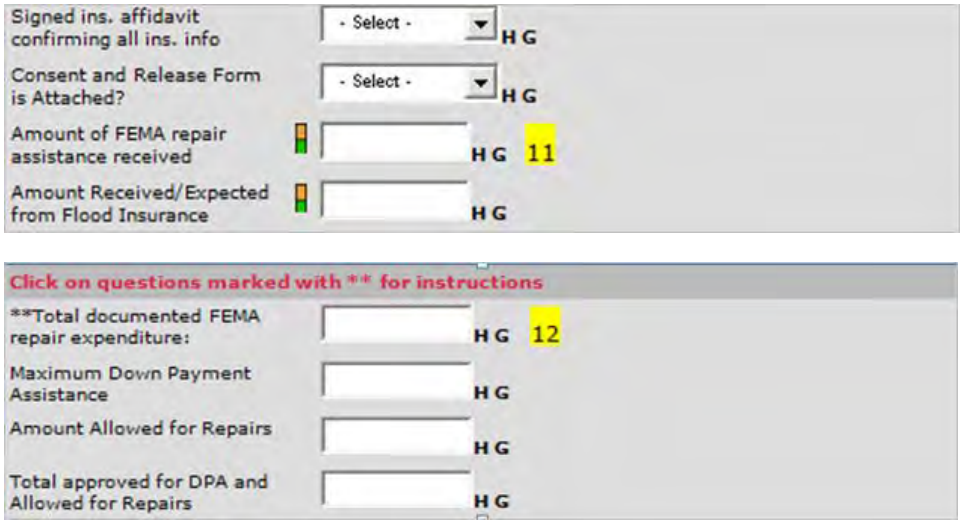
Have you registered with FEMA? - Select - H G

FEMA registration number H G 3

Has been awarded FEMA housing assistance? - Select - H G

FEMA housing assistance award amount H G


G) Single Family New Production (SFNP)
New housing Street Address
text
H G 4
New housing City
text
H G 4
New housing Zip Code
text
H G 4
New housing County
- Select -
H G
B) Disaster-affected Home (ALL PROGRAMS)
Street Address
H G 5
City
H G 5
Zip Code
H G 5
County
- Select -
H G
State
- Select -
H G
A) General Eligibility Determination(ALL PROGRAMS)
If yes, name:
H G
Application is for:
6: Single Family New Projection (SFNP)
6
H G
Assistance Summary
DOB Verification Submitted
(mm/dd/yyyy) H G 7
Final Costs of Repair
$0.00
H G
Estimated costs for lead hazard reduction:
$0.00
H G
G) Single Family New Production (SFNP)
New Housing Street Address
H G
New Housing City
H G
New Housing Zip Code
H G
New Housing County
H G
Final Sales Price of Unit
H G 8
Allocation
H G 9
Local Subsidy
H 10
C) Damage Assessment (ALL PROGRAMS)


Signed ins. affidavit confirming all ins. info
- Select -
H G
Consent and Release Form is Attached?
- Select -
H G
Amount of FEMA repair assistance received
H G
11
Amount Received/Expected from Flood Insurance
H G
Click on questions marked with ** for instructions
**Total documented FEMA repair expenditure:
H G
12
Maximum Down Payment Assistance
H G
Amount Allowed for Repairs
H G
Total approved for DPA and Allowed for Repairs
H G

Verification Form Instructions for SFNP Applicants Participating in the CDBG Buyout:

Figure 4.1S

Applicant Identification

#1 [NAME]

Service Point # #2

New Address FEMA # #3

#4 SBA #

Damaged Address

#5

6: Single Family New Projection

Draw Eligibility

DOB Submitted (FSP) #7

SBA DOB (IDED)

Over-Disbursed (IDED)

Draw not to exceed award plus LHR:

SFNP Maximum Subsidy

Cost to Acquire a New Home	#8
Allocation	#9
SFNP Maximum Subsidy	#10

Replacement Housing Allowance

Cost to Acquire a New Home		#8
Pre-Flood Fair Market Value		#11
Replacement Housing Allowance*	$25,000.00	

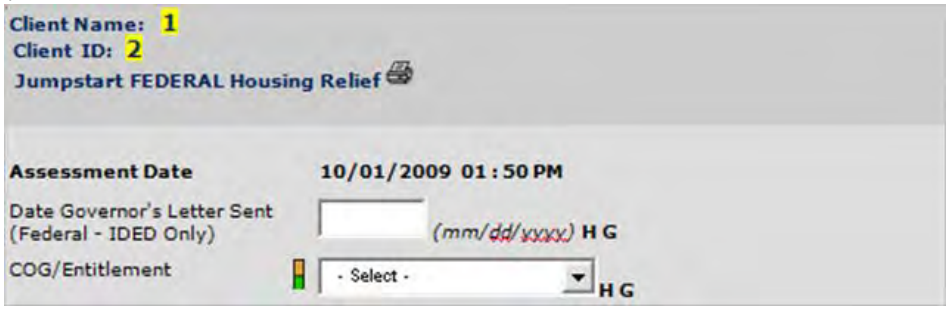
SFNP Award

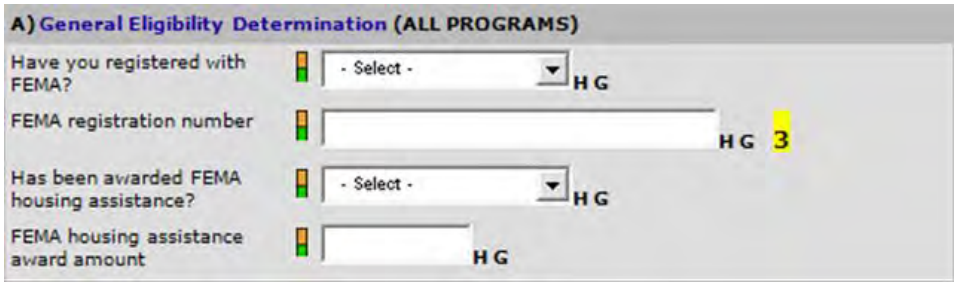
Amount of FEMA repair assistance received		#12 (Verify with FEMA Spreadsheet)
Total documented FEMA repair expenditure		#13 (Verify with FEMA Spreadsheet)
FEMA minus receipts for rent or repair		#13 Minus $ Amount in Receipts Provided
Replacement Housing Allowance*	$25,000.00	
FEMA DOB	If 'FEMA minus receipts for rent or repair ' is < $25,000,	this is $0. Any amount in excess of $25,000 is a DOB.
Total Duplicating Benefit		Total FEMA DOB
SFNP Maximum Subsidy		#10
Total Duplicating Benefit		Total FEMA DOB
SFNP Award*		#8 Minus $11 Minus Total Duplicating Benefit
		CANNOT EXCEED $25,000.00

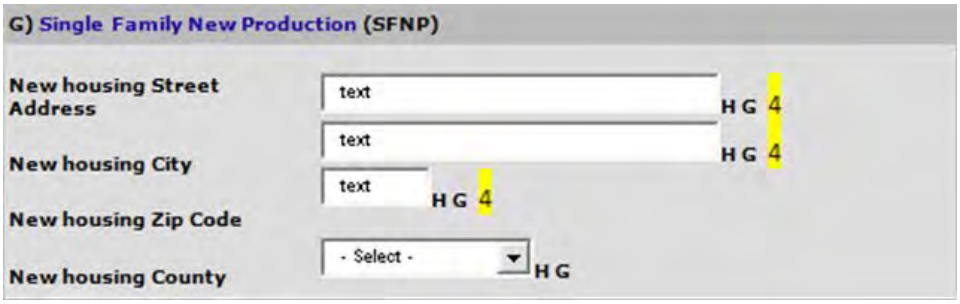
FEMA receipts are only a DOB if in excess of $25,000 because this DOB has already been accounted for in the CDBG Buyout.

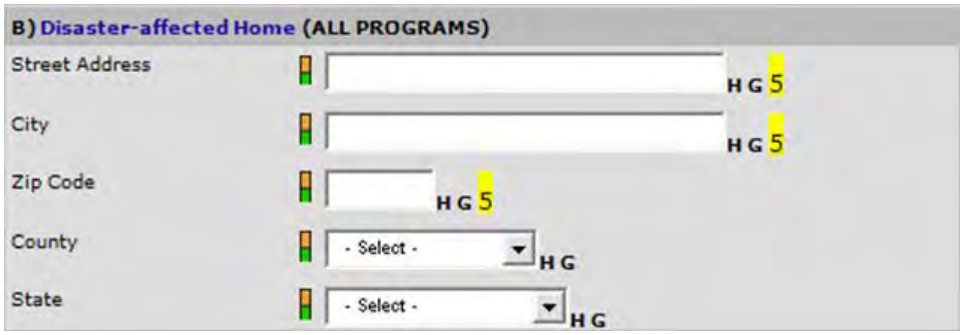
Reference the following fields in Service Point to complete the form:

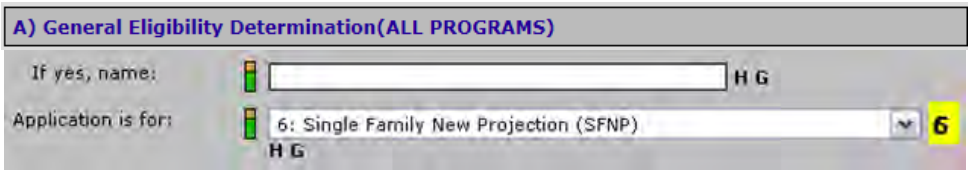
Figure 4.1T

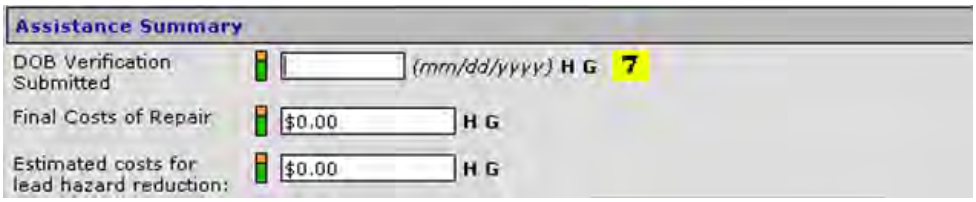


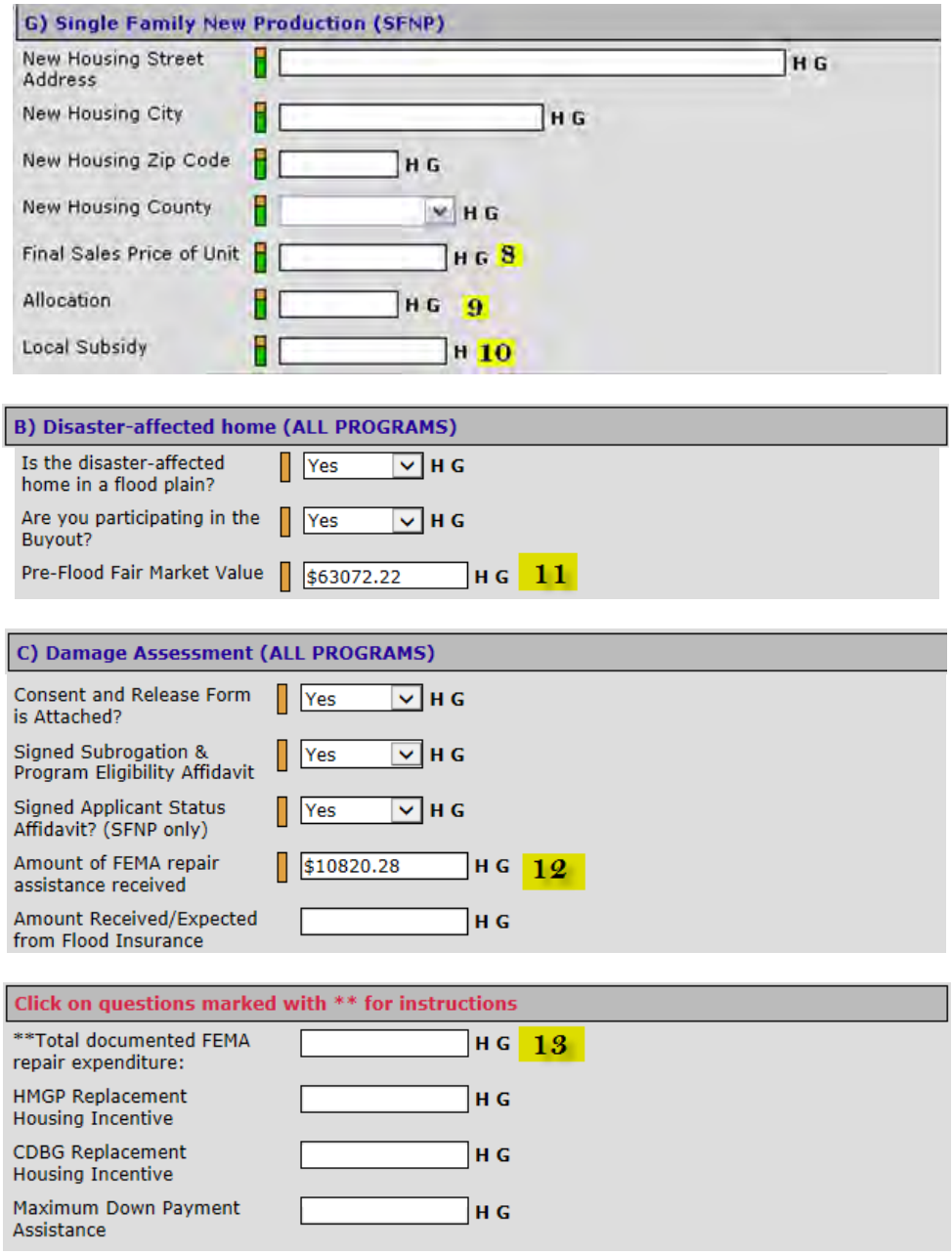

A) General Eligibility Determination (ALL PROGRAMS)
Have you registered with FEMA?
- Select -
H G
FEMA registration number
H G 3
Has been awarded FEMA housing assistance?
- Select -
H G
FEMA housing assistance award amount
H G


G) Single Family New Production (SFNP)
New housing Street Address
text
H G 4
New housing City
text
H G 4
New housing Zip Code
text
H G 4
New housing County
- Select -
H G


B) Disaster-affected Home (ALL PROGRAMS)
Street Address
H G 5
City
H G 5
Zip Code
H G 5
County
- Select -
H G
State
- Select -
H G


A) General Eligibility Determination(ALL PROGRAMS)
If yes, name:
H G
Application is for:
6: Single Family New Projection (SFNP)
6
H G


Assistance Summary
DOB Verification Submitted
(mm/dd/yyyy) H G 7
Final Costs of Repair
$0.00
H G
Estimated costs for lead hazard reduction:
$0.00
H G



After the verification form is complete, save the file as a pdf and upload to Service Point, enter the DOB Completed Date, and notify the administrative entity of completion (see **Steps 9-13** for additional reference).

Note: The administrative entity may submit a change order, which is a request to change applicant information after the verification form has been issued. The administrative entity must send correspondence via email as well as enter a new DOB Submitted Date in Service Point, which will re-start the verification process (insurance, NFIP, and FEMA checks are not necessary a second time; however, files must be re-sent to SBA if the award amount changes).

4.2 HOUSING REPAIR / REHABILITATION & JUMPSTART EXPRESS

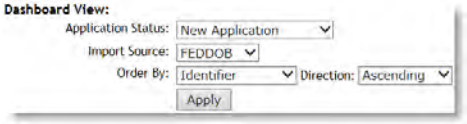
Recipients of the Repair/Rehabilitation program could receive up to $60,000 for the repair and rehabilitation of their disaster-affected home. Jumpstart Express was an emergency sub-activity that provided funds for repair and rehabilitation hard costs not to exceed $24,999 of the total maximum subsidy of $37,500. For both programs, any funds received for purpose of structure were considered a duplication of benefits. The DOB verification process is the same for both; to execute →

Housing applicant information is entered into Service Point by the administrative entity and imported into the DOBApp daily (*see **Appendix 5.5** for the Import Process*).

1. Log into the DOBApp by typing 'https://idedintranet.iowa.gov/dob/' into the browser and providing appropriate log-in credentials (*see **Appendix 5.5** for log-in instructions*).

2. On the Dashboard screen, select the following fields:
   Application Status: "New Application"
   Import Source: "FEDDOB"
   Order By: "IDENTIFIER" – Direction: "ASCENDING"
   Click "Apply".

Figure 4.2A



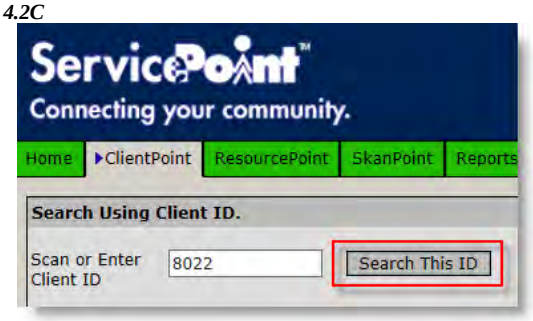
Applications requiring review will be displayed on the dashboard. Those listed **without** a street address are SFNP applicants; disregard these. Those listed **with** an address will be applicants for either housing repair/rehab or Jumpstart Express.

Figure 4.2B

Applicant	Identifier	Street Address	Program	Status	Submitted Date
Shae Romano	10650		FEDDOB	New Application	5/18/2015
Amanda Blakey	10652		FEDDOB	New Application	5/22/2015
Dalton Jellison	10654		FEDDOB	New Application	5/21/2015
Amber Hoffman	1322	1605 5TH ST NW	FEDDOB	New Application	5/12/2014
Sheila Robertson	1402	333 13th Ave SW	FEDDOB	New Application	5/14/2014
Donna Sanders	1407	1238 3rd St NW	FEDDOB	New Application	5/14/2014
Carol Phelps	1963	1422 6th St NW	FEDDOB	New Application	5/8/2014
Robert Fox	2098	1670 9th St NW	FEDDOB	New Application	5/9/2014
Marsha Troutner	2229	1308 8th Street NW	FEDDOB	New Application	5/12/2014

3. Next, open the file in Service Point. To do this, log into Service Point by typing 'https://www4.servicept.com/emergency/' into the browser and providing appropriate log-in credentials (*see **Appendix 5.5** for log-in instructions*).
   Select the 'ClientPoint' tab
   Enter the applicant's Service Point ID (the 'Identifier' number on the dashboard list in the DOBApp)
   Select 'Search this ID'

Figure 4.2C



4. Complete the NFIP verification check (refer to **Section 3.2** for assistance).
If the applicant received an NFIP claim amount for the category 'Bldg Paid', it is a DOB with the Repair/Rehab & Jumpstart Express programs. Record the information provided by the NFIP Web Data Exchange into the Notes section of the DOBApp.

5. Complete the FEMA verification check (refer to **Section 3.3** for assistance).
This check may be completed to verify for accuracy; however, this information should already be entered in Service Point by the Administrative Entity. This information will be populated onto a verification form generated by the DOBApp. If the information is incorrect, contact the administrative entity to request changes.

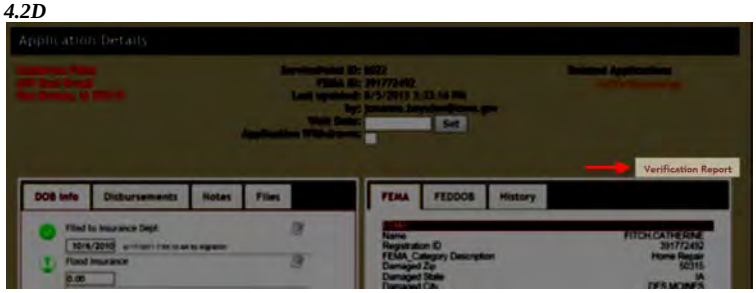
6. Complete the insurance verification check (refer to **Section 3.4** for assistance).
If the applicant was paid an insurance claim amount for structure (including sewer backup), it is a DOB with the Repair/Rehab & Jumpstart Express programs. Record the information provided by the insurance company into the Notes section of the DOBApp.

7. Complete the SBA verification check (refer to **Section 3.5** for assistance).

After all verification checks have been completed, the DOB coordinator must generate a verification form in the DOBApp.

8. Open the file in the DOBApp. Click on the 'Verification Report' link:

Figure 4.2D

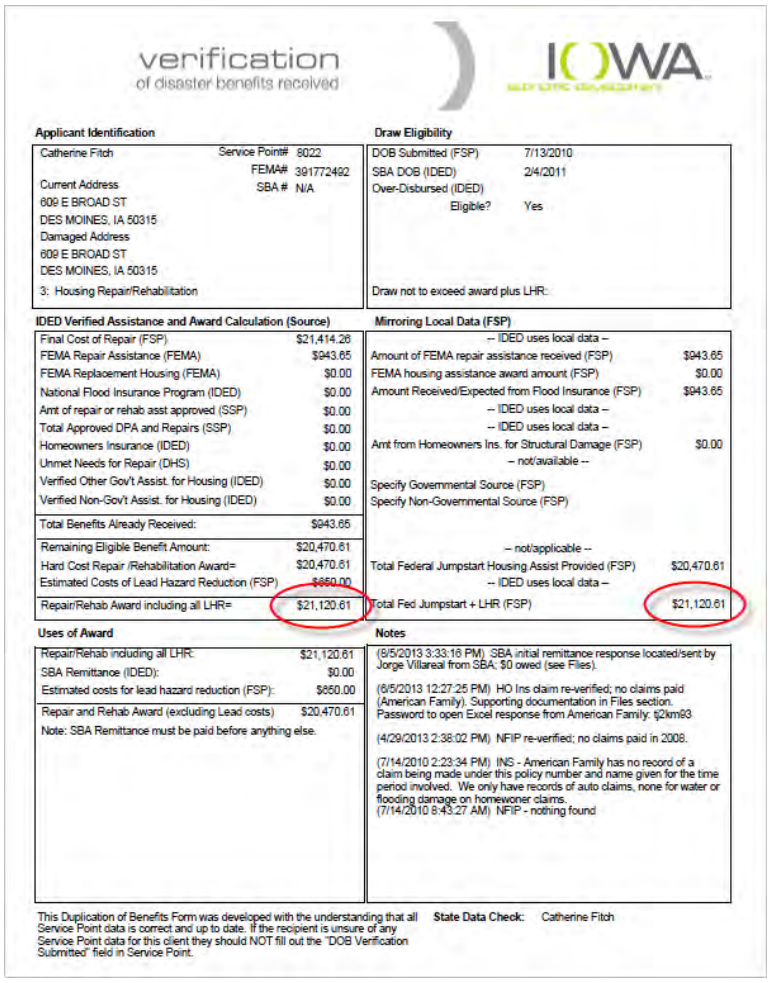


Click 'Open' on the dialogue box that pops up on the bottom of the screen:

Figure 4.2E

When the form is generated, check that all information is accurate and that both sides of the form balance, as in the example below:

Figure 4.2F



verification
of disaster benefits received

IOWA

Applicant Identification

Catherine Fitch — Service Point# 8022; FEMA# 391772492; SBA # N/A

Current Address
609 E BROAD ST
DES MOINES, IA 50315

Damaged Address
609 E BROAD ST
DES MOINES, IA 50315

3: Housing Repair/Rehabilitation

Draw Eligibility

DOB Submitted (FSP)	7/13/2010
SBA DOB (IDED)	2/4/2011
Over-Disbursed (IDED) Eligible?	Yes

Draw not to exceed award plus LHR:

IDED Verified Assistance and Award Calculation (Source)

Final Cost of Repair (FSP)	$21,414.26
FEMA Repair Assistance (FEMA)	$943.65
FEMA Replacement Housing (FEMA)	$0.00
National Flood Insurance Program (IDED)	$0.00
Amt of repair or rehab asst approved (SSP)	$0.00
Total Approved DPA and Repairs (SSP)	$0.00
Homeowners Insurance (IDED)	$0.00
Unmet Needs for Repair (DHS)	$0.00
Verified Other Gov't Assist. for Housing (IDED)	$0.00
Verified Non-Gov't Assist. for Housing (IDED)	$0.00
Total Benefits Already Received:	$943.65
Remaining Eligible Benefit Amount:	$20,470.61
Hard Cost Repair /Rehabilitation Award=	$20,470.61
Estimated Costs of Lead Hazard Reduction (FSP)	$650.00
Repair/Rehab Award including all LHR=	$21,120.61

Mirroring Local Data (FSP)

-- IDED uses local data --	
Amount of FEMA repair assistance received (FSP)	$943.65
FEMA housing assistance award amount (FSP)	$0.00
Amount Received/Expected from Flood Insurance (FSP)	$943.65
-- IDED uses local data --	
-- IDED uses local data --	
Amt from Homeowners Ins. for Structural Damage (FSP)	$0.00
-- not/available --	
Specify Governmental Source (FSP)	
Specify Non-Governmental Source (FSP)	
-- not/applicable --	
Total Federal Jumpstart Housing Assist Provided (FSP)	$20,470.61
-- IDED uses local data --	
Total Fed Jumpstart + LHR (FSP)	$21,120.61

Uses of Award

Repair/Rehab including all LHR:	$21,120.61
SBA Remittance (IDED):	$0.00
Estimated costs for lead hazard reduction (FSP):	$650.00
Repair and Rehab Award (excluding Lead costs)	$20,470.61

Note: SBA Remittance must be paid before anything else.

Notes

(6/5/2013 3:33:16 PM) SBA initial remittance response located/sent by Jorge Villareal from SBA; $0 owed (see Files).

(6/5/2013 12:27:25 PM) HO Ins claim re-verified; no claims paid (American Family). Supporting documentation in Files section. Password to open Excel response from American Family: $2km93

(4/29/2013 2:38:02 PM) NFIP re-verified; no claims paid in 2008.

(7/14/2010 2:23:34 PM) INS - American Family has no record of a claim being made under this policy number and name given for the time period involved. We only have records of auto claims, none for water or flooding damage on homeowner claims.
(7/14/2010 8:43:27 AM) NFIP - nothing found

This Duplication of Benefits Form was developed with the understanding that all Service Point data is correct and up to date. If the recipient is unsure of any Service Point data for this client they should NOT fill out the "DOB Verification Submitted" field in Service Point.

State Data Check: Catherine Fitch

If the circled amounts indicated in the example in Figure 4.2F are unequal or any information on the form is inaccurate, contact the administrative entity. Request they review the information in Service Point, make changes as needed to balance the form, and re-submit the file by re-entering the DOB Submitted Date in Service Point. Should the administrative entity need guidance on what fields need to be completed, please see **Appendix 5.9** for a list of required fields.

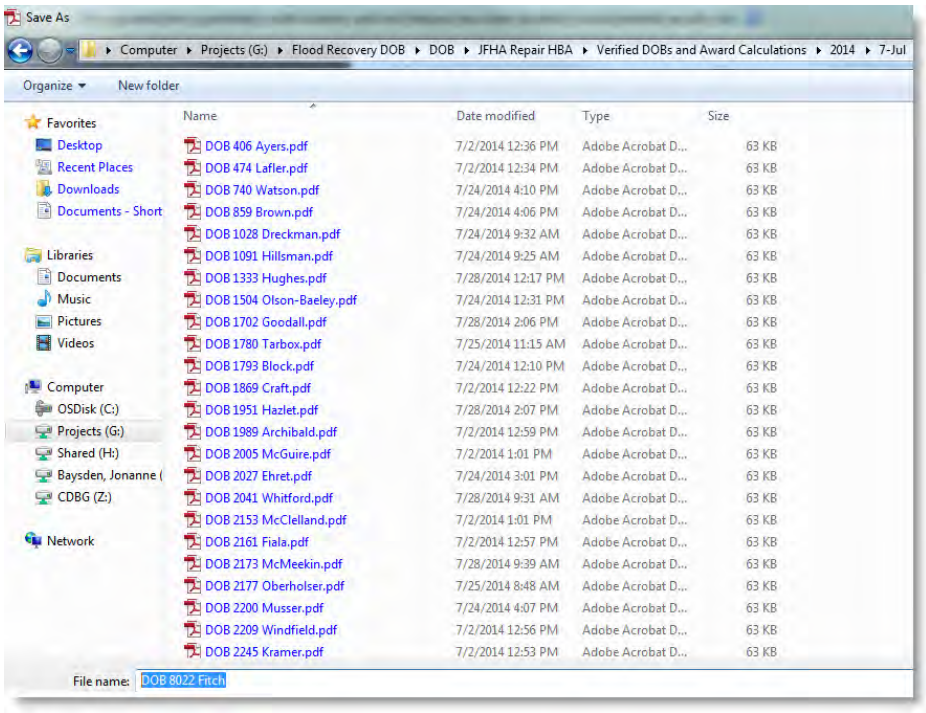
9. When the form is balanced, re-generate in the DOBApp and save as a pdf so it can be uploaded to Service Point.

Save to the following location: G:\Flood Recovery DOB\DOB\JFHA Repair HBA\Verified DOBs and Award Calculations

-Select the proper year / month

-File name should follow the following format: "DOB [Service Point ID] [Last Name]"

Figure 4.2G

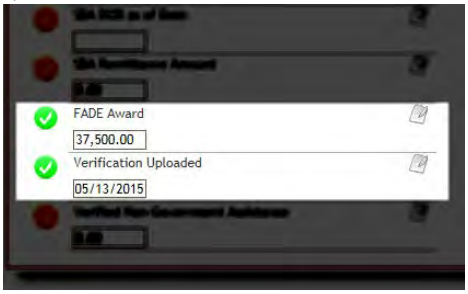


10. In the DOBApp, complete the following:

-Complete the 'FADE Award' field by entering the award amount listed on the verification for; click the orange checkmark so that it changes to green.

-Complete the 'Verification Uploaded' field by entering the date upon which verification is uploaded to Service Point; click the orange checkmark so that it changes to green.

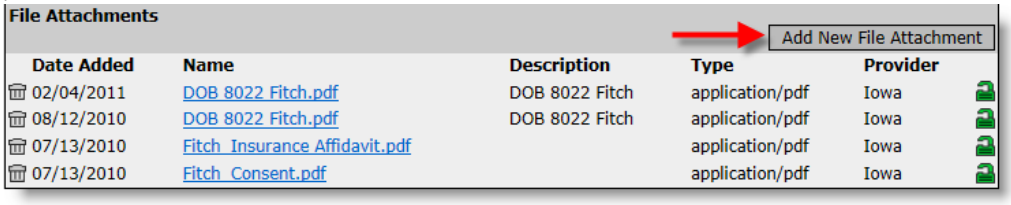
Figure 4.2H



11. Upload verification form to Service Point.

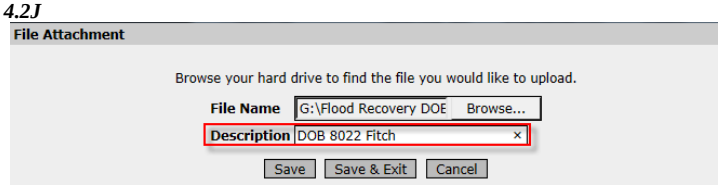
Scroll down the main page in Service Point to the bottom section entitled "File Attachments":

Figure 4.2I



Locate and select the appropriate file. Enter 'Verification Form' in the 'Description' field. Click 'Save & Exit'.

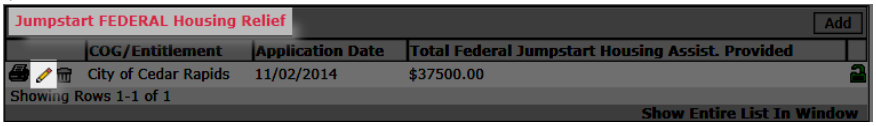
Figure 4.2J



12. Enter the "DOB Completed Date" in Service Point. This is the last step of the verification process and can only be completed after the verification form has been uploaded.

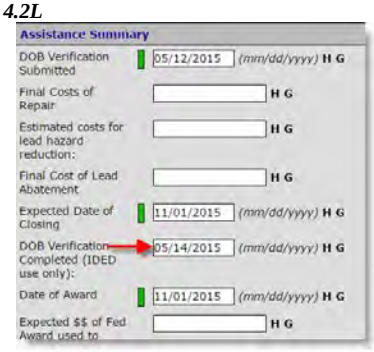
To execute, locate the "Jumpstart FEDERAL Housing Relief" section (pictured below); click on the pencil icon to open:

Figure 4.2K



Scroll down to the "Assistance Summary" section and enter the current day's date in the field labeled 'DOB Verification Completed (IDED use only)'. This date will only ever be entered by IEDA - never the administrative entity.

Figure 4.2L



13. Once the verification form has been uploaded to Service Point and the DOB Verification Completed date has been entered, the DOB Coordinator must notify the administrative entity that the DOB verification process is complete and the file is ready to view.

Note: The administrative entity may submit a change order, which is a request to change applicant information after the verification form has been issued. The administrative entity must send correspondence via email as well as enter a new DOB Submitted Date in Service Point, which will re-start the verification process (insurance, NFIP, and FEMA checks are not necessary a second time; however, files must be re-sent to SBA if the award amount changes).

4.3 SMALL PROJECT RENTAL REHABILITATION

The Small Rental Rehabilitation activity provided rehabilitation assistance to rental property owners of seven or fewer units affected by the 2008 disasters. Maximum assistance per unit could not exceed $24,999 in CDBG Supplemental Funds. Additional CDBG Supplemental Funds (above the $24,999 per unit rehabilitation limit) could be used for: lead hazard reduction (LHR), LHR carrying costs, project delivery costs, and temporary or permanent relocation; however, the total CDBG Supplemental assistance could not exceed $37,500 per unit.

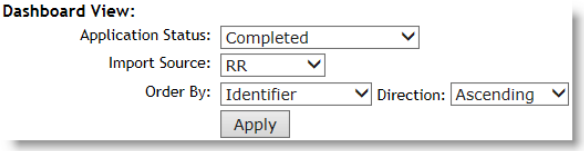
Any funds received for the purpose of structure were considered a duplication of benefits with this program. To execute the Duplication of Benefits verification process for Small Project Rental Rehabilitation applicants →

SFNP information is entered into Service Point by the administrative entity and imported into the DOBApp daily (*see **Appendix 5.5** for the Import Process*).

1. Log into the DOBApp by typing 'https://idedintranet.iowa.gov/dob/' into the browser and providing appropriate log-in credentials (*see **Appendix 5.5** for log-in instructions*).

2. On the Dashboard screen, select the following fields:
   Application Status: "New Application"
   Import Source: "RR"
   Order By: "IDENTIFIER" – Direction: "ASCENDING"
   Click "Apply".

Figure 4.3A

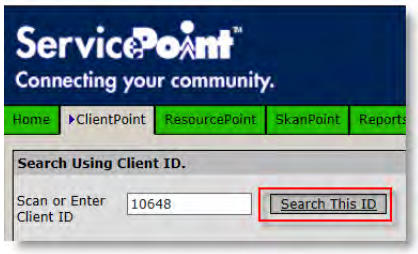


Applications requiring review will be displayed on the dashboard.

3. Next, open the file in Service Point. To do this, log into Service Point by typing 'https://www4.servicept.com/emergency/' into the browser and providing appropriate log-in credentials (*see **Appendix 5.5** for log-in instructions*).

Select the 'ClientPoint' tab
Enter the applicant's Service Point ID (the 'Identifier' number on the dashboard list in the DOBApp)
Select 'Search this ID'

Figure 4.3B



4. Complete the NFIP verification check (refer to **Section 3.2** for assistance).
If the applicant received an NFIP claim amount for the category 'Bldg Paid', it is a DOB with the Rental Rehabilitation programs. Record the information provided by the NFIP Web Data Exchange into the Notes section of the DOBApp.

5. Complete the FEMA verification check (refer to **Section 3.3** for assistance).
This check may be completed to verify for accuracy; however, this information should already be entered in Service Point by the Administrative Entity. This information will be populated onto a verification form generated by the DOBApp. If the information is incorrect, contact the administrative entity to request changes.

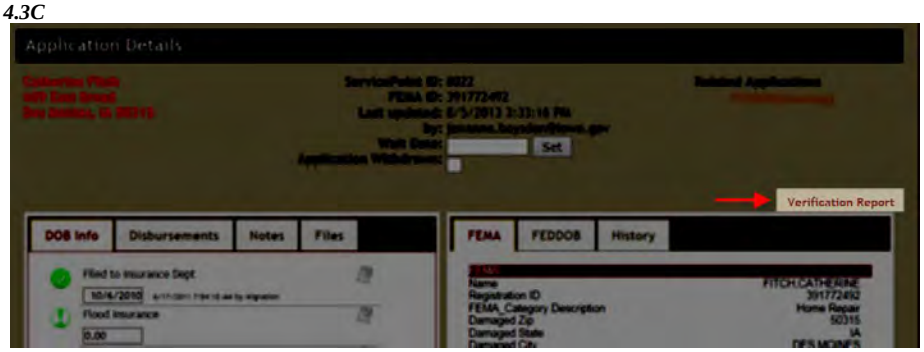
6. Complete the insurance verification check (refer to **Section 3.4** for assistance).
If the applicant was paid an insurance claim amount for structure (including sewer backup), it is a DOB with the Rental Rehabitation programs. Record the information provided by the insurance company into the Notes section of the DOBApp.

7. Complete the SBA verification check (refer to **Section 3.5** for assistance).

After all verification checks have been completed, the DOB coordinator must generate a verification form in the DOBApp.

8. Open the file in the DOBApp. Click on the 'Verification Report' link:

Figure 4.3C

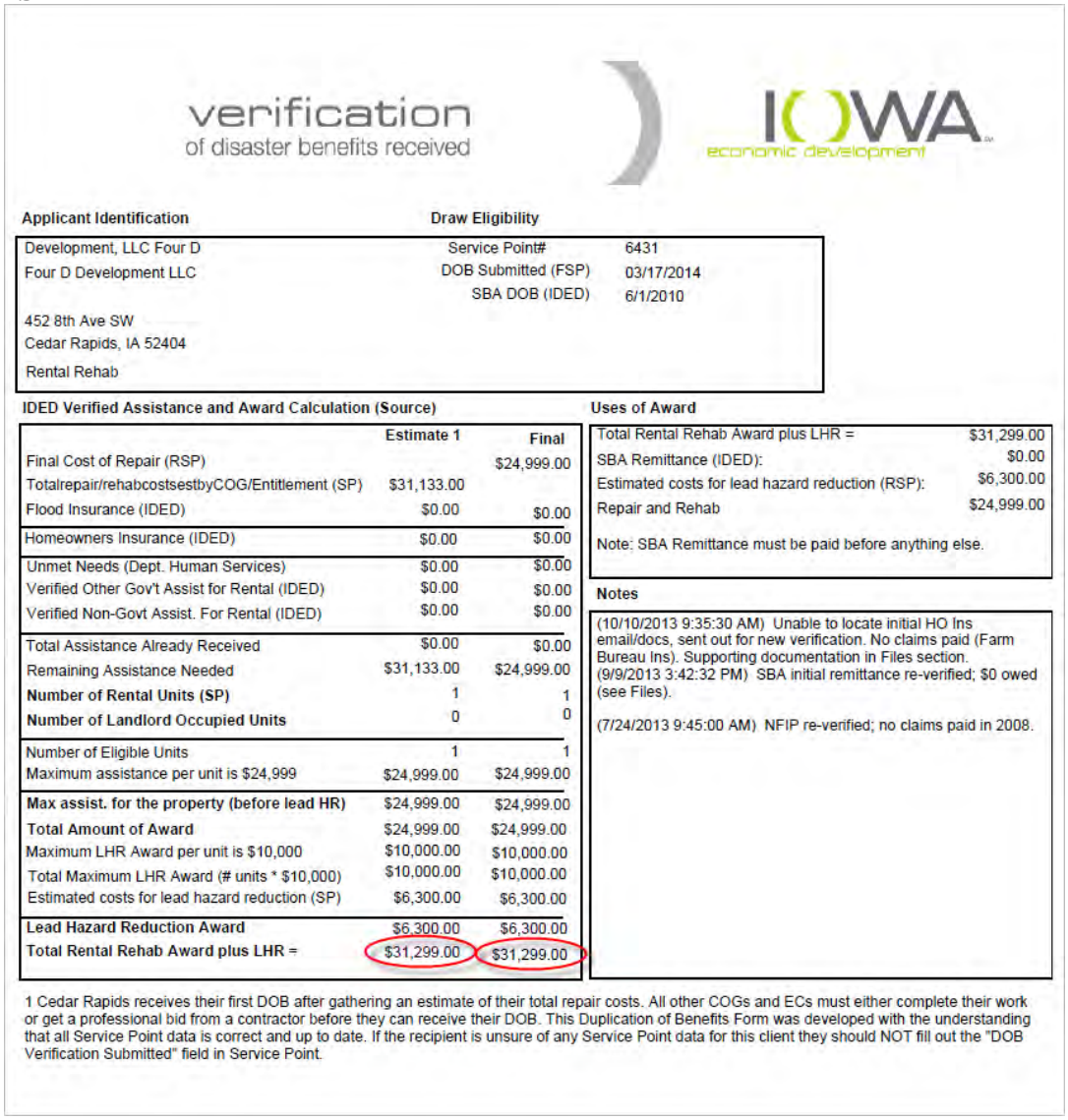


Click 'Open' on the dialogue box that pops up on the bottom of the screen:

Figure 4.3D

When the form is generated, check that all information is accurate and that both sides of the form balance, as in the example below:

Figure 4.3E



verification
of disaster benefits received

IOWA economic development

Applicant Identification

Development, LLC Four D
Four D Development LLC

452 8th Ave SW
Cedar Rapids, IA 52404

Rental Rehab

Draw Eligibility

Service Point#	6431
DOB Submitted (FSP)	03/17/2014
SBA DOB (IDED)	6/1/2010

IDED Verified Assistance and Award Calculation (Source)

	Estimate 1	Final
Final Cost of Repair (RSP)		$24,999.00
Totalrepair/rehabcostsestbyCOG/Entitlement (SP)	$31,133.00	
Flood Insurance (IDED)	$0.00	$0.00
Homeowners Insurance (IDED)	$0.00	$0.00
Unmet Needs (Dept. Human Services)	$0.00	$0.00
Verified Other Gov't Assist for Rental (IDED)	$0.00	$0.00
Verified Non-Govt Assist. For Rental (IDED)	$0.00	$0.00
Total Assistance Already Received	$0.00	$0.00
Remaining Assistance Needed	$31,133.00	$24,999.00
Number of Rental Units (SP)	1	1
Number of Landlord Occupied Units	0	0
Number of Eligible Units	1	1
Maximum assistance per unit is $24,999	$24,999.00	$24,999.00
Max assist. for the property (before lead HR)	$24,999.00	$24,999.00
Total Amount of Award	$24,999.00	$24,999.00
Maximum LHR Award per unit is $10,000	$10,000.00	$10,000.00
Total Maximum LHR Award (# units * $10,000)	$10,000.00	$10,000.00
Estimated costs for lead hazard reduction (SP)	$6,300.00	$6,300.00
Lead Hazard Reduction Award	$6,300.00	$6,300.00
Total Rental Rehab Award plus LHR =	$31,299.00	$31,299.00

Uses of Award

Total Rental Rehab Award plus LHR =	$31,299.00
SBA Remittance (IDED):	$0.00
Estimated costs for lead hazard reduction (RSP):	$6,300.00
Repair and Rehab	$24,999.00

Note: SBA Remittance must be paid before anything else.

Notes

(10/10/2013 9:35:30 AM) Unable to locate initial HO Ins email/docs, sent out for new verification. No claims paid (Farm Bureau Ins). Supporting documentation in Files section.
(9/9/2013 3:42:32 PM) SBA initial remittance re-verified; $0 owed (see Files).

(7/24/2013 9:45:00 AM) NFIP re-verified; no claims paid in 2008.

1 Cedar Rapids receives their first DOB after gathering an estimate of their total repair costs. All other COGs and ECs must either complete their work or get a professional bid from a contractor before they can receive their DOB. This Duplication of Benefits Form was developed with the understanding that all Service Point data is correct and up to date. If the recipient is unsure of any Service Point data for this client they should NOT fill out the "DOB Verification Submitted" field in Service Point.

If the circled amounts indicated in the example in Figure 4.3E are unequal or any information on the form is inaccurate, contact the administrative entity. Request they review the information in Service Point, make changes as needed to balance the form, and re-submit the file by re-entering the DOB Submitted Date in Service Point. Should the administrative entity need guidance on what fields need to be completed, please see **Appendix 5.10** for a list of required fields.

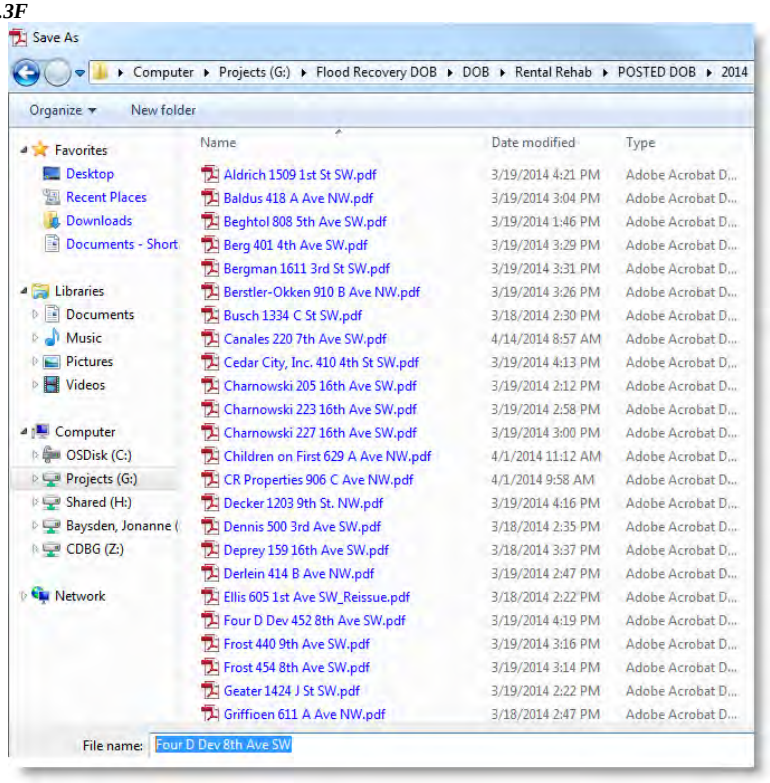
9. When the form is balanced, re-generate in the DOBApp and save as a pdf so it can be uploaded to Service Point.

Save to the following location: G:\Flood Recovery DOB\DOB\Rental Rehab\POSTED DOB

-Select the proper year

-File name should follow the following format: "[Last Name/Business Name] [Street Address]"

Figure 4.3F

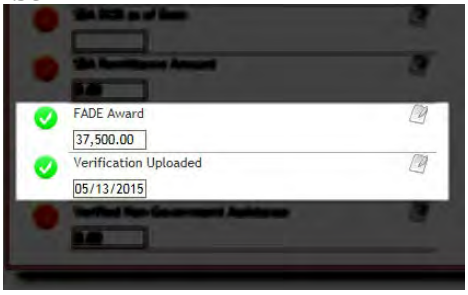


10. In the DOBApp, complete the following:

-Complete the 'FADE Award' field by entering the award amount listed on the verification for; click the orange checkmark so that it changes to green.

-Complete the 'Verification Uploaded' field by entering the date upon which verification is uploaded to Service Point; click the orange checkmark so that it changes to green.

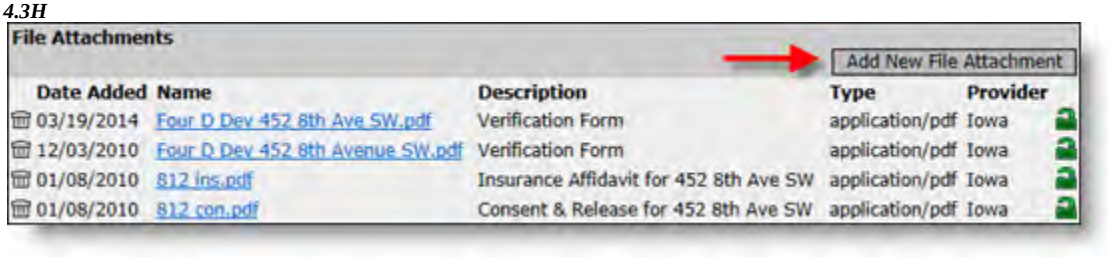
Figure 4.3G



11. Upload verification form to Service Point.

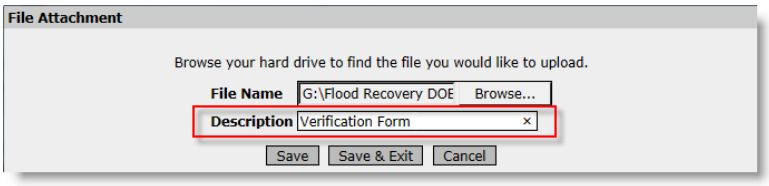
Scroll down the main page in Service Point to the bottom section entitled "File Attachments":

Figure 4.3H



Locate and select the appropriate file. Enter 'Verification Form' in the 'Description' field. Click 'Save & Exit'.

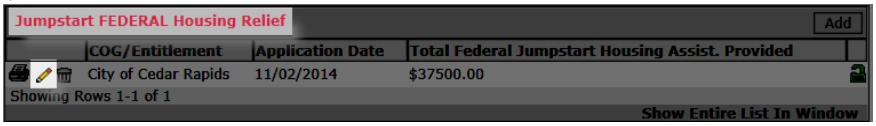
Figure 4.3I



12. Enter the "DOB Completed Date" in Service Point. This is the last step of the verification process and can only be completed after the verification form has been uploaded.

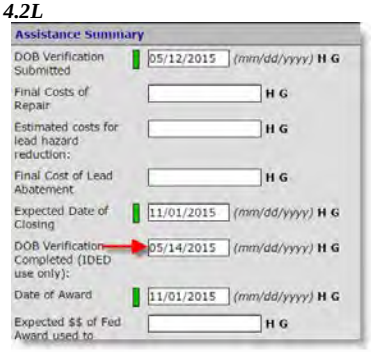
To execute, locate the "Jumpstart FEDERAL Housing Relief" section (pictured below); click on the pencil icon to open:

Figure 4.2K



Scroll down to the "Assistance Summary" section and enter the current day's date in the field labeled 'DOB Verification Completed (IDED use only)'. This date will only ever be entered by IEDA - never the administrative entity.

Figure 4.2L



13. Once the verification form has been uploaded to Service Point and the DOB Verification Completed date has been entered, the DOB Coordinator must notify the administrative entity that the DOB verification process is complete and the file is ready to view.

Note: The administrative entity may submit a change order, which is a request to change applicant information after the verification form has been issued. The administrative entity must send correspondence via email as well as enter a new DOB Submitted Date in Service Point, which will re-start the verification process (insurance, NFIP, and FEMA checks are not necessary a second time; however, files must be re-sent to SBA if the award amount changes).

4.4 LARGE PROJECT RENTAL REHABILITATION

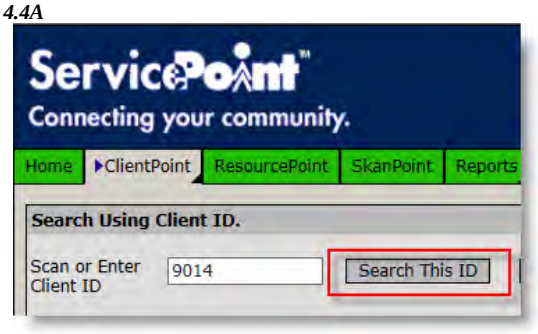
The Large Rental Rehabilitation activity provided rehabilitation assistance to rental property owners of eight or more units affected by the 2008 disasters. Maximum assistance per unit (on the hard cost of rehabilitation) could not exceed $24,999 in CDBG Supplemental Funds. Additional CDBG Supplemental Funds (above the $24,999 per unit rehabilitation limit) could be used for lead hazard reduction (as applicable) and project delivery costs; however, the total CDBG Supplemental assistance could not exceed $37,500 per unit (inclusive of all costs).

Any funds received for the purpose of structure were considered a duplication of benefits with this program. To execute the Duplication of Benefits verification process for Large Project Rental Rehabilitation applicants →

1. Open the file in Service Point. To do this, log into Service Point by typing 'https://www4.servicept.com/emergency/' into the browser and providing appropriate log-in credentials (*see **Appendix 5.5** for log-in instructions*).

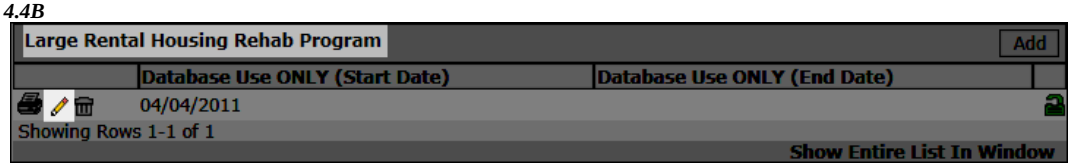
Select the 'ClientPoint' tab
Enter the applicant's Service Point ID (the 'Identifier' number on the dashboard list in the DOBApp)
Select 'Search this ID'

Figure 4.4A



2. Scroll down to the section entitled 'Large Rental Housing Rehab Program' and click the pencil icon:

Figure 4.4B



Note: Because of the relatively small number of Large Rental Housing Rehab Program applicants, these files were not imported into the DOBApp; verification forms were generated manually and no information was logged in the DOBApp. All the information needed by the DOB Coordinator to complete the verification process is found in this 'Large Rental Housing Rehab Program' section in Service Point.

3. Complete the NFIP verification check (refer to **Section 3.2** for assistance) through Step 4. **If the applicant received an NFIP claim amount for the category 'Bldg Paid', it is a DOB with the Rental Rehabilitation programs.** Do not proceed with documenting results in the DOBApp, as Large Rental Rehab files will not be in this database; instead, simply determine whether there is a DOB and subtract accordingly from the final award amount.

4. Complete the insurance verification check (refer to **Section 3.4** for assistance) through Step 4.
If the applicant was paid an insurance claim amount for structure (including sewer backup), it is a DOB with the Rental Rehabilitation programs. Do not proceed with documenting results in the DOBApp, as Large Rental Rehab files will not be in this database; instead, simply determine whether there is a DOB and subtract accordingly from the final award amount.

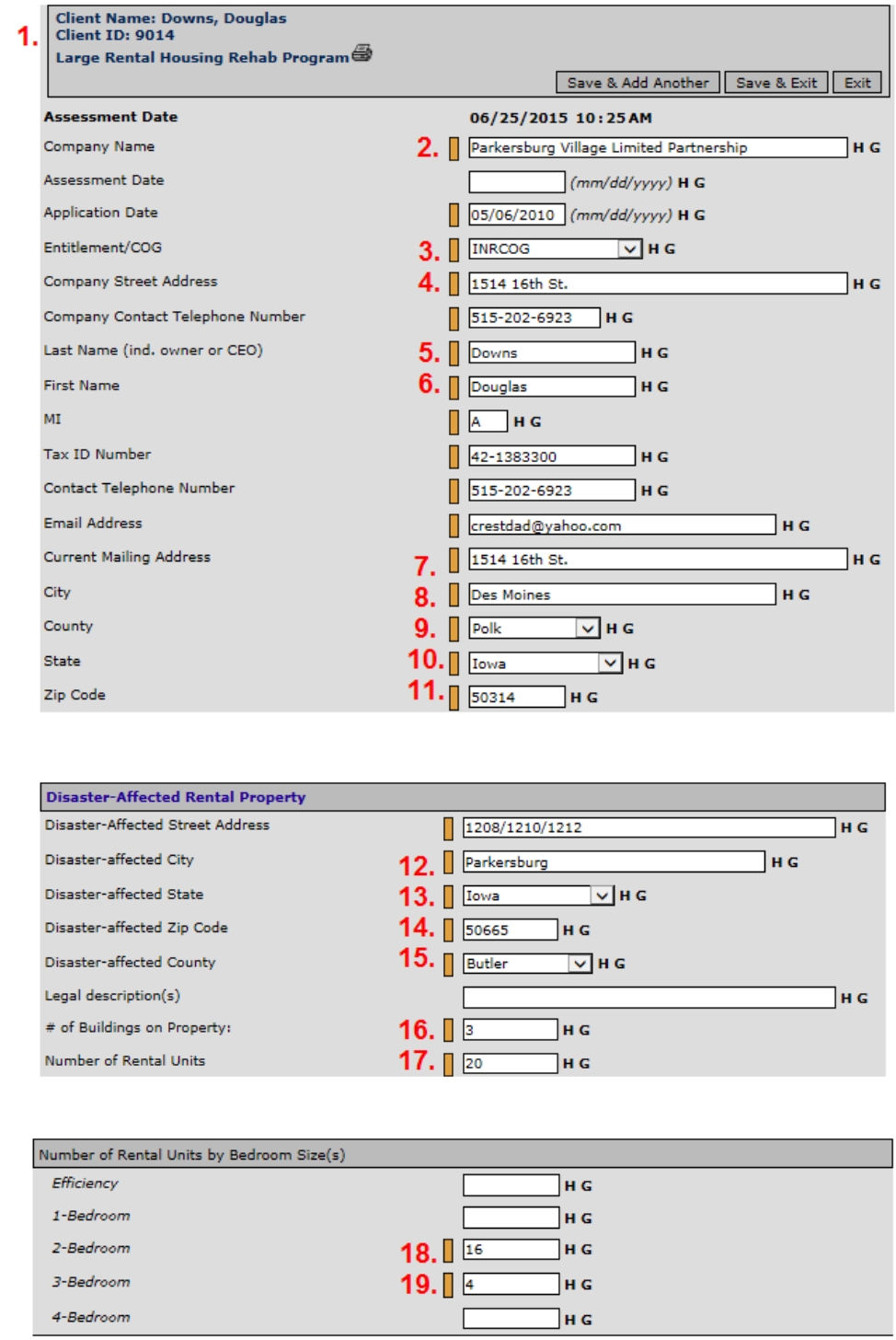
6. Complete the SBA verification check. This process will be different than with other programs as the applicant is not in the DOBApp. SBA cannot be sent a pre-generated form; rather, the DOB Coordinator will manually create one using the template in Step 7 of this section (see below). Once the manual verification has been generated, refer to Step 4 in **Section 3.5** for further assistance for instructions on sending to SBA. If SBA remittance is owed, document on the verification form accordingly.

7. A DOB Verification Form will need to be manually created using the template below as well as the corresponding fields in Service Point:

Figure 4.4C

DUPLICATION OF BENEFITS VERIFICATION LARGE PROJECT RENTAL REHABILITATION		
Client ID	1.	9014
Company Name	2.	Parkersburg Village Limited Partnership
Entitlement/COG	3.	INRCOG
Company Street Address	4.	1514 16th Street
Last Name (Ind. Ownder or CEO)	5.	Downs
First Name	6.	Douglas
Current Mailing Address	7.	1514 16th Street
City	8.	Des Moines
County	9.	Polk
Zip Code	10.	50314
Disaster-Affected Street Address	11.	1208/1210/1212 Florence Street
Disaster-Affected City	12.	Parkersburg
Disaster-Affected State	13.	Iowa
Disaster-Affected Zip Code	14.	50665
Disaster-Affected County	15.	Butler
# of Buildings on Property	16.	3
# of Rental Units	17.	20
2-Bedroom	18.	16
3-Bedroom	19.	4
DOB Verification Date Submitted	20.	5/30/2012
Total Amount of DOB's	21.	$0.00
SBA Remittance	22.	$0.00
Total Amount of Award	23.	$94,043.39
Total Amount of Award + Lead Hazard Reduction	24.	$94,043.39

Figure 4.4D


1.
Client Name: Downs, Douglas
Client ID: 9014
Large Rental Housing Rehab Program
Save & Add Another
Save & Exit
Exit
Assessment Date
06/25/2015 10:25 AM
Company Name
2.
Parkersburg Village Limited Partnership
Assessment Date
(mm/dd/yyyy)
Application Date
05/06/2010
(mm/dd/yyyy)
Entitlement/COG
3.
INRCOG
Company Street Address
4.
1514 16th St.
Company Contact Telephone Number
515-202-6923
Last Name (ind. owner or CEO)
5.
Downs
First Name
6.
Douglas
MI
A
Tax ID Number
42-1383300
Contact Telephone Number
515-202-6923
Email Address
crestdad@yahoo.com
Current Mailing Address
7.
1514 16th St.
City
8.
Des Moines
County
9.
Polk
State
10.
Iowa
Zip Code
11.
50314
Disaster-Affected Rental Property
Disaster-Affected Street Address
1208/1210/1212
Disaster-affected City
12.
Parkersburg
Disaster-affected State
13.
Iowa
Disaster-affected Zip Code
14.
50665
Disaster-affected County
15.
Butler
Legal description(s)
# of Buildings on Property:
16.
3
Number of Rental Units
17.
20
Number of Rental Units by Bedroom Size(s)
Efficiency
1-Bedroom
2-Bedroom
18.
16
3-Bedroom
19.
4
4-Bedroom
H G

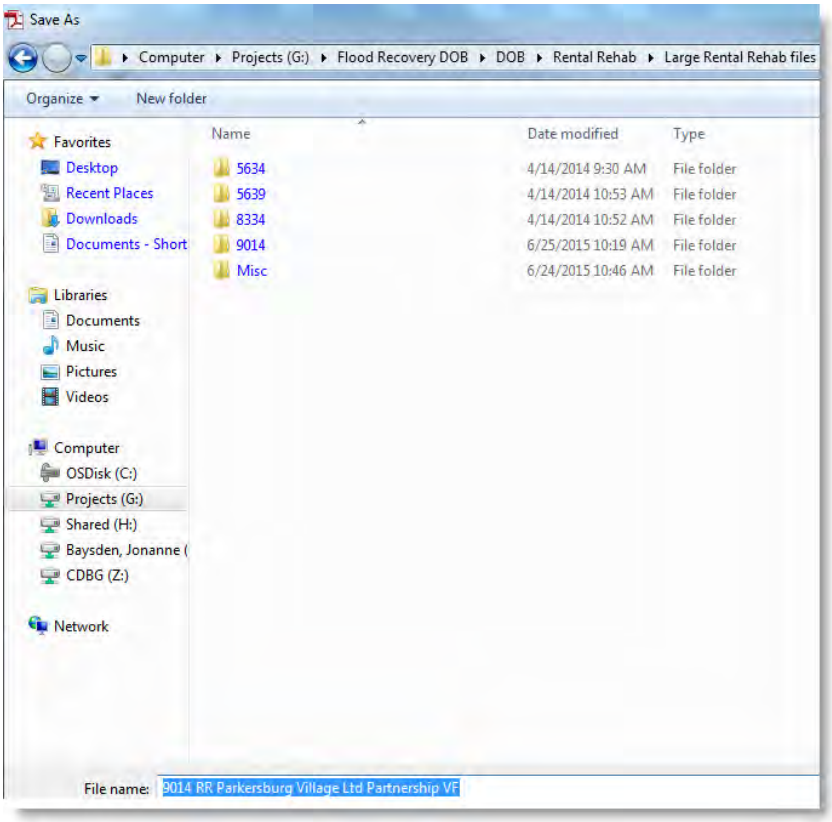
Assistance Summary			
DOB Verification Date Submitted:	20.	05/30/2012 (mm/dd/yyyy) H G	
Final Cost of Repairs		$107369.96 H G	
Change Order Submitted Date		(mm/dd/yyyy) H G	
Change Order Verified Date (IDED Only)		(mm/dd/yyyy) H G	
Estimated costs for lead hazard reduction		$0.00 H G	
DOB Verification Date Completed (IDED use only):		04/06/2011 (mm/dd/yyyy) H G	
Date of Award		03/10/2011 (mm/dd/yyyy) H G	
Total Amount of Award	23.	$94043.39 H G	
Total Amount of Award + Lead Hazard Reduction	24.	$94043.39 H G	MINUS #21 (DOB's)

21. Any DOB's determined from the NFIP/Insurance verification checks.
22. Any SBA remittance

8. After the verification form has been completed, save as a pdf so it can be uploaded to Service Point.

Save to the following location: G:\Flood Recovery DOB\DOB\Rental Rehab\Large Rental Rehab files
-Create a folder labeled by Service Point ID
-File name should follow the following format: "[Service Point ID] RR [Company Name] VF"

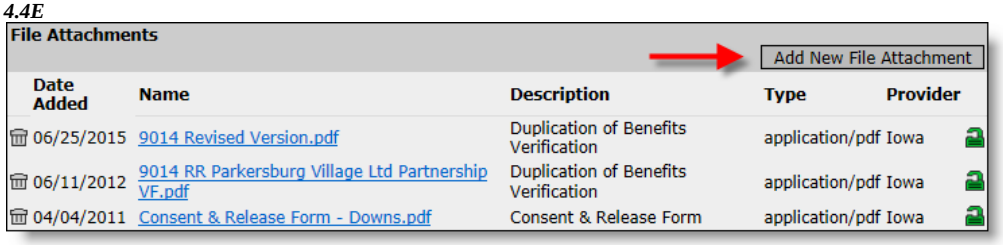
Figure 4.4D



9. Upload verification form to Service Point.

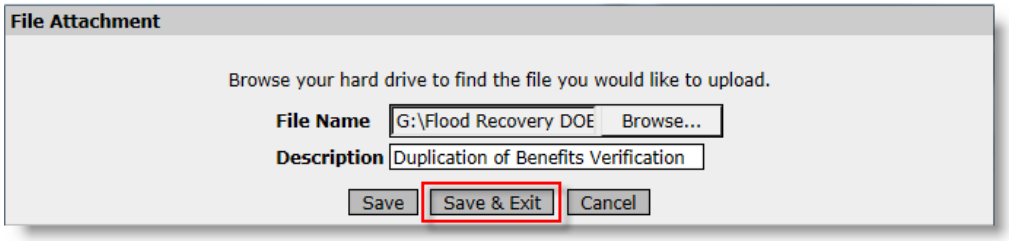
Scroll down the main page in Service Point to the bottom section entitled “File Attachments”:

Figure 4.4E



Locate and select the appropriate file. Enter ‘Duplication of Benefits Verification’ in the ‘Description’ field. Click ‘Save & Exit’.

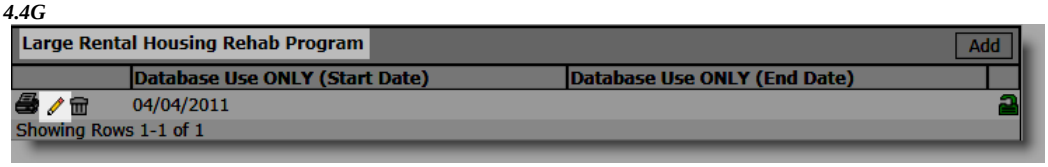
Figure 4.4F



10. Enter the “DOB Completed Date” in Service Point. This is the last step of the verification process and can only be completed after the verification form has been uploaded.

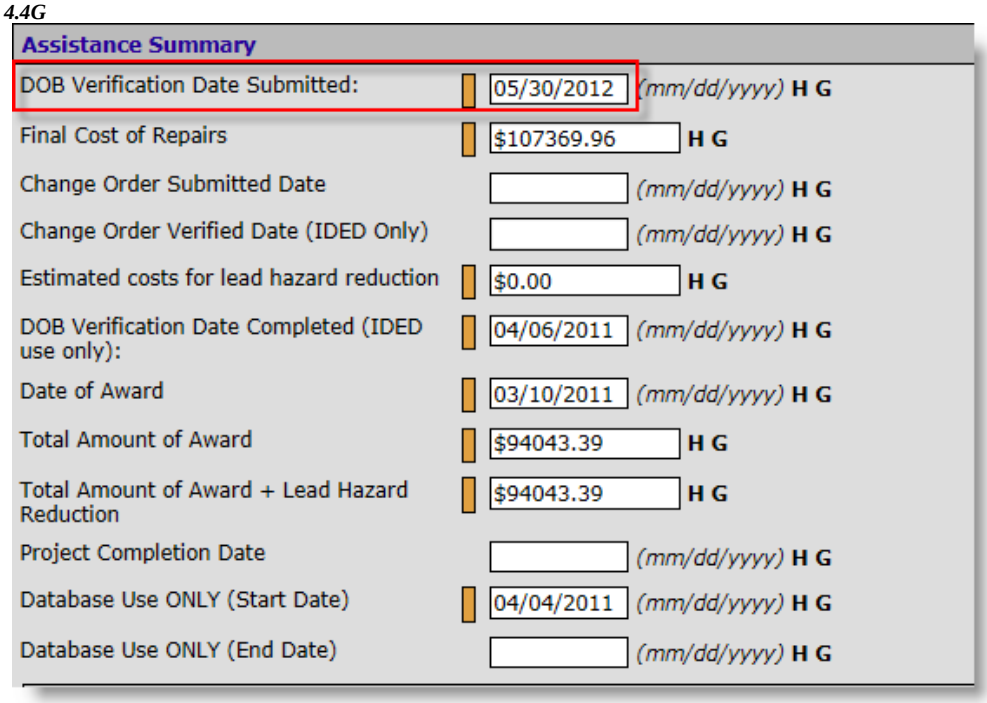
To execute, locate the “Large Rental Housing Rehab Program” section (pictured below); click on the pencil icon to open:

Figure 4.4G



Scroll down to the “Assistance Summary” section and enter the current day’s date in the field labeled ‘DOB Verification Completed (IDED use only)’. This date will only ever be entered by IEDA - never the administrative entity.

Figure 4.4G



11. Once the verification form has been uploaded to Service Point and the DOB Verification Completed date has been entered, the DOB Coordinator must notify the administrative entity that the DOB verification process is complete and the file is ready to view.

Note: The administrative entity may submit a change order, which is a request to change applicant information after the verification form has been issued. The administrative entity must send correspondence via email as well as enter a new DOB Submitted Date in Service Point, which will re-start the verification process (insurance and NFIP checks are not necessary a second time; however, files must be re-sent to SBA if the award amount changes).

4.4 CDBG BUYOUT

The DOB Coordinator conducted NFIP and Insurance verification checks on CDBG buyout files; refer to sections 3.2 and 3.4.

4.6 INTERIM MORTGAGE ASSISTANCE

Interim mortgage assistance was provided for the use of maintaining mortgages (payment of principal, interest, property taxes, and hazard insurance) at a maximum of $1,000 a month for a period not to exceed twenty months. IEDA has verified with the Iowa Insurance Commissioner that insurance would not cover interim mortgage assistance. IEDA has also verified with SBA that they did not provide assistance for interim mortgage assistance, nor is IEDA aware of any local funds used for this purpose. Because no other funds were provided for the purpose of interim mortgage assistance, a Duplication of Benefits was not necessary for applicants receiving this form of assistance.

4.7 MULTI-FAMILY NEW CONSTRUCTION

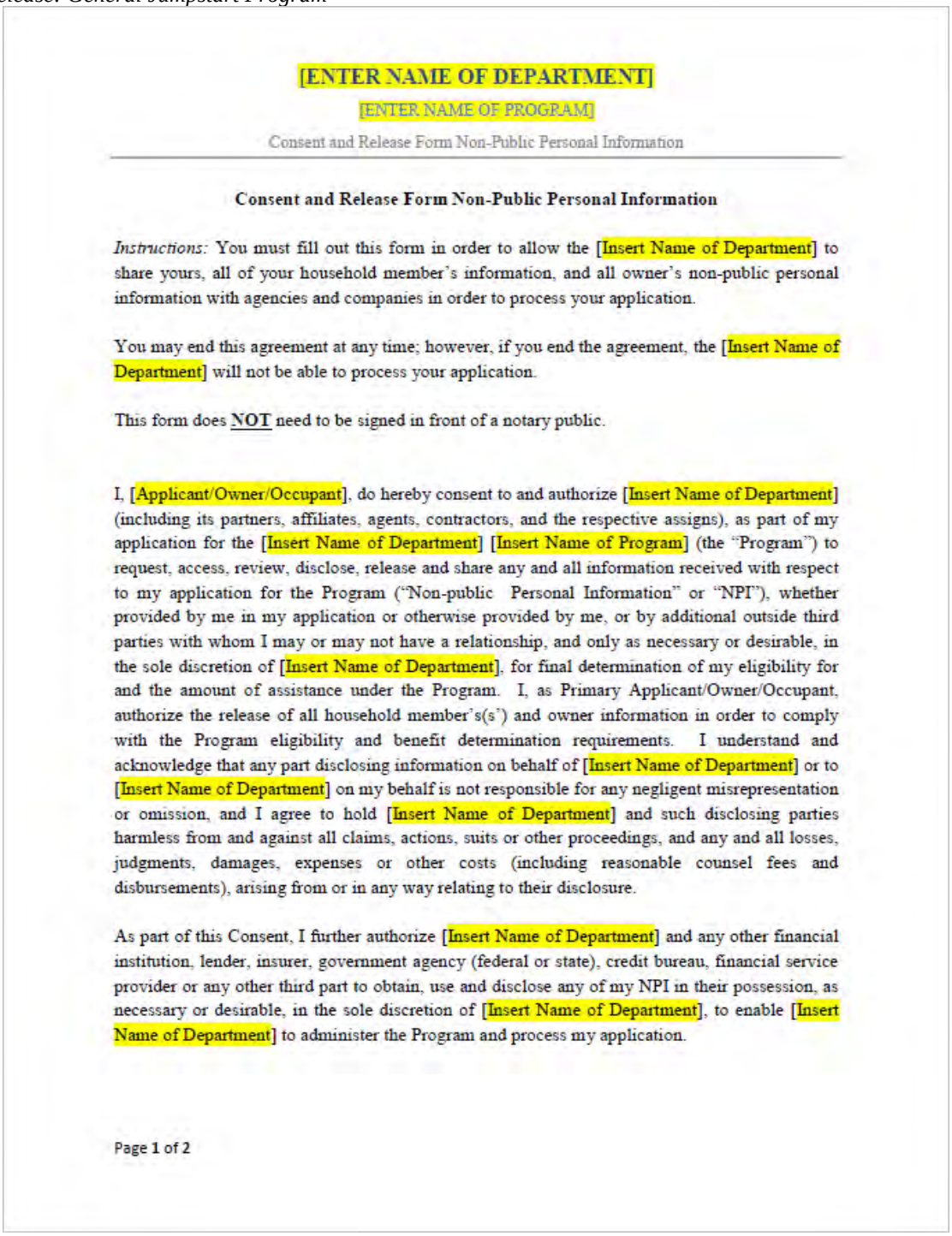
With the Multi-Family New Construction program, the benefit went to the developers who had no connection to disaster funds aside from assisting low to moderate income families. Because no DOB had to be conducted on these applicants, they were not even submitted to Service Point.

Section 5.0: APPENDICES

5.1 REQUIRED FORMS

The following section provides templates for the required Duplication of Benefits forms used by IEDA. These are formatted to be utilized by other agencies as needed.

Consent & Release: General Jumpstart Program



[ENTER NAME OF DEPARTMENT]

[ENTER NAME OF PROGRAM]

Consent and Release Form Non-Public Personal Information

Consent and Release Form Non-Public Personal Information

Instructions: You must fill out this form in order to allow the [Insert Name of Department] to share yours, all of your household member's information, and all owner's non-public personal information with agencies and companies in order to process your application.

You may end this agreement at any time; however, if you end the agreement, the [Insert Name of Department] will not be able to process your application.

This form does **NOT** need to be signed in front of a notary public.

I, [Applicant/Owner/Occupant], do hereby consent to and authorize [Insert Name of Department] (including its partners, affiliates, agents, contractors, and the respective assigns), as part of my application for the [Insert Name of Department] [Insert Name of Program] (the "Program") to request, access, review, disclose, release and share any and all information received with respect to my application for the Program ("Non-public Personal Information" or "NPI"), whether provided by me in my application or otherwise provided by me, or by additional outside third parties with whom I may or may not have a relationship, and only as necessary or desirable, in the sole discretion of [Insert Name of Department], for final determination of my eligibility for and the amount of assistance under the Program. I, as Primary Applicant/Owner/Occupant, authorize the release of all household member's(s') and owner information in order to comply with the Program eligibility and benefit determination requirements. I understand and acknowledge that any part disclosing information on behalf of [Insert Name of Department] or to [Insert Name of Department] on my behalf is not responsible for any negligent misrepresentation or omission, and I agree to hold [Insert Name of Department] and such disclosing parties harmless from and against all claims, actions, suits or other proceedings, and any and all losses, judgments, damages, expenses or other costs (including reasonable counsel fees and disbursements), arising from or in any way relating to their disclosure.

As part of this Consent, I further authorize [Insert Name of Department] and any other financial institution, lender, insurer, government agency (federal or state), credit bureau, financial service provider or any other third part to obtain, use and disclose any of my NPI in their possession, as necessary or desirable, in the sole discretion of [Insert Name of Department], to enable [Insert Name of Department] to administer the Program and process my application.

Page 1 of 2

[ENTER NAME OF DEPARTMENT]

[ENTER NAME OF PROGRAM]

Consent and Release Form Non-Public Personal Information

I understand and acknowledge that [Insert Name of Department] may obtain, use and disclose any NPI received in its investigation of my application with third parties, including those referenced above, as necessary or desirable, in the sole discretion of [Insert Name of Department], for final determination of my eligibility for and the amount of assistance under the Program. All NPI will be retained by [Insert Name of Department] in accordance with Program requirements.

My consent may be revoked or ended at any time by giving written notice to [Insert Name of Department]. I further understand and acknowledge that any such revocation (ending) of this Consent may affect my ability to receive assistance under the Program. Unless revoked by me, this Consent shall remain in full force and effect until all obligations to [Insert Name of Department] are satisfied in full.

By completing and signing this form, I acknowledge and agree to the above and agree that this Consent may be furnished on my behalf to any financial institution, lender, insurer, government agency (federal or state), credit bureau, financial service provider or other third party.

Applicant/Owner/Occupant Name (Printed)	Applicant/Owner/Occupant Signature	Date

[ENTER NAME OF DEPARTMENT]

[ENTER NAME OF PROGRAM]

Consent and Release Form Non-Public Personal Information

Consent and Release Form Non-Public Personal Information

Instructions: You must fill out this form in order to allow the [Insert Name of Department] to share non-public personal information (as defined herein) regarding _____ (the "Applicant"), and any principal/partner/owner of the Applicant, with agencies and companies in order to process the Applicant's application.

The Applicant, and any principal/partner/owner of the Applicant, may terminate this Consent at any time; however, if the Applicant, or any principal/partner/owner of the Applicant, terminates this Consent, IEDA will not be able to process the Applicant's application.

This form does **NOT** need to be signed in front of a notary public.

I, [Applicant/Owner/Occupant], and the undersigned as principal/partner/owner of the Applicant, do hereby consent to and authorize [Insert Name of Department] (including its partners, affiliates, agents, contractors, and the respective assigns), as part of the Applicant's application for the [Insert Name of Department] [Insert Name of Program] (the "Program") to request, access, review, disclose, release and share any and all information received with respect to the Applicant's application for the Program ("Non-public Personal Information" or "NPI"), whether provided by the Applicant, or any Applicant, or any principal/partner/owner of the Applicant, or by additional outside third parties with whom the Applicant may or may not have a relationship, and only as necessary or desirable, in the sole discretion of [Insert Name of Department], for final determination of the Applicant's eligibility for and the amount of assistance under the Program. The Applicant, and any principal/partner/owner of the Applicant, understand and acknowledge that any party disclosing information on behalf of [Insert Name of Department] or to [Insert Name of Department] on behalf of the Applicant, or any principar/partner/owner of the Applicant, is not responsible for any negligent misrepresentation or omission, and the Applicant, and all principal/partners/owners of the Applicant, agree to hold [Insert Name of Department] and such disclosing parties harmless from and against all claims, actions, suits or other proceedings, and any and all losses, judgments, damages, expenses or other costs (including reasonable counsel fees and disbursements), arising from or in any way relating to their disclosure.

As part of this Consent, the Applicant, and any principal/partner/owner of the Applicant, further authorize [Insert Name of Department] and any other financial institution, lender, insurer, government agency (federal or state), credit bureau, financial service provider or any other third party to obtain, use and disclose any of my NPI in their possession, as necessary or desirable, in

Page 1 of 2

the sole discretion of [Insert Name of Department], to enable [Insert Name of Department] to administer the Program and process the Applicant's application.

The Applicant understands and acknowledges that [Insert Name of Department] may obtain, use and disclose any NPI received in its investigation of the Applicant's application with third parties, including those referenced above, as necessary or desirable, in the sole discretion of [Insert Name of Department], for final determination of the Applicant's eligibility for and the amount of assistance under the Program. All NPI will be retained by [Insert Name of Department] in accordance with Program requirements.

The consent of the Applicant, and any principal/partner/owner of the Applicant, may be revoked or ended at any time by giving written notice to [Insert Name of Department]. The Applicant, and the principals/partners/owners of the Applicant, further understand and acknowledge that any such revocation (ending) of this Consent may affect the Applicant's ability to receive assistance under the Program. Unless revoked by the Applicant, or any principal/partner/owner of the Applicant, this Consent shall remain in full force and effect until all obligations to [Insert Name of Department] are satisfied in full.

By completing and signing this form, the Applicant, and any principal/partner/owner of the Applicant, acknowledge and agree to the above and agree that this Consent may be furnished on the Applicant's behalf to any financial institution, lender, insurer, government agency (federal or state), credit bureau, financial service provider or other third party.

_____

Company Name

By: _____

Name: _____

Title: _____

Principals/Partners/Owners of Applicant:

_____

[Print Name]

_____

[Print Name]

Insurance Affidavit: General Jumpstart Program

[ENTER NAME OF DEPARTMENT]

[ENTER NAME OF PROGRAM]

Insurance Affidavit

Insurance Affidavit

Instructions: You must fill out this form even if you did not have insurance on the date of the damage to your home due to the storms, tornadoes and flooding giving rise to the [Enter Name of Disaster], which occurred between [Insert Date Range During Which Disasters Occurred]. This form requires you to indicate to the [Insert Name of Department] [Insert Name of Program] (the "Program") whether or not there was insurance on the damaged property on the date of the damage to your home between [Insert Date Range During Which Disasters Occurred]..

If you selected that there was insurance on the damaged property, you are required to fill in the name of the insurance company, policy number, claim number, and the settled amount, if any, the settled amount for lost personal property, the settled amount for structural damage to the home, and attach copies of the insurance policies and any correspondence with the insurance companies relating to the claim.

You must sign this form in front of a notary public.

STATE OF [Insert State]

COUNTY OF [Insert County]

Before me, the undersigned authority, on this day personally appeared the person(s) name below ("Applicant(s)"), who, being by me duly sworn under penalty of perjury and penalty of violation of Federal and State laws applicable to my application for and receipt of a grant of deferred loan under the [Insert Name of Department] [Insert Name of Program] (the "Program"), made the following statements and swore that they were true:

I/we hereby state and certify to the United States Department of Housing and Urban Development and to the Iowa Economic Development Authority as follows (please check one blank):

- ☐ On the date of damage to my home, between [Insert Date Range During Which Disasters Occurred], Homeowners, blood, and/or wind insurance **WAS** carried and in force on the property with respect to which I/we made an application under the Program.
- ☐ On the date of damage to my home between [Insert Date Range During Which Disasters Occurred], Homeowners, flood, and/or wind insurance **WAS NOT**

Page 1 of 4

carried and in force on the property with respect to which I/we made an application under the Program.

If insurance was carried on the damaged property, fill in the information requested below using the insurance information in effect at the time of damage to my home due to the [Enter Name of Disaster], between [Insert Date Range During Which Disasters Occurred]. The space at the bottom is provided to you in case you are unsure about whether a payment is for structural or personal property.

Homeowner Insurance

Company Name		Policy Number	
Claim Number		Total Settled Amount	
Personal Property Settled Amount		Structural Damage Settled Amount	

Wind Insurance

Company Name		Policy Number	
Claim Number		Total Settled Amount	
Personal Property Settled Amount		Structural Damage Settled Amount	

Flood Insurance

Company Name		Policy Number	
Claim Number		Total Settled Amount	
Personal Property Settled Amount		Structural Damage Settled Amount	

Notes:

_____
_____
_____
_____
_____

[ENTER NAME OF DEPARTMENT]

[ENTER NAME OF PROGRAM]

Insurance Affidavit

Attached to this Insurance Affidavit are copies of (1) each insurance policy under which a claim was filed with respect to the damage to my home as a result of the [Enter Name of Disaster], and (2) all correspondence relating to the claims described in (1) of this sentence. No other correspondence with respect to any such insurance claims has been received by me as of the date of this Insurance Affidavit.

By executing this Insurance Affidavit, Applicant(s) acknowledge and understand that Title 18 United States Code Section 1001: (1) makes it a violation of federal law for a person to knowingly and willfully (a) falsify, conceal, or cover up a material fact; (b) make any materially false, fictitious, or fraudulent statement or representation; OR (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government; and (2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section.

Dated this the ____ day of _____, [INSERT YEAR].

_____ _____

Applicant (Affiant) Signature Print Applicant name (Affiant)

_____ _____

Joint Applicant (Affiant) Signature Print Joint Applicant name (Affiant)

SUBSCRIBED AND SWORN TO before me, by the above-named Affiant(s) this, the ___ day of _____, [insert year], to certify which witness my hand and official seal.

_____

NOTARY PUBLIC

My Commission Expires: _____

EXHIBIT TO INSURANCE AFFIDAVIT

COPIES OF INSURANCE POLICIES
AND
CORRESPONDENCE REGARDING CLAIMS

Insurance Affidavit: Rental Rehabilitation

Insurance Affidavit

Instructions: This form must be completed even if the company or property owners named herein did not have insurance on the date of the damage to the property described below due to the storms, tornadoes, and flooding giving rise to the [Enter Name of Disaster], which occurred between [Insert Date Range During Which Disasters Occurred]. This form requires you to indicate to the [Insert Name of Department] [Insert Name of Program] (the "Program") whether or not there was insurance on the damaged property on the date of the damage to the property described below between [Insert Date Range During Which Disasters Occurred].

If there was insurance on the damaged property, the name of the insurance company, policy number, claim number, and settled amount, if any, must be completed, copies of the insurance policies and any correspondence with the insurance companies relating to the claim, must be attached to this affidavit.

This form must be signed in front of a notary public.

STATE OF [Insert State]

COUNTY OF [Insert County]

Before me, the undersigned authority, on this day personally appeared the person named below, who, being by me duly sworn under penalty of perjury and penalty of violation of Federal and State laws applicable to [Insert Name of Company/Owner]'s application for and receipt of a grant or deferred loan under the [Insert Name of Department] [Insert Name of Program] (the "Program"), made the following statements and swore that they were true:

1. I hereby state that I am the [Insert the signatory's position with the company, such as owner/CEO/President] of [Enter Address of Property or Name of Company] (the "Applicant") and am duly authorized to make the certifications contained in this Affidavit on behalf of the applicant.
2. The property located at [Insert Address], [Insert City] (the "Property") is owned and operated by the Applicant as residential real property.
3. I hereby state and certify to the United States Department of Housing and Urban Development and to the [Enter Name of Department] as follows (please check one blank):

[ENTER NAME OF DEPARTMENT]

[ENTER NAME OF PROGRAM]

Insurance Affidavit

☐ On the date of damage to the Property between [Insert Date Range During Which Disasters Occurred], property, flood, and/or wind insurance **WAS** carried and in force on the Property.

☐ On the date of damage to the Property between [Insert Date Range During Which Disasters Occurred], property, flood, and/or wind insurance **WAS NOT** carried and in force on the Property.

If insurance was carried on the Property, fill in the information requested below using the insurance information in effect at the time of damage to the Property due to the [Enter Name of Disaster], between [Insert Date Range During Which Disasters Occurred]. Please provide claims paid information related to structural coverage only.

Homeowner Insurance

Company Name		Policy Number	
Claim Number		Total Settled Amount	

Wind Insurance

Company Name		Policy Number	
Claim Number		Total Settled Amount	

Flood Insurance

Company Name		Policy Number	
Claim Number		Total Settled Amount	

Attached to this Insurance Affidavit are copies of (1) each insurance policy under which a claim was filed with respect to the damage to the Property as a result of the [Enter Name of Disaster], and (2) all correspondence relating to the claims described in (1) of this sentence. No other correspondence with respect to any such insurance claims has been received by me as of the date of this Insurance Affidavit.

[ENTER NAME OF DEPARTMENT]

[ENTER NAME OF PROGRAM]

Insurance Affidavit

By executing this Insurance Affidavit, Applicant and the undersigned acknowledge and understand that Title 18 United States Code Section 1001: (1) makes it a violation of federal law for a person to knowingly and willfully (a) falsify, conceal, or cover up a material fact; (b) make any materially false, fictitious, or fraudulent statement or representation; OR (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government; and (2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section.

Dated this the ____ day of _____, [INSERT YEAR].

[Enter Name(s) of Property Owner(s) or Name of Company]

By: _____
(Signature)

Name: _____

Title: _____

SUBSCRIBED AND SWORN TO before me, by the above-named Affiant(s) this, the ___ day of _____, [INSERT YEAR], to certify which witness my hand and official seal.

_____
NOTARY PUBLIC

My Commission Expires: _____

Page 3 of 4

EXHIBIT TO INSURANCE AFFIDAVIT

COPIES OF INSURANCE POLICIES
AND
CORRESPONDENCE REGARDING CLAIMS

Subrogation Agreement: General Jumpstart Program

[ENTER NAME OF DEPARTMENT]

[ENTER NAME OF PROGRAM]

Subrogation and Assignment Agreement

This Subrogation and Assignment Agreement ("Agreement") is made and entered into on this ___ day of [Insert Month],[Insert Year], is made by and between [Insert Name of Homeowner] ("Homeowner") and [Insert City/County].

In consideration of Homeowner's receipt of funds or the commitment by [Insert City/County] to evaluate Homeowner's application for the receipt of funds (collectively, the "Grant/Loan Proceeds") under [Insert Name of Department] [Insert Name of Program] ("the Program") administered by [Insert City/County]; Homeowner hereby assigns to [Insert City/County] all of Homeowner's future rights to reimbursement and all payments received under any policy of casualty or property damage insurance (the "Policies") or under any reimbursement or relief program related to or administered by the Federal Emergency Management Agency ("FEMA") or the Small Business Administration ("SBA") for physical damage to the Structure (defined below) (singularly, a "Disaster Program" and collectively, the "Disaster Programs") that was the basis of the calculation of Homeowner's award to the extent of Grant/Loan Proceeds paid to Homeowner under the Program. The proceeds of payments referred to in the preceding sentence, whether they be from insurance, FEMA or the SBA, shall be referred to herein as "Proceeds." The rights Homeowner assigns are specific to the structure with respect to which Grant/Loan Proceeds were paid or applied for (the "Structure") which is described in Homeowner's application with the Program arising out of physical damage to the Structure originally caused by the storms, tornadoes and flooding which occurred between [Insert Date Range During Which Disasters Occurred], designated as [Enter Name of Disaster], The Policies include, but are not limited to, policies characterized as Homeowner's wind, flood or any other type of casualty or property damage, and business interruption insurance coverage Homeowner has or may assert any claim for physical damage to the Structure.

Homeowner agrees to assist and cooperate with [Insert City/County] should the [Insert City/County] elect to pursue any of the claims Homeowner has against its insurers for reimbursement under any such Policies. Homeowner's assistance and cooperation shall include allowing suit to be brought in Homeowner's name(s) and providing any additional documentation with respect to such consent, giving depositions, providing documents, producing records and other evidence, testifying at trial and any other form of assistance and cooperation reasonably requested by [Insert City/County]. Homeowner further agrees to assist and cooperate in the attainment and collection of any Proceeds that the Homeowner would be entitled to under any applicable Disaster Program.

If requested by [Insert City/County], Homeowner agrees to execute such further and additional documents and instruments as may be requested to further and better assign to [Insert City/County] to the extent of the Grant/Loan Proceeds paid to Homeowner under the Program, the Policies, any amounts received under the Disaster Programs and/or any rights thereunder, and to take, or cause to be taken, all actions and to do, or cause to be done, all things requested by [Insert City/County] to consummate and make effective the purposes of this Agreement.

Page 1 of 3

Homeowner explicitly allows [Insert City/County] to request of any company with which I/we held Policies or FEMA or the SBA any non-public or confidential information needed by [Insert City/County] to monitor/enforce its interest in the rights assigned to it under this Agreement and give Homeowner's consent to such Homeowner to release said information to [Insert City/County].

If Homeowner (or any lender holding a lien on the Structure, to the extent permitted by superior loan documents) hereafter receives any Proceeds, Homeowner agrees to promptly pay such amounts to [Insert City/County] if Homeowner received Grant/Loan Proceeds under the Program in an amount greater than the amount Homeowner would have received if such Proceeds had been considered in the calculation of Homeowner's award.

In the event that the Homeowner is entitled to the payment of any Proceeds at a time that is prior to the Homeowner's closing with [Insert City/County] under the Program (the "Closing"), the following shall apply:

1. Any Proceeds received by the Homeowner shall be deposited into escrow with the escrow agent of [Insert City/County]'s choice (the "Escrow Agent"), based on the sole discretion of [Insert City/County]. The Proceeds shall be held by the Escrow Agent pending the Closing;
2. After the Closing, the Proceeds shall be applied to the costs to repair or rebuild Homeowner's home as such costs are incurred. The Proceeds shall be the first funds applied toward the payment of such costs;
3. In the event that the Escrow Agent requires an escrow agreement be signed by the parties, the Homeowner agrees to do so;
4. In the event that the Closing does not occur within 180 days from the date the Proceeds are deposited into escrow pursuant to this Agreement, the Proceeds shall be refunded to the Homeowner; provided, however, that such refund shall not relieve the Homeowner of the obligation to pay over the amount of the Proceeds to [Insert City/County] at Closing; and
5. In the event that [Insert City/County] makes the determination that the Homeowner does not qualify for participation in the Program or the Homeowner decides not to participate in the Program at any time, then any Proceeds that have been deposited with the Escrow Agent shall be refunded to the Homeowner and this Agreement shall be terminated and shall have no further force or effect.

Once [Insert City/County] has recovered an amount equal to the Grant/Loan Proceeds paid to Homeowner, [Insert City/County] will reassign to Homeowner any rights assigned to [Insert City/County] pursuant to this Agreement.

Homeowner and [Insert City/County] acknowledge that this Agreement does not impair Homeowner's mortgage lender's rights as loss-payee under any Deed of Trust of Mortgage on the Structure.

WARNING: Homeowner is hereby notified that intentionally or knowingly making a materially false or misleading written statement to obtain property or credit, including a mortgage loan, is a violation of [Enter Applicable Legislation] and, depending upon the amount of the Grant/Loan Proceeds, is punishable by imprisonment for a term of up to ten years and a fine of up to $10,000 (Amend As Needed).

Homeowner hereby represents that he/she has received, read, and understands this notice of penalties for making a materially false or misleading written statement to obtain the Grant/Loan Proceeds.

Homeowner represents that all statements and representations made by Homeowner regarding Proceeds received by Homeowner shall be true and correct as of the date of Closing.

In any proceeding to enforce this Agreement, [Insert City/County] shall be entitled to recover all costs of enforcement, including actual attorney's fees.

HOMEOWNER:

_____ _____

Signature, Primary Applicant Printed Name, Primary Applicant

_____ _____

Signature, Joint Applicant Printed Name, Joint Applicant

LENDER:

[Insert City/County]

By: _____

Name: _____

Title: _____

Subrogation Agreement: Rental Rehabilitation

[ENTER NAME OF DEPARTMENT]

[ENTER NAME OF PROGRAM]

Subrogation and Assignment Agreement

This Subrogation and Assignment Agreement ("Agreement") is made and entered into on this ___ day of [Insert Month], [Insert Year], is made by and between [Insert Company Name] ("Company") and [Insert City/County].

In consideration of Company's receipt of funds or the commitment by [Insert City/County] to evaluate Company's application for the receipt of funds (collectively, the "Grant/Loan Proceeds") under [Insert Name of Department] [Insert Name of Program] ("the Program") administered by [Insert City/County]; Company hereby assigns to [Insert City/County] all of Company's future rights to reimbursement and all payments received under any policy of wind, flood, casualty or property damage, and business interruption insurance (the "Policies") or under any reimbursement or relief program related to or administered by the Federal Emergency Management Agency ("FEMA") or the Small Business Administration ("SBA") for physical damage to the Structure (defined below) (singularly, a "Disaster Program" and collectively, the "Disaster Programs") that was the basis of the calculation of Company's award to the extent of Grant/Loan Proceeds paid to Company under the Program. The proceeds of payments referred to in the preceding sentence, whether they be from insurance, FEMA or the SBA, shall be referred to herein as "Proceeds." The rights Company assigns are specific to the structure with respect to which Grant/Loan Proceeds were paid or applied for (the "Structure") which is described in Company's application with the Program arising out of physical damage to the Structure originally caused by the storms, tornadoes and flooding which occurred between [Insert Date Range During Which Disasters Occurred], designated as[Enter Name of Disaster], The Policies include, but are not limited to, policies characterized as Company's wind, flood or any other type of casualty or property damage, and business interruption insurance coverage Company has or may assert any claim for physical damage to the Structure.

Company agrees to assist and cooperate with [Insert City/County] should the [Insert City/County] elect to pursue any of the claims Company has against its insurers for reimbursement under the Policies. Company's assistance and cooperation shall include allowing suit to be brought in Company's name(s) and providing any additional documentation with respect to such consent, giving depositions, providing documents, producing records and other evidence, testifying at trial and any other form of assistance and cooperation reasonably requested by [Insert City/County]. Company further agrees to assist and cooperate in the attainment and collection of any Proceeds that the Company would be entitled to under any applicable Disaster Program.

If requested by [Insert City/County], Company agrees to execute such further and additional documents and instruments as may be requested to further and better assign to [Insert City/County] to the extent of the Grant/Loan Proceeds paid to Company under the Program, the Policies, any amounts received under the Disaster Programs and/or any rights thereunder, and the Proceeds, and to take, or cause to be taken, all actions and to do, or cause to be done, all things requested by [Insert City/County] to consummate and make effective the purposes of this Agreement.

Page 1 of 3

Company explicitly allows [Insert City/County] to request of any company with which the Company held Policies or FEMA or the SBA any non-public or confidential information needed by [Insert City/County] to monitor/enforce its interest in the rights assigned to it under this Agreement and give Company's consent to such company to release said information to [Insert City/County].

If Company (or any lender holding a lien on the Structure, to the extent permitted by superior loan documents) hereafter receives any Proceeds, Company agrees to promptly pay such amounts to [Insert City/County] if Company received Grant/Loan Proceeds under the Program in an amount greater than the amount Company would have received if such Proceeds had been considered in the calculation of Company's award.

In the event that the Company is entitled to the payment of any Proceeds at a time that is prior to the Company's closing with [Insert City/County] under the Program (the "Closing"), the following shall apply:

1. Any Proceeds received by the Company shall be deposited into escrow with the escrow agent of [Insert City/County]'s choice (the "Escrow Agent"), based on the sole discretion of [Insert City/County]. The Proceeds shall be held by the Escrow Agent pending the Closing;
2. After the Closing, the Proceeds shall be applied to the costs to repair or rebuild the Structure as such costs are incurred. The Proceeds shall be the first funds applied toward the payment of such costs;
3. In the event that the Escrow Agent requires an escrow agreement be signed by the parties, the Company agrees to do so;
4. In the event that the Closing does not occur within 180 days from the date the Proceeds are deposited into escrow pursuant to this Agreement, the Proceeds shall be refunded to the Company; provided, however, that such refund shall not relieve the Company of the obligation to pay over the amount of the Proceeds to [Insert City/County] at Closing; and
5. In the event that [Insert City/County] makes the determination that the Company does not qualify for participation in the Program or the Company decides not to participate in the Program at any time, then any Proceeds that have been deposited with the Escrow Agent shall be refunded to the Company and this Agreement shall be terminated and shall have no further force or effect.

Once [Insert City/County] has recovered an amount equal to the Grant/Loan Proceeds paid to Company, [Insert City/County] will reassign to Company any rights assigned to [Insert City/County] pursuant to this Agreement.

Company and [Insert City/County] acknowledge that this Agreement does not impair Company's mortgage lender's rights as loss-payee under any Deed of Trust of Mortgage on the Structure.

[ENTER NAME OF DEPARTMENT]

[ENTER NAME OF PROGRAM]

Subrogation and Assignment Agreement

WARNING: Company and the authorized representatives of the Company are hereby notified that intentionally or knowingly making a materially false or misleading written statement to obtain property or credit, including a mortgage loan, is a violation of [Enter Applicable Legislation] and, depending upon the amount of the Grant/Loan Proceeds, is punishable by imprisonment for a term of up to ten years and a fine of up to $10,000 (Amend As Needed).

Company hereby represents that authorized representatives of Company have received, read, and understands this notice of penalties for making a materially false or misleading written statement to obtain the Grant/Loan Proceeds.

Company and the authorized representatives of the Company represent that all statements and representations made by Company regarding Proceeds received by Company shall be true and correct as of the date of Closing.

In any proceeding to enforce this Agreement, [Insert City/County] shall be entitled to recover all costs of enforcement, including actual attorney's fees.

_____
Company Name

By: _____
Name: _____
Title: _____

LENDER:

[Insert City/County]

By: _____
Name: _____
Title: _____

5.2 INSURANCE CONTACT LIST

Note: For contacts with the attached note "SEND CONSENT FORM", the insurance company will need to be sent a copy of the applicant's Consent & Release form in order to process the insurance request.

INSURANCE COMPANY	CONTACT PERSON
AAA	Bo Schiopu: 'boschiopu@aaachicago.com'
Acuity Homeowners	Diana Salzman: 'dsalzman@acuity.com' **SEND CONSENT FORM**
Addison	Erica Yoder: 'EYoder@unitedfiregroup.com'; Amy Schellhorn: 'ASchellhorn@unitedfiregroup.com'
AIG	Smeeta Teck: 'smeeta.teck@chartisinsurance.com'
Allied	Allisom3@nationwide.com - cc: oconnop@nationwide.com ; lewisd20@nationwide.com **SEND CONSENT FORM**
AllState	Lisa Foley: 'lfoley@allstate.com'
AMCO	Allisom3@nationwide.com - cc: oconnop@nationwide.com; lewisd20@nationwide.com **SEND CONSENT FORM**
American Bankers of Florida	Patricia Quint: 'Patricia.Quint@assurant.com'
American Casualty	Michelle Miller: 'michelle.miller@cna.com'
American Family	Sue Wagner: 'swagner@amfam.com'
American Guarantee	Michael D. Alexander: 'mike.alexander@21st.com'
American Hardware	Chuck Gaskill: 'chuck.gaskill@motoristsgroup.com' - cc: Barbara Brown: 'barbara.brown@motoristsgroup.com'
American Modern Home Ins Co	Jean Horne: 'JHorne@amig.com'
American Mutual	Sherri: 'sdk@netins.net'
American Mutual - Eldridge, IA	Sherri: 'sdk@netins.net'
American Mutual - Grand Mound, IA	ammutual@gmtel.net'
American National Property & Casualty	Dean McCall: 'Dean.McCall@anpac.com'
American Reliable	Patrick Rose: 'Patrick.Rose@assurant.com'
American Security Ins Co	Chester Parish: 'Chester.Parish@assurant.com' - cc: Jose Perez: 'Jose.A.Perez@assurant.com'; Paul Basile 'PAUL.BASILE@ASSURANT.COM'; Mayra Andalia 'Mayra.Andalia@assurant.com'
Ameriprise Homeowner Ins	Jennifer A Piczkowski: 'jennifer.a.piczkowski@ampf.com'
An Pac	Pam Barber: 'pam.barber@anpac.com'
Assurant	Chester Parish: 'Chester.Parish@assurant.com' - cc: Jose Perez: 'Jose.A.Perez@assurant.com'; Paul Basile 'PAUL.BASILE@ASSURANT.COM'; Mayra Andalia 'Mayra.Andalia@assurant.com'
Auto Owners Ins	Danielle Bauman: 'bauman.danielle@aoins.com' - cc: Frank Bayless 'Bayless.Frank@aoins.com'
BALBOA	QBEFIRST.REPORTING@us.qbe.com - cc: Steve Austin: 'steve.austin@us.qbe.com'
Beazley	Ellen Lombard: 'ELLEN.LOMBARD@BEAZLEY.COM'
Benton Mutual	Suzanne Kelly: 'bentonmutual@netins.net'
Black Hawk Mutual	Tom Jones: 'tjones@blackhawkinsurance.com'
Bremer County Mutual	Craig Moerer: 'cmoerer@bremercountymutual.com'
Brotherhood Mutual	mhirschy@brotherhoodmutual.com'
Brown Township Mutual	'browntwp@netins.net'
Buchanan Mutual	Marilyn Bennett: 'fmiafay@iowatelecom.net'
Buckeye State Mutual Ins	Lisa Wesner: 'Lisa.Wesner@buckeye-ins.com'
Butler County Mutual Ins Assoc	Carla: 'bcmins@netins.net'
Celina	Cathy Bigham: 'cbigham@celinainsurance.com'
Central Iowa Mutual	Patrick Faga: 'patrick@centraliowamutual.com'
Chickasaw Mutual	cmidrb@iowatelecom.net
CHUBB	Mary Leahy: 'mleahy@chubb.com'
Church Mutual	claims@churchmutual.com' - cc: 'gsimon@churchmutual.com'
Cincinnati Ins	Denise Palmer: 'denise_palmer@cinfin.com' - cc: Gary Givler 'Gary Givler 'Gary_Givler@CINFIN.com'
CNA	Michelle Miller: 'michelle.miller@cna.com' - cc: Michael Vahey: 'michael.vahey@cna.com'

Continental Casualty	Michelle Miller: 'michelle.miller@cna.com' - cc: Michael Vahey: 'michael.vahey@cna.com'
Continental Western	TMcAleavy@cwgins.com', 'JDady@cwgins.com'
Country Financial/Mutual	Greg Haning: 'greg.haning@countryfinancial.com'
CRC	crandolph@crcins.com - cc: 'jbauer@crcinc.com'
CUNA	Donald Freihoefer: 'donald.freihoefer@libertymutual.com'
Dallas Mutual	Michael D. Cleland: 'mike@dallasmutual.com'
Depositors	Allisom3@nationwide.com' - cc: 'oconnop@nationwide.com'; 'lewisd20@nationwide.com' **SEND CONSENT FORM**
DMC Mutual	Jennifer Rowley: 'jrowley@dmcmutual.com'
Economy Premier Assurance	Mary Mulhern: 'mmulhern1@metlife.com'
Eden Mutual Ins Assoc	Gary McKenna: 'gary@mebbs.com'
Electric Ins	David Nelson: 'David.Nelson@ElectricInsurance.com'
EMC Ins/EMCASCO	Chad Dannewitz: 'Chad.M.Dannewitz@emcins.com'
Empire Fire	Michael D. Alexander: 'mike.alexander@21st.com'
Empire Indemnity	Sonal Desai: 'sonal.desai@zurichna.com'
Employers Mutual Casualty	Chad Dannewitz: 'Chad.M.Dannewitz@emcins.com'
Encompass	Lisa Foley: 'lfoley@allstate.com'
Factory Mutual	Brian Cook: 'brian.cook@fmglobal.com'
Farm Bureau Financial Services	Dan Behrens: 'Dan.Behrens@fbfs.com'
Farm Mutual	randy@firstmaxfield.com'
Farmers Automobile Ins Assoc	Richard Olsen: 'rolsen@pekininsurance.com'
Farmers Home Ins	Michael D. Alexander: 'mike.alexander@21st.com'
Farmers Ins	Michael D. Alexander: 'mike.alexander@21st.com'
Farmers Ins Exchange	Michael D. Alexander: 'mike.alexander@21st.com'
Farmers Mutual Ins Fayette	Marilyn Bennett: 'fmiafay@iowatelecom.net'
Farmers Mutual Ins Garnavillo	Craig: 'fmg@alpinecom.net'
Farmers Mutual Ins Osage	farmersmutual@osageinsurance.com
Farmland	Allisom3@nationwide.com' - cc: 'oconnop@nationwide.com'; 'lewisd20@nationwide.com' **SEND CONSENT FORM**
Federal Insurance Company	Mary Leahy: 'mleahy@chubb.com'
Federated Mutual Ins	jhhankerson@fedins.com'
FEMA	Monique Pilch: 'monique.pilch@fema.dhs.gov' - cc: James Mochel: 'james.mochel@associates.fema.dhs.gov'
Fidelity National Property & Casualty	Jeff Moore: 'jeff.moore@fnf.com'
First Maxfield	randy@firstmaxfield.com'
Florist's Mutual / Hortica	kkrieg@hortica-insurance.com'
FM Global	Brian Cook: 'brian.cook@fmglobal.com'
Foremost Ins	Erin Smith: 'erin.smith@FOREMOST.COM'
Founders	Jane Abed: 'Jabed@foundersinsurance.com'
Geico	Carole Matthews: 'camathews@geico.com'
General Casualty Ins	Lynne Grau: 'lynne.grau@generalcasualty.com' - cc: Joe Decker: 'Joseph.Decker@GeneralCasualty.com'
German Mutual	Jamie: 'jggmia@qwestoffice.net' (Monticello location) germanwu@qwestoffice.net (West Union location) baxman@iowatelecom.net (Pomeroy location)
GMAC Ins	Susan Anderson: 'SAnderson@homesite.com'
Granite Mutual	Smeeta Teck: 'smeeta.teck@chartisinsurance.com'
Great Central	ewilcox@argogroupus.com'
Great Northern	Mary Leahy: 'mleahy@chubb.com'
Grinnell Mutual	Brent Larsen: 'blarsen@gmrc.com
GuideOne Ins	Jud Briggs: 'JBriggs@guideone.com'

Hartford Fire Ins	Stephanie Raymond: 'Stephanie.Raymond@thehartford.com'
Hartford Steam Boiler	Roberta O'Brien: 'ROBERTA_O'BRIEN@HSB.COM'
Hawkeye Security	Donald Freihoefer: 'donald.freihoefer@libertymutual.com' - cc: Nick Boyd: 'nicholas.boyd@indiana-ins.com' (alternate)
Heartland Mutual	Bruce Thomas: 'bruce@heartlandmutual.com'
Homesite Ins	Susan Anderson: 'SAnderson@homesite.com'
Hudson Insurance	hudsonclaims300@hudsoninsgroup.com'
IL Casualty Company	rickp@ilcasco.com'
Imdemnus	Allisom3@nationwide.com - cc: oconnop@nationwide.com; lewisd20@nationwide.com **SEND CONSENT FORM**
IMT	Tim Welch: 'tim.welch@theimtgroup.com'
Indian Harbor	Toni Perkins: 'toni.perkins@xlgroup.com'
Indiana	Donald Freihoefer: 'donald.freihoefer@libertymutual.com' - cc: Nick Boyd: 'nicholas.boyd@indiana-ins.com' (alternate)
Integrity	Brenda Fraser: 'BFraser@imico.com'
Iowa Fair Plan	Vicky Barr: 'iowafairplan@qwestoffice.net'
Iowa Mutual	Ed Wetzel: 'ed.wetzel@iowamutual.com'
Le Mars Ins Co	Robert Shenk: 'robertshenk@donegalgroup.com'
Lenox Mutual Ins Assoc	Vicki Schulte: 'vschulte@southslope.net'
Lexington	Smeeta Teck: 'smeeta.teck@chartisinsurance.com'
Liberty Mutual	Nick Boyd: 'nicholas.boyd@indiana-ins.com'; Jennifer Dzurick: 'Jennifer.Dzurick@Indiana-Ins.com'; Joe Otts: Joe.Otts@LibertyMutual.com **BUSINESS: JT.curry@liberty.mutual.com**
Louisa Mutual	Trina/Jim: 'louisamutual@louisacomm.net'
Metropolitan Life	Mary Mulhern: 'mmulhern1@metlife.com'
Midwest Family Mutual Ins	Ron Boyd: 'ron.boyd@midwestfamily.com'
Millers First Ins Companies	Angie Schulmeister: 'aschulmeister@mficgw.com'
National ins	Michael Vahey: 'michael.vahey@cna.com'
Nationwide	Allisom3@nationwide.com' - cc: 'oconnop@nationwide.com'; 'lewisd20@nationwide.com' **SEND CONSENT FORM**
Nationwide Agribusiness	Allisom3@nationwide.com' - cc: 'oconnop@nationwide.com'; 'lewisd20@nationwide.com' **SEND CONSENT FORM**
Netherlands Insurance	Nick Boyd:' nicholas.boyd@indiana-ins.com'
New Hampshire Ins Co.	Daniel Hecht: 'Daniel.Hecht@AIG.com'
Norwegian Mutual	Jim Clarke: 'jimclarke@qwestoffice.net' **SEND CONSENT FORM**
Ohio Casualty	Donald Freihoefer: 'donald.freihoefer@libertymutual.com' - cc: Nick Boyd: 'nicholas.boyd@indiana-ins.com' (alternate)
Partners Mutual	Mark Ewert: 'ewert.mark@partnersmutual.com'
Patrons Mutual - Stuart, Iowa	Carol Bash: 'patronsmutual@coonvalleytelco.com'
Pekin	Richard Olsen: 'rolsen@pekininsurance.com'
Penn Star	kwilkinson@global-indemnity.com'
Philadelphia Indemnity	cswafford@phlyins.com'
Pioneer Mutual Ins Assoc	Kathy Blackman: 'kathy@pioneermutualinsurance.com'
Proctor Financial	Laurie Wilkins: 'lwilkins@pfic.com' - cc: Keely Angott: 'kangott@pfic.com'
Progressive	Susan Anderson: 'sanderson@homesite.com'
Progressive Classic	Nick: 'nick_warrens@progressive.com'; Jennifer: 'jennifer_mineo@progressive.com'
Progressive Home Advantage	Susan Anderson: 'SAnderson@homesite.com'
Riverport	Melissa: 'MJAQUES@RIVERPORTINSURANCE.COM'
Safeco Ins Co of America	Ian Ma: 'ian.ma@safeco.com'
Scottsdale Insurance	Allisom3@nationwide.com' - cc: 'oconnop@nationwide.com'; 'lewisd20@nationwide.com' **SEND CONSENT FORM**
SECURA Ins Companies	Jayne Adelmann: 'jadelmann@secura.net'
Selective (Non-Flood)	Michael Beiter: 'michael.beiter@selective.com' - cc: 'leanne.buell@selective.com'

Selective Ins Co-Flood Insurer	Lori Paliana: 'lori.paliana@selective.com'
Sentry Insurance	Sue Phillips: 'sue.phillips@sentry.com'
Shelter Ins	Richard Mitten: 'RMitten@ShelterInsurance.com'
Society Insurance	Rick Parks: 'rparks@societyinsurance.com'
Southwest Iowa Mutual Ins Assn	Deana: 'swiowamutins@iowatelecom.net'
Standard Guarantee Ins	Chester Parish: 'Chester.Parish@assurant.com' - cc: Jose Perez: 'Jose.A.Perez@assurant.com'; Paul Basile 'PAUL.BASILE@ASSURANT.COM'; Mayra Andalia 'Mayra.Andalia@assurant.com'
State Auto Ins	Tim Reik: 'tim.reik@stateauto.com' - cc: 'gene.roberts@stateauto.com'
State Farm	Steve Quinn: 'steve.quinn.gjf0@statefarm.com'
SVEA Mutual	Gary: 'gsanderson@farmtel.net'
Teachers Ins	Mike Reiter: 'mike.reiter@horacemann.com'
The Addison Ins. Co.	Erica Yoder: 'EYoder@unitedfiregroup.com'; Amy Schellhorn: 'ASchellhorn@unitedfiregroup.com'
The Farmers Automobile Ins Assoc	Richard Olsen: 'rolsen@pekininsurance.com'
Travelers/Travelers Flood Policy	Luisa McCarthy: 'LMCCARTH@travelers.com'
True North	ttharp@truenorthcompanies.com'
Union Ins Co of Providence	Chad Dannewitz: 'Chad.M.Dannewitz@emcins.com'
United Fire and Casualty	Erica Yoder: 'EYoder@unitedfiregroup.com'; Amy Schellhorn: 'ASchellhorn@unitedfiregroup.com'
United States Liability	jrichard@usli.com'
Universal Underwriters	Sonal Desai: 'sonal.desai@zurichna.com'
USAA Casualty Ins Co	Dan Dilley: 'Daniel.Dilley@usaa.com'
USF	krice@usfic.com' - cc: 'srgavel@usfic.com'
Wadena	Tim Welch: 'tim.welch@theimtgroup.com'
West American	Donald Freihoefer: 'donald.freihoefer@libertymutual.com'
West Bend	Douglas Kimm: 'DKimm@WBMI.com'
West Side Mutual Ins Assoc.	Ron Schulte: 'punkybrewster@netins.net'
Western Heritage	Allisom3@nationwide.com' - cc: 'oconnop@nationwide.com'; 'lewisd20@nationwide.com' **SEND CONSENT FORM**
Western Iowa Mutual Ins Assoc	John Paul: 'john@westerniowamutual.com'
Westfield Ins	John Batchelder: 'JohnBatchelder@westfieldgrp.com'
Winneshiek Mutual	Phil: 'pnorton@dybb.com'
Worth Mutual Ins Assoc	toh@tohins.com'
XL Specialty Insurance	Lynn Munson: 'lynn.munson@xlgroup.com' - cc: Toni Perkins: 'toni.perkins@xlgroup.com'
Zurich	Sonal Desai: 'sonal.desai@zurichna.com'

Current as of 4/27/15

5.3 DATA REQUEST FOR FLOOD CLAIM INFORMATION

In order to obtain flood information for applicants, Matthew Hargrafen of the Iowa Insurance Division sent the message below to insurance companies as a courtesy to IEDA in order to lend legitimacy to requests and provide additional information for insurance companies regarding our process.

RE: DATA REQUEST FOR FLOOD CLAIM INFORMATION

To Whom It May Concern:

My name is Matt Hargrafen and I am writing on behalf of the Iowa Insurance Commissioner's Office. The Iowa Insurance Division is assisting the Iowa Department of Economic Development, Rebuild Iowa Office and the Federal Housing and Urban Development Agency to verify data for the Federal Jumpstart Housing Assistance Program. This program is meant to assist homeowners who suffered structural damage to their residence as a result of the 2008 Iowa floods.

The Iowa Insurance Division is requesting assistance from the insurance industry to verify amounts paid under homeowner or flood policies resulting from the 2008 Iowa Flooding. This information will be used in determining final Jumpstart assistance amounts. Final Jumpstart assistance amounts shall be reduced by any previous homeowner or flood settlement resulting from the 2008 flooding. The information requested includes: whether a claim was filed, if so; was the claim denied or accepted, coverage utilized, amounts paid and deductible amount. For purposes of the Jumpstart program, only payments relating to residential structural damage are being considered along with sewer backup endorsements; however personal property settlements are not included. The date of loss period is May 1, 2008 to August 30, 2008. Information provided will assist in the prevention of fraud and benefit duplication to policyholders.

The insurance division will provide information, including: policyholder names, address, policy number, and priority level. This information will be in an Excel format with a specific column for claim data. Due to the urgency of this matter, the Insurance Division has set a 7 day deadline for receipt of the claim information. Due to the potential volume of claims, follow-up claim lists may follow. Thank you for your assistance and cooperation with the Insurance Division. Please contact me with any questions.

Sincerely,

Matthew Hargrafen
Company Regulation Counsel
Iowa Insurance Division
330 Maple St.
Des Moines, IA 50319

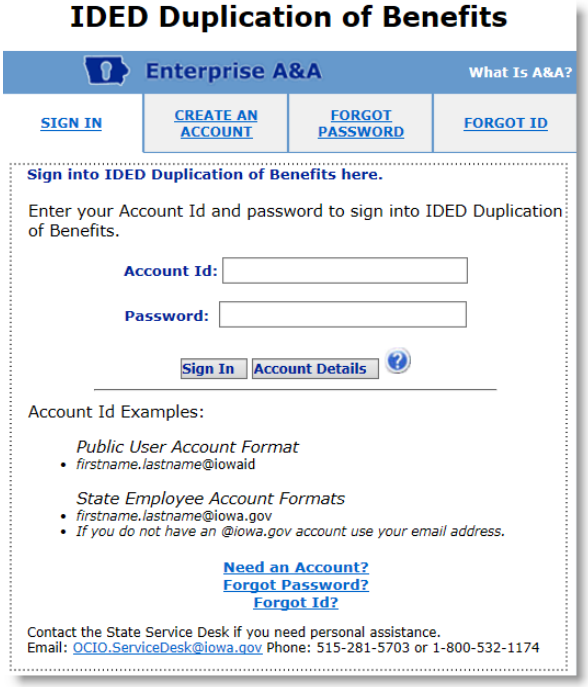
5.4 NFIP WEB DATA EXCHANGE ACCESS & RENEWAL

Following the 2008 disasters, IEDA was initially provided with a desk that was used to obtain NFIP claim information for disaster recovery program applicants. To allow for greater efficiency, this disk was eventually replaced by access to the NFIP Web Data Exchange site granted by FEMA personnel. Credentials need to be renewed every 6 months in order to have continued access. Two weeks prior to expiration, the DOB Coordinator should send email correspondence to Connie Wisniewski (connie.wisniewski@fema.dhs.gov) requesting access for an additional 6 months. Updated credentials will then be emailed with instructions on how to complete the renewal process.

5.5 SET-UP STRUCTURE FOR DOB DATABASES

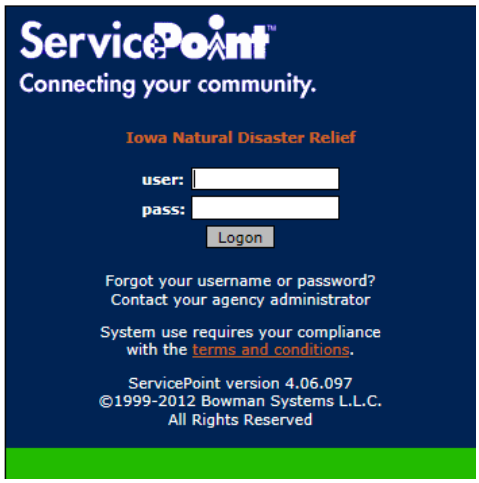
DOBAPP

To log into the DOBApp, the following credentials were required:



Account ID = State of Iowa email address
Password = Ad-Ent password for computer log-in

SERVICE POINT

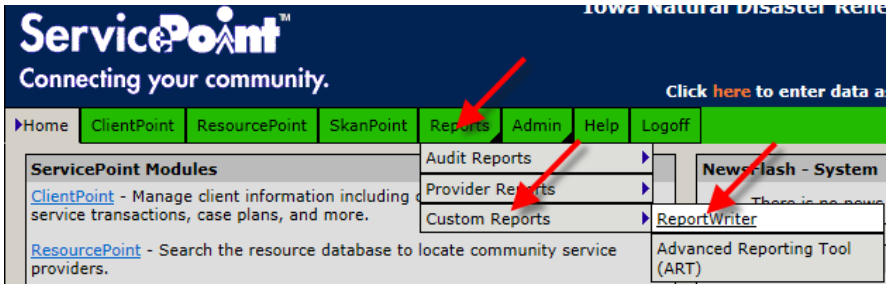


Log-in information is assigned by a system administrator, who also happens to be the DOB Coordinator. New users are given a temporary password and will be prompted to change it upon the first log-in. _____

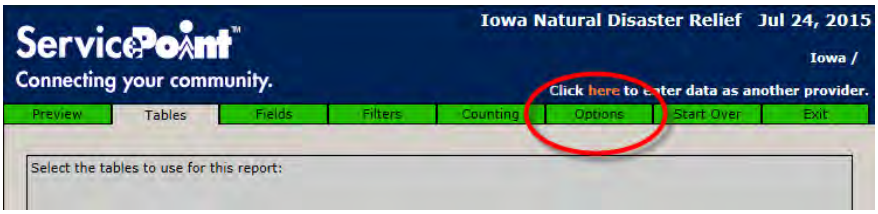
IMPORT PROCESS

Client information that has been added in Service Point is downloaded daily and then imported into the DOBApp. To execute this process:

1. Log into Service Point. Click on 'Reports', 'Custom Reports', then 'Report Writer':



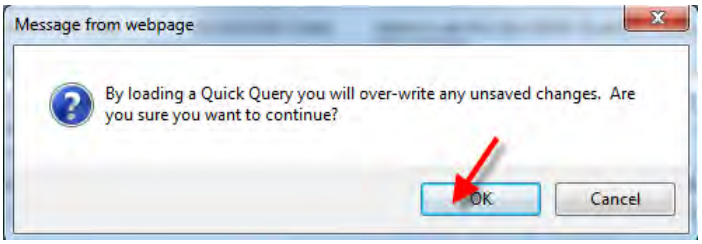
2. Click on 'Options' on the next screen:



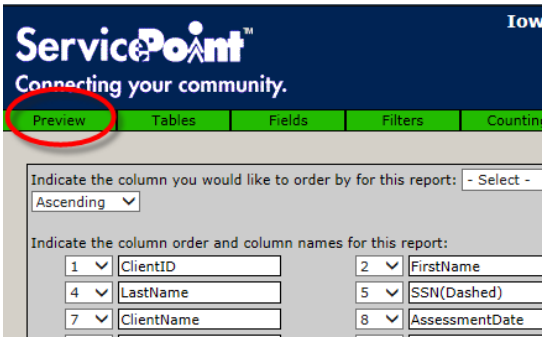
3. Select 'CDBG Buyout Data':

Name	Date	Provider	Description
BRAP for QPR 072910	07/29/2010	Iowa	For DRGR QPR
Business Awards with County	09/28/2009	Iowa	Awards made in either State or Federal business assistance, with County. For report to RIO. Version 2
Business BRAP-EBRAP Awards by County	02/08/2010	Iowa	Awards made in either BRAP or EBRAP for business assistance, with County. For report to RIO. v.5
Business Data Dump	03/31/2009	Iowa	All available fields except SSN for error checking
Business Rental QPR data	02/15/2010	Iowa	Data to use for the DRGR Quarterly Reports - 02/15/2010
CDBG Buyout data	11/01/2011	Iowa	CDBG Buyout Data dump
CDBG Buyout data - CR	11/15/2010	Iowa	CDBG Buyout Data dump for Cedar Rapids
CR All Steam	03/19/2012	Iowa	All Steam Files
CR All Steam	03/19/2012	Iowa	All Steam Info for CR

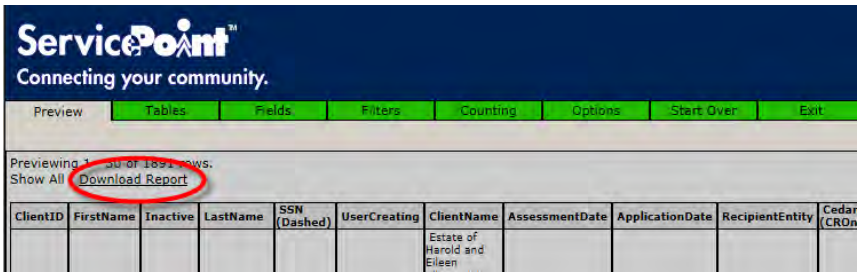
4. Click 'OK' on the next box that appears:



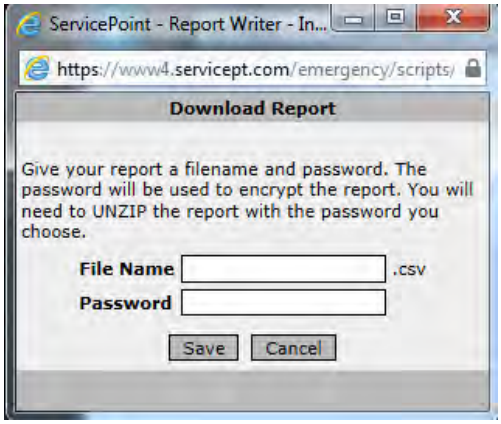
5. Click ‘Preview’ on the next screen:



6. It will take a few moments for the next box to appear. When it does, click ‘Download Report’:

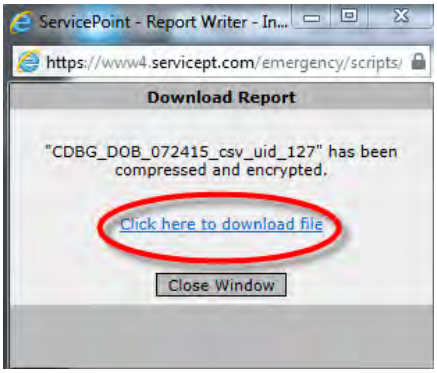


7. The following box will appear:

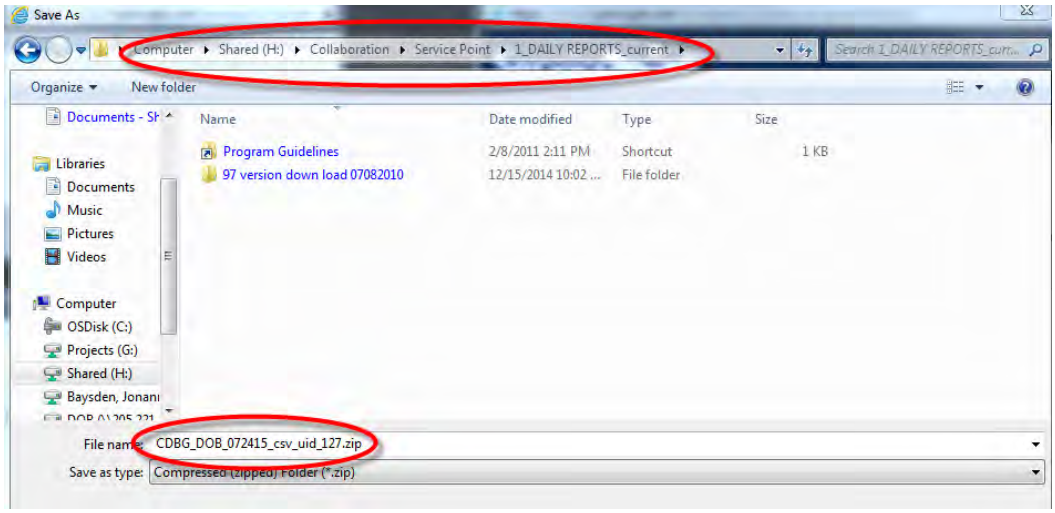


Under ‘File Name’, type in ‘CDBG_DOB_[DATE]’.
Under ‘Password’, type ‘DOB’.

Hit ‘Save’. After several moments, the following box will appear:

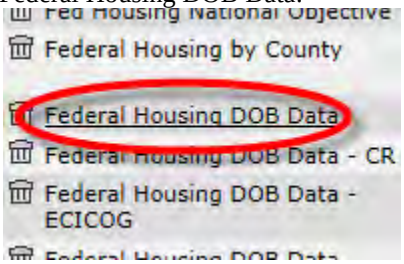


8. Click ‘Click here to download file’, click ‘Save As’ on the next screen, and save to the following location: H:\Collaboration\Service Point\1_DAILY REPORTS_current:



9. Go back to Step 2 beginning by clicking ‘Options’ on the home Service Point screen and repeat the process with the following files:

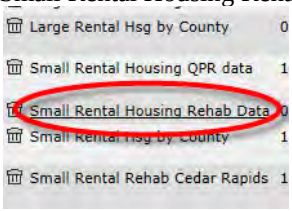
Federal Housing DOB Data:



(Save file as ‘FEDHSG_DOB_[DATE])

And

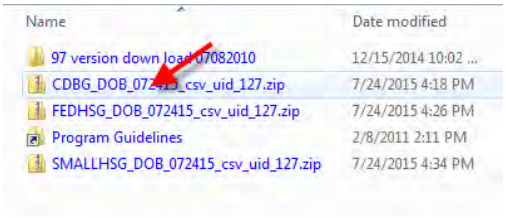
Small Rental Housing Rehab Data



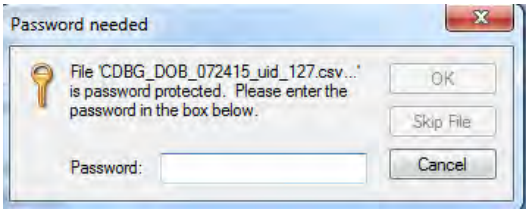
(Save file as 'SMALLHSG_DOB_[DATE])

10. After all files have been saved, open each one up to re-save.

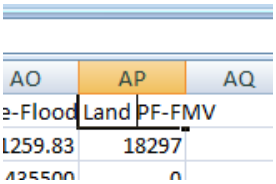
Click on the following file (CDBG):



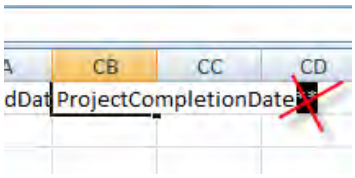
Type "DOB" for the Password:



In Column AP, add a space between 'Land' and 'PF-FMV':

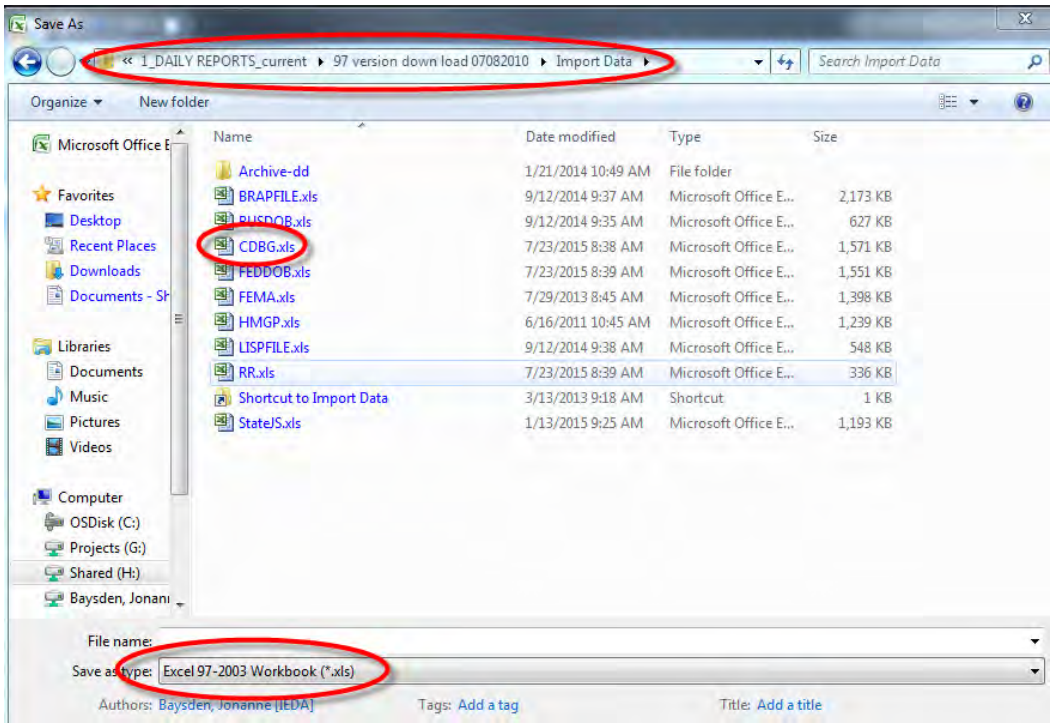


In column CB, delete the two asterisks at the end of 'ProjectCompletionDate':

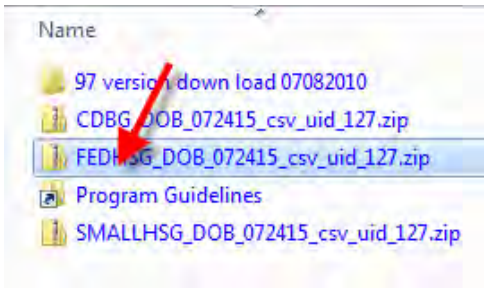


‘Save As’ to the following location:
H:\Collaboration\Service Point\1_DAILY REPORTS_current\97 version down load 07082010\Import Data

Save as type: Excel 9702003 Workbook (*.xls)
Save under the name “CDBG”



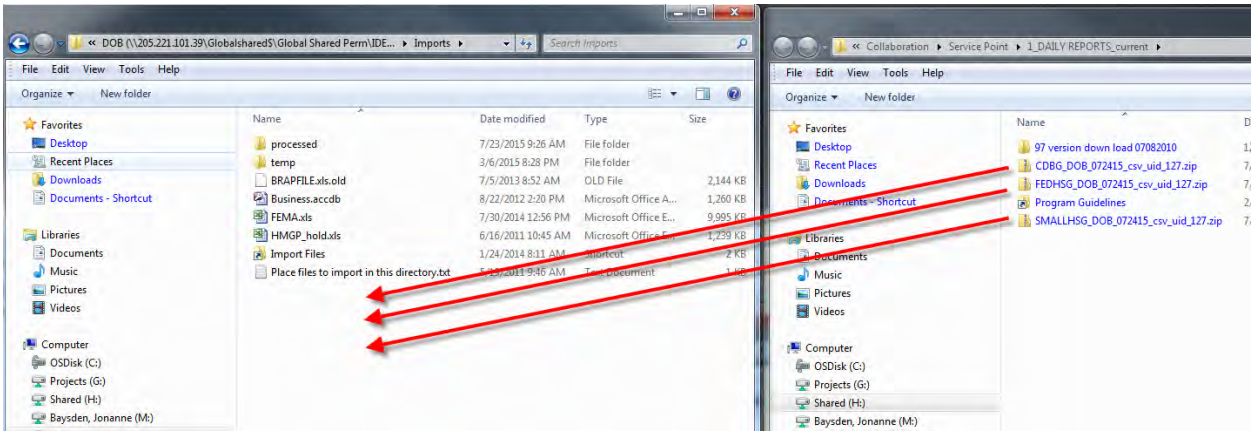
Open the FEDHSG file:



Type “DOB” in for the Password.
Upon opening the column, ensure that Column J does not have an unnecessarily long FEMA Registration Number (occasionally it will have an error). If it does, shorten it so it is the standard 9-digit length. If it doesn’t, save the file as “FEDDOB” in the same location as the previous CDBG file.

Open the SMALLHSG file and save in the same location as the previous two files under the name ‘RR’.

Access the shared Import drive:

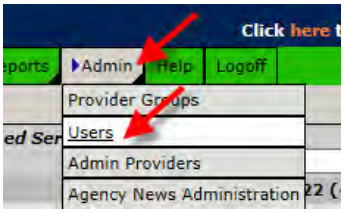


Drag the newly saved/renamed files onto the share drive. The import process will begin shortly afterwards. Emails will be sent to notify the DOB Coordinator whether the files have successfully been imported.

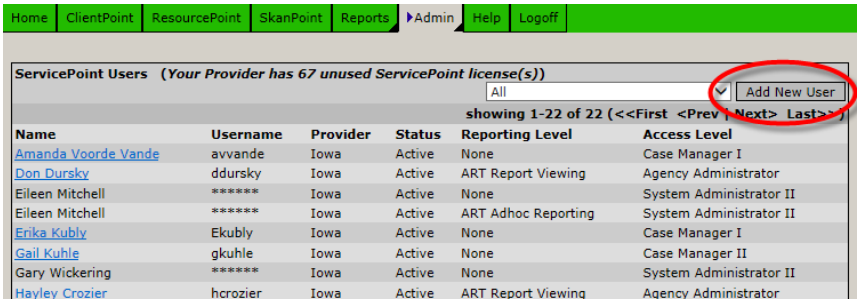
Service Point Agency Administrator Duties

As an Agency Administrator, individuals from different COG's may seek your assistance to set up new Service Point user accounts for them. To do this:

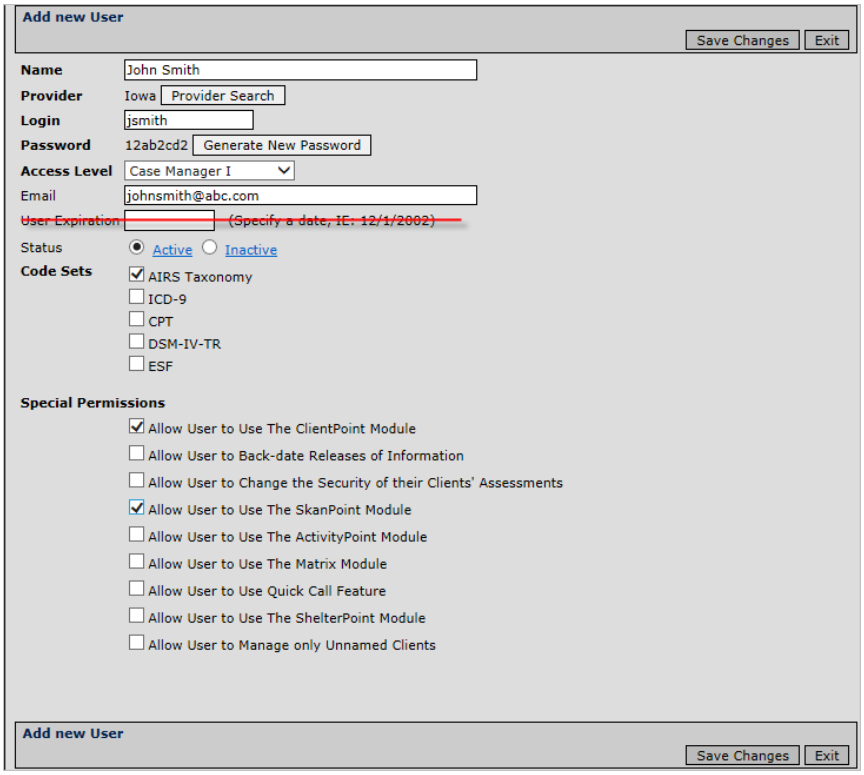
1. Hover over 'Admin', then click on 'Users':



Click 'Add New User':



Follow the template below when filling in information for new users:



Unless special instructions are given, most users will follow this format.
Users may be deleted if the individual is no longer employed.

5.6 SINGLE FAMILY NEW PRODUCTION CONTACT LIST

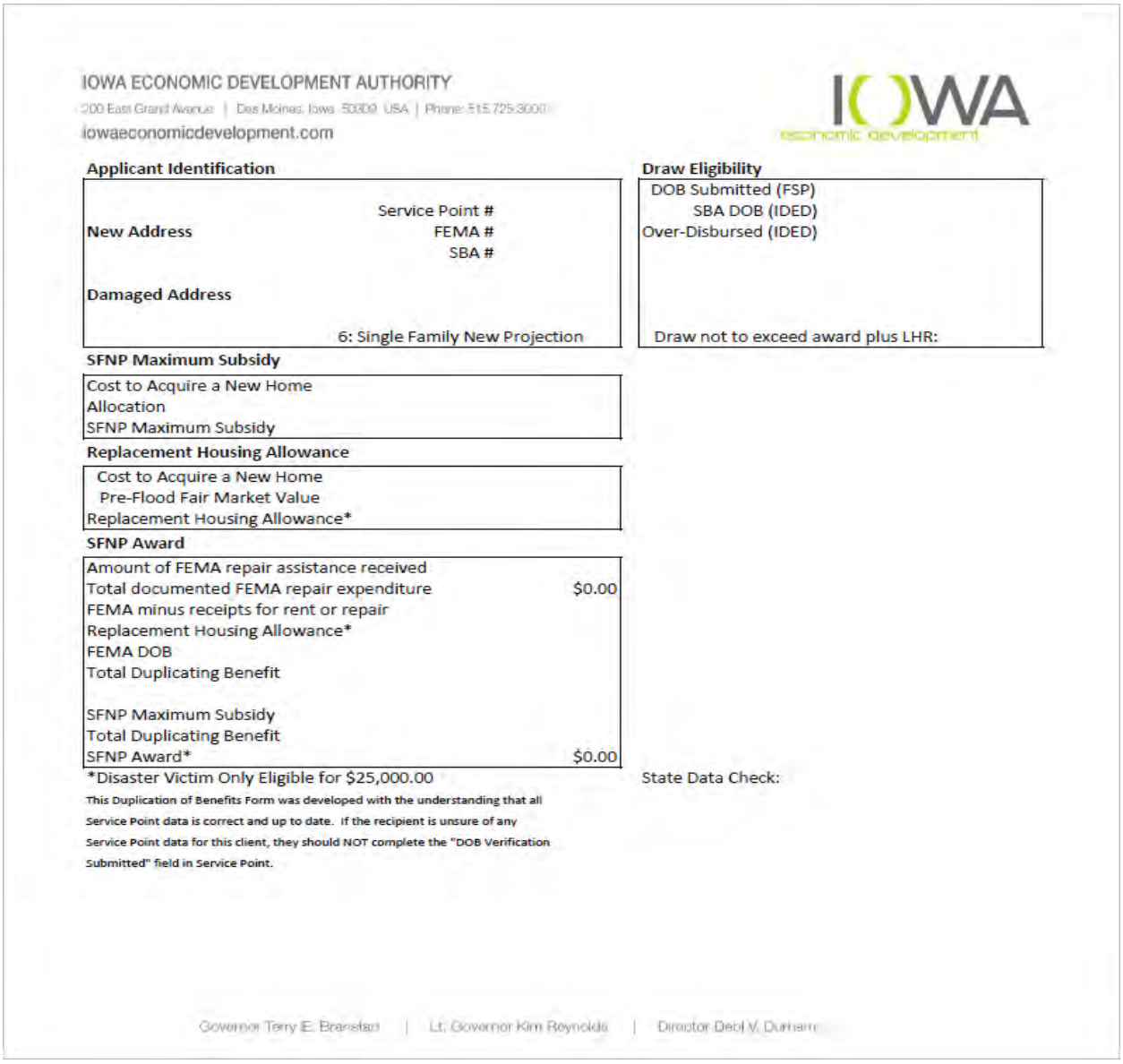
ADMIN. ENTITY	CONTACT PERSON
Cedar Falls	Cindi Henrickson – cindi.hendrickson@cedarfalls.com
Cedar Rapids	Jennifer Barten – J.Barten@cedar-rapids.org Erika Kubly – E.Kubly@cedar-rapids.org Amanda Vande Voorde - A.VandeVoorde@cedar-rapids.org
Des Moines	Tara Porche – tjporche@dmgov.org
ECIA	Gail Kuhle – GKuhle@ecia.org
ECICOG	Robyn Jacobson – robyn.jacobson@ecicog.org
Iowa City	David Purdy – David-purdy@iowa-city.org
INRCOG	Lori Brockway – lbrockway@uerpc.org Jim Rodemeyer – jrodemeyer@inrcog.org Sarah Snitker – ssnitker@uerpc.org
NIACOG	Laurel Clement – lclement@niacog.org
SWIPCO	Sandy Hansen – sandy.hansen@swipco.org
Waterloo	Nancy Gulick – NANCY.GULICK@WATERLOO-IA.ORG

5.7 SINGLE FAMILY NEW PRODUCTION CRUCIAL FIELDS IN SERVICE POINT*

Section	Field Name	Description
A)	FEMA Registration Number	Number assigned by FEMA (no dashes)
A)	Application is for:	Single Family New Production (SFNP) or Single Family New Production & IMA
A)	Are you a disaster victim?	Must be verified for all applicants
B)	Disaster Affected Home information	Street Address, City, State, etc.
B)	Pre-Flood Fair Market Value	Value of the home prior to the disaster.
B)	Are you participating in the Buyout?	Specify "yes" or "no"
C)	Signed Applicant Status Affidavit	We need this to verify if the applicant suffered a loss as a result of the Iowa Flood and Storm Event of 2008. Will not verify without a "Yes".
C)	Consent and Release Form Attached?	We need this to retrieve information and we will not verify a DOB without a "Yes"
C)	Signed Subrogation	We will not verify a DOB without a "Yes"
C)	Amount of FEMA Repair Assistance Received	Enter total amount of funds received.
C)	Amount Received from Non-Gov Assistance	Report other related funds the applicant received
C)	Specify Non-Governmental Assistance	Specify where the funds are from
C)	Amount received from other governmental assistance	Amount received from other govt. sources besides NFIP, HO Insurance, FEMA and SBA loans.
C)	Specify Governmental Source	Specify where the funds are from
D)	Total Documented FEMA Repair Expenditure	Equals the amount of FEMA repair funds that the homeowner spent on their destroyed home for which they have valid receipts.
G)	New Home Information	Street Address, City, Zip Code, and County
G)	Final Sales Price of Unit	Purchase price of SFNP unit
G)	Allocation	Specify 25%, or 30%, (15% Cedar Rapids only)
Assistance Summary	DOB Verification Date Submitted	Date that the crucial fields are completed and a DOB Verification form is needed
Assistance Summary	Jumpstart SFNP Amount Awarded	Equal to "Total Federal Jumpstart Housing Assist Provided" if the applicant is only in the SFNP Program
Assistance Summary	Total Federal Jumpstart Housing Assist. Provided	The COG/EC calculated award for all Federal programs
Fields to be completed		
Top	Percent Median Income	Select from options 1 - 5
Assistance Summary	Jumpstart Housing Repair /Rehab National Objective	Choose LMI or Urgent need
Assistance Summary	Date of Award	The date funds were drawn
Assistance Summary	Project Completion Date	Closing date on the purchase of the property

**Highlighted fields only apply to Disaster Victims.*

5.8 SINGLE FAMILY NEW PRODUCTION MANUAL VERIFICATION FORM TEMPLATE



IOWA ECONOMIC DEVELOPMENT AUTHORITY

200 East Grand Avenue | Des Moines, Iowa 50309 USA | Phone: 515.725.3000

iowaeconomicdevelopment.com

IOWA economic development

Applicant Identification

	Service Point #
New Address	FEMA #
	SBA #
Damaged Address	
	6: Single Family New Projection

Draw Eligibility

DOB Submitted (FSP)
SBA DOB (IDED)
Over-Disbursed (IDED)
Draw not to exceed award plus LHR:

SFNP Maximum Subsidy

Cost to Acquire a New Home	
Allocation	
SFNP Maximum Subsidy	

Replacement Housing Allowance

Cost to Acquire a New Home	
Pre-Flood Fair Market Value	
Replacement Housing Allowance*	

SFNP Award

Amount of FEMA repair assistance received	
Total documented FEMA repair expenditure	$0.00
FEMA minus receipts for rent or repair	
Replacement Housing Allowance*	
FEMA DOB	
Total Duplicating Benefit	
SFNP Maximum Subsidy	
Total Duplicating Benefit	
SFNP Award*	$0.00

*Disaster Victim Only Eligible for $25,000.00

State Data Check:

This Duplication of Benefits Form was developed with the understanding that all Service Point data is correct and up to date. If the recipient is unsure of any Service Point data for this client, they should NOT complete the "DOB Verification Submitted" field in Service Point.

Governor Terry E. Branstad | Lt. Governor Kim Reynolds | Director Debi M. Durham

APPENDIX 5.9: REPAIR & REHAB AND JUMPSTART EXPRESS CRUCIAL FIELDS IN SERVICE POINT

Starting from top of Federal side of Service Point (FSP)

Field	Description
Under "General Eligibility Determination" in the Federal side of Service Point (FSP)	
☐ FEMA registration number	Verify this # matches the one in SSP
☐ Application is for:	There are 5 options: Option 4) "Interim Mortgage Assistance Only" does not require a DOB.
Under "Damage Assessment" in the Federal side of Service Point (FSP)	
☐ **Total repair/rehab costs est. by COG/Entitlement**[1]	(See footnote) This is the cost established by the COG/EC plus any well documented repair receipts.
☐ Was Disaster-Affected Home covered by Flood Ins.?	Verify/Update info with signed Insurance Affidavit
☐ Was home covered by homeowner's insurance?	Verify/Update info with signed Insurance Affidavit
☐ If yes, Name of Insurance Carrier	Verify/Update info with signed Insurance Affidavit
☐ If yes, Policy Number	Verify/Update info with signed Insurance Affidavit
☐ Signed ins. affidavit confirming all ins. info	We will not verify a DOB (knowingly) without a "yes" in this field. By answering yes we expect that all insurance info has been updated to match the info in this document.
☐ Consent and Release Form is Attached?	We may need this document in order to retrieve insurance info from the apps insurance company.
☐ Amount of FEMA repair	App. may have received more than one statement
☐ Amount Received/Expected from Flood Insurance	Verify/Update info with signed Insurance Affidavit
☐ Amt. from Homeowner Ins. for Structural Damage	Verify/Update info with signed Insurance Affidavit
☐ Amount received from other governmental assistance	Please include the total of any assistance received from other gov't sources besides FEMA, NFIP, and SBA loans.
☐ **Specify Governmental Source**[2]	(See footnote) Break the previous field down into parts.
☐ Amount received from other non-gov. assist.	Please include the total of any assistance received from other non-gov't sources besides Homeowner's Insurance.

[1] This amount is calculated using your inspector's estimate for the cost of repair, plus any receipts for work already completed, minus any rebates. For example, if the homeowner already spent $20,000 repairing the home, has receipts for $17,000, and the inspector estimates that there is $15,000 left to do, this field should have the value $32,000. If later you receive a $300 rebate for part of the work, subtract $300 from the field leaving you with $31,700.

[2] Here are some examples of how to fill in the field *Specify Governmental Source*. Also included are some real examples of what not to do. To avoid unnecessary work, feel free to avoid collecting data on food stamps and Red Cross. Only funds to repair structural damage count as a DOB.

Good Example: *IA Jumpstart-(DPA+R) $18751;IMA 2867.99;EEA 3751.50* — IA Jumpstart refers to the State Jumpstart Program. Multiple uses have been specified each with a dollar amount that when added up equals the amount listed in "Amount received from other governmental assistance"

Bad Example: *State Jumpstart - Rehab and EEA* — IDED cannot tell from this description how the "Amount received from other governmental assistance" is broken down.

☐ Specify Non-Governmental Source[2]	Break the previous field down into parts.
Under "Down Payment Assistance" in the Federal side of Service Point (FSP)	
☐ Requesting assistance for:	For homebuyer assistance only
☐ *If yes reasonable repairs, state amount requested.*	Reasonable repairs are those that bring a property up to the local property standards. The amount needed to bring the home up to standard is calculated by an employee of the COG/EC.
☐ Total documented FEMA repair expenditure:	**PROBABLY WILL NEVER USE THIS FIELD:** This field equals the amount of FEMA repair funds that the homeowner (enrolled in the Homebuyer Assistance Program) spent on their *destroyed* home that can be verified with receipts.
☐ Total IMA Toward Principal	The amount going toward principal on the first payment multiplied by the number of months that they will be getting assistance.
Starting from top of State side of Service Point (SSP)	
Under "General Eligibility Determination" in the State side of Service Point (SSP)	
☐ FEMA Registration #	Verify this # matches the one in FSP
☐ Amount Received from other Governmental Assistance	Amount COG/City expects in CDBG Award
☐ Specify Governmental Source	Should only include CDBG funds, no food stamps or Red Cross, etc...
Under "Down Payment Assistance" in the State side of Service Point (SSP)	
☐ Total approved for DPA and Allowed for Repairs	State Jumpstart DPA and allowed repairs
Under "Housing Repair or Rehabilitation" in the State side of Service Point (SSP)	
☐ Amount of repair or rehab assistance approved	State Jumpstart Repair/Rehab

- Expedited Homeowner's Insurance Verifications fields are highlighted in grey. These fields must be filled before requesting an expedited insurance verification.

Table #2: After getting the bid

All fields are under "Assistance Summary" in the Federal side of Service Point (FSP)	
Field	**Description**
☐ DOB Verification Submitted	This field starts IDED's DOB Verification Process. Do NOT fill out this field unless you are 100% positive that all crucial fields have been filled correctly. If for any reason the applicant drops out of the Jumpstart Federal Housing Assistance programs please remove this date.
☐ **Final Costs of Repair**[3]	(See footnote) Any rebates that lower the cost of the project shall be subtracted from this field. This field should be updated in the event of a change order. The value in this field should be close to the value in "Total repair / rehab costs est. by COG/Entitlement" since this is an estimate of the Final Cost to Repair.
☐ **Estimated costs for lead hazard reduction**[4]	(See Footnote) The amount needed for lead hazard reduction will be located in a report from a Certified Lead Professional. This value is not included in the "Final Cost to Repair" or "Total Federal Jumpstart Housing Assist Provided".

[3] **Final Costs of Repair (FCR)** = Contractor Bid price + Eligible Receipts + Lead Abatement. Do NOT include LHR in this field. As the project progresses, change orders may impact these amounts.

☐ Final Cost of Lead Abatement	The contracted cost of lead abatement. This cost is added to the "Final Cost to Repair" when calculating "Total Federal Jumpstart Housing Assist Provided".
☐ Expected $$ of Fed Award used to reimburse State Jump Start	Cedar Rapids Only: Local or State Jumpstart dollars disbursed to a homeowner in advance of CDBG funds. These funds are reimbursed with CDBG funds IF the homeowner is eligible and the CDBG award is > or = SBA remittance request + total local & state advance.
☐ Jumpstart Express Amount Awarded	Equal to "Total Federal Jumpstart Housing Assist Provided" if the applicant is in the Jumpstart Express Program. Update in the event of a change order.
☐ Jumpstart Homebuyer Assistance Amount Awarded	Equal to "Total Federal Jumpstart Housing Assist Provided" if the applicant is in the Homebuyer Assistance Program. Update in the event of a change order.
☐ Jumpstart Housing Repair or Rehab. Amount Awarded	Equal to "Total Federal Jumpstart Housing Assist Provided" if the applicant is in the Repair - Rehab Program. Update in the event of a change order.
☐ **Total Federal Jumpstart Housing Assist. Provided**[5]	(See footnote) The COG/EC calculated CDBG award based on the DOB. If this field doesn't match IDED's calculations the applicant will receive a FADE. If the DOB is challenged use the "Conservative Award" calculation until challenge is resolved.
☐ Total Federal Jumpstart plus Lead Hazard Reduction	The purpose of this field is to give your auditors an award field in Service Point that matches the amount you are drawing down for hard construction costs. This field = Total Federal Jumpstart Housing Assist. Provided + Estimated costs for Lead Hazard Reduction.

APPENDIX 5.10: SMALL PROJECT RENTAL REHABILITATION CRUCIAL FIELDS IN SERVICE POINT

Starting from top of Rental Rehab Service Point (RRSP)	
Field	Description
☐ Number of buildings on property	Number of buildings with rental units
☐ Number of Rental Units	Total number of rental units in project
☐ Total repair/rehab costs est. by COG/Entitlement	This is the cost established by the COG/EC or landlord plus any well documented repair. receipts.[6]
☐ Was Disaster-Affected Home covered by Flood Ins.?	Verify/Update info with signed Insurance Affidavit
☐ Was home covered by private insurance?	Verify/Update info with signed Insurance Affidavit
☐ If yes, Name of Insurance Carrier	Verify/Update info with signed Insurance Affidavit
☐ If yes, Policy Number	Verify/Update info with signed Insurance Affidavit
☐ Signed ins. affidavit confirming all ins. information	We will not verify a DOB without a "yes" in this field. By answering yes we expect that all insurance info has been updated to match the info in this document.

☐ Consent and Release Form Attached?	We may need this document in order to retrieve insurance info from the applicant's insurance. company
☐ Signed Subrogation & Program Eligibility Affidavit?	We will not verify a DOB without a "yes" in this field.
☐ Amount Received/Expected from Flood Insurance	Verify/Update info with signed Insurance Affidavit
☐ Structural Damage	Verify/Update info with signed Insurance Affidavit
☐ Amount Received from Non-Governmental Assistance	Report any other funds the applicant received that may be for the same purpose.
☐ Specify Non-Governmental Assistance	Specify where the funds are from
☐ Amount received from other governmental assistance	The field should be called "Amount received from all other government sources besides NFIP, Property Owner's Insurance, and SBA loans. [7]
☐ Specify Governmental Source	Break the previous field down into parts.
☐ DOB Verification Date Submitted	Date that the crucial fields are completed, ready for DOB
☐ Estimated Cost for Lead Hazard Reduction	Bid amount given by the contractor
☐ Total Amount of award	[8]
☐ Total Federal JS + Lead Hazard Reduction	[6]

APPENDIX 5.11: LARGE PROJECT RENTAL REHABILITATION MANUAL VERIFICATION FORM TEMPLATE

DUPLICATION OF BENEFITS VERIFICATION LARGE PROJECT RENTAL REHABILITATION	
Client ID	
Company Name	
Entitlement/COG	
Company Street Address	
Last Name (Ind. Ownder or CEO)	
First Name	
Current Mailing Address	
City	
County	
Zip Code	
Disaster-Affected Street Address	
Disaster-Affected City	
Disaster-Affected State	
Disaster-Affected Zip Code	
Disaster-Affected County	
# of Buildings on Property	
# of Rental Units	
2-Bedroom	
3-Bedroom	
DOB Verification Date Submitted	
Total Amount of DOB's	
SBA Remittance	
Total Amount of Award	
Total Amount of Award + Lead Hazard Reduction	

Appendix E

MONITORING CHECKLISTS

Homeowner Repair/Rehabilitation
Homebuyer Assistance
Housing Interim Assistance
Housing Small Rental Rehabilitation
Housing Large Rental Rehabilitation
Housing General File Review
Housing Single Family New Production
Housing Multi-Family Rental
Small Business Jumpstart
Disaster Recovery Business Assistance Program
Business Rental Assistance Program Expanded Business Rental Assistance Program Loan Interest Supplemental Program
Commercial Rental Revenue Gap Residential Landlord Business Support
Cedar Rapids Steam Conversion
CDBG Disaster Recovery Infrastructure

Buyout Program
Section 106 Planning Grants
Watershed Projects
Watershed Planning

DISASTER MONITORING CHECKLIST
HOMEOWNER REPAIR/REHABILITATION

Recipient: **«Contract_Recipient»**

Contract Number: **«Contract_Num»**

Homeowner File Review

Homeowner's Address: _____

Date of signed application: _____

FEMA number: _____
FEMA amount: $ _____
FEMA use: _____

Date of Duplication of Benefits cleared by IDED: _____
Other funds received (State, SBA, Insurance, etc.) _____
_____

Date of application approval: _____

What documentation was used to ensure the applicant is owner of record?_____
_____
How was the property determined to be financially and structurally feasible to rehab?
_____

	Yes	No	NA
Is project located in a floodplain?			
If yes, then were HUD environmental requirements (8 step-process), applicable flood mitigation design standards and the property insured by Federal Flood insurance (all three must be met to allow rehab in floodplain)?			

The decision making process contains eight steps, including public notices and examination of practicable alternatives.

Step 1 Determine if the project is located in the floodplain.

Step 2 Notify public and include them in the decision making process.
What is the date of first publication (there is a fifteen day comment period). _____

The publication needs to include name, proposed location and description of the activity, the total number of acres of floodplain involved and the local official and phone number to contact for information. The notice must also include the hours and location of local office at which a full description of the proposed action may be reviewed.

Step 3 Identify and evaluate practicable alternatives to locating the proposed action in a floodplain for a critical action. Look at this documentation and list alternatives.
_____

Step 4 Identify the potential direct and indirect impacts associated with the occupancy or modification of the floodplain.

Step 5 Where practicable, design or modify the proposed action to minimize the potential adverse effects impacts within the floodplain for a critical action. Preparation of early warning system, and emergency evacuation and relocation plan, identification of evacuation routes, identification marks of past levels on all structures.

Step 6 Re-evaluate the proposed action to determine if whether it is still practicable to proceed with project.

Step 7 If re-evaluation results in a determination that there is no practicable alternative to locating the floodplain publish final notice.

What is the date of the final notice (7 days for public comment)? _____

Step 8 Upon completion of the decision making process in Steps 1 through 7, implement the proposed action.

	Yes	No	NA
Look at the local flood mitigation design standards and compare with work items, were they followed?			
Was it confirmed that the property was not in the buyout area (rehab assistance cannot be provided to a buyout area)?			

Date of Federal flood insurance coverage? _____

Date of initial property inspection: _____

What CDBG Disaster National Objective was met?

Low-to-moderate income? _____

or

Urgent Need? _____

Which program was selected by applicant? **Jumpstart** or **Jumpstart Express**

[$60,000 max per unit for Federal Jumpstart and $37,500 ($24,999 hard cost) inclusive of all cost max per unit for Federal Jumpstart Express (DOB other amounts must be subtracted)]

What date was the Homeowner Choice form signed by the applicant acknowledging their choice? _____

	Yes	No	NA
Does the application include the names of the homeowner(s), family size and other demographic information?			
Is the application form signed and dated?			

What was the applicant's annual gross income? $ _____

Source documents for verifying applicant's income:

_____

_____

_____

Number of household members? _____

Did the household meet the 80% LMI requirement? _____ _____ _____

What was their AMI? _____

If not what % of median family income was calculated?
(above 80% below 100%)? _____%

Is personal financial information maintained in a separate file
with adequate security for the data? _____ _____ _____

What is total amount of forgivable loan to applicant? $ _____

Does the forgivable loan equal hard cost (not to include lead hazard reduction or project delivery cost)? The forgivable loan must include lead hazard abatement cost if the project is target housing assisted by Jumpstart not Jumpstart Express. _____

Date owner signed loan agreement or promissory note. _____

Date mortgage lien was recorded with amount of forgivable loan? _____

What date was the 106 process complete?

SHPO concurrence _____

or

PA (Excluded form to IDED) _____

CONSTRUCTION REVIEW

Construction Files

	Yes	No	NA
Is a copy of the signed (initialed in ink) initial inspection form in the file?	_____	_____	_____

What property standards were met upon completion? (Cities with population over 15,000 needs to comply with locally adopted and enforced codes, standards ordinances; all other must use the Iowa's Minimum Housing Rehabilitation Standards.) __

_____

Jumpstart Express units are not required to be brought into conformance with applicable property standards, pre-disaster condition only. They must address lead based paint hazard reduction.

What is the date of initial inspection? _____

Date of the publication for bids? _____

	Yes	No	NA
Is there a bid tabulation sheet in the file?	_____	_____	_____

How many contractors bid on the project? _____

Was the lowest responsible bidder selected? _____ _____ _____

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

Were all bids itemized? _____ _____ _____

Were the federal procurement requirements followed? _____ _____ _____

Were permits in the file? _____ _____ _____

COMMENTS:

Total Cost of Rehabilitation Including Change Orders

	Total Contract	*Total Contract With Change Orders*	*Disaster*	*Owner*
Hard construction	$ _____	$ _____	$ _____	$ _____
LBP hazard reduction	$ _____		$ _____	$ _____
Temporary relocation	$ _____		$ _____	$ _____
Technical services	$ _____		$ _____	$ _____

Contractor Information

	Yes	**No**	**NA**
Is the construction contract in file?	_____	_____	_____

Date contractor selected. _____

Contractor's name, Company's name and address: _____

_____

Date of pre-construction conference? _____

Date contract signed? _____

Start of construction date? _____

Original contract amount? $ _____
Hard construction cost? $ _____
LPB Hazard Reduction cost? $ _____

Is there a copy of contractor's insurance in the file? _____ _____ _____

Was it current during construction _____ _____ _____

Is there documentation of contractor clearance certification and verification against the current list of debarred, suspended and ineligible contractors?
Please provide date. _____

Date sub-contractor clearance certification and verification against the current list of debarred, suspended and ineligible contractors? _____

What is the contractor's registration number in Iowa? _____

	Yes	No	NA
Is there a record of the dates and amounts of disbursement to the contractor(s) in the file?			
Number of change orders:			
Are the change orders numbered and properly executed?			
Were there cost adjustments with the change orders?			
Are lien waivers (including partial waivers) in the file?			
Have property inspections been documented?			
Did the recipient retain a percentage of the contract until final inspection and acceptance?			
What percentage is withheld until final payment?			%
Did the administrator conduct the final inspection with the homeowner?			
Did the homeowner accept the work and sign the acceptance of work completed?			
Date of the construction completion and/or acceptance.			
Date of the final payment (including retainage) to contractor.			

REVIEW OF CONSTRUCTION CONTRACT

Does the contract include the following required federal contract provisions?

	Yes	No	NA
Access to all records pertinent to that contract by the Recipient and/or the appropriate federal and state agencies?			
Maintenance of records for 5 years after final payment and all other pending matters are closed.			
Termination Clause.			
Title VI of the Civil Rights Act of 1964 (P.L. 88-352)			
Section 109 of the Housing and Community Development Act of 1974, as amended (42. U.S.C. 5309).			
Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).			

	Yes	No

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

Executive Order 11063. _____ _____

Age Discrimination Act of 1975, as amended
(42 U.S.C. 1601 et seq.) _____ _____

Section 504 of the Rehabilitation Act of 1973, as amended
(P.L. 93-112, 29 U.S.C. 794) _____ _____

Federal Executive Order 11246, as amended (contracts
greater than $10,000). _____ _____

Lead Safe Housing Regulations (24 CFR Part 35). _____ _____

Americans with Disabilities Act (P.L. 101-336, 42 U.S.C.
12001-12213). _____ _____

Federal Executive Order 11275 (contract over $10,000). _____ _____

Yes No

Also include the following State requirements:

Iowa Civil Right Act of 1965 (Iowa Executive Order 34 and
Iowa Code Chapter 19B.7) _____ _____

Certification regarding Government-Wide Restriction on
Lobbying _____ _____

LEAD BASED PAINT

Is the project target housing (pre Jan 1, 1978),
if no proceed to next section, Property Inspection. _____ _____

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

Which process was used?

☐ Assuming Lead Based Paint Hazards (Visual Risk Assessment)

Testing for Lead Based Paint Hazards (XRF machine used)

Which one of the following was provided?

Notification that LBP or LBP Hazards are presumed to be present and Notification of a Visual Risk Assessment.

_____

or

Notification of LBP Inspection and Risk Assessment. _____

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

_____

Disclosure of Information on LBP and/or LBP Hazards – Homebuyer Assistance – seller to buyer.

_____

Yes No

Were interim controls used? _____ _____

Were safe work practices used? _____ _____

Register number from Iowa Department of Public Health _____

Were abatement controls used? _____ _____

Name of Abatement contractor? _____

Register number from Iowa Department of Public Health. _____

Was temporary relocation assistance provided? _____ _____

Date of the temporary relocation provided. _____

Name of lab where samples were sent? _____

Dust sampling results. _____

_____

Date of clearance from the lab? _____

Date Notification of LBP Hazard reduction completion and Final Visual Risk Assessment and Clearance Testing Results to homeowner? _____

Summary of description of the work completed and Final Visual Risk Assessment. _____

_____

PROPERTY INSPECTION

NOTE: Attach a copy of the itemized bid and copies of the change orders to this checklist.

Are all the rehabilitation work items eligible under the program? _____ _____

Does the site inspection confirm that the work items were done according to the construction contract including change orders? _____ _____

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

Yes No

For Jumpstart Express, does the property meet pre-disaster condition and lead based paint hazard reduction requirement? _____ _____

For Jumpstart, does the property meet the applicable property standards including change orders? _____ _____

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

Were the homeowner(s) satisfied with the work performed? _____ _____

If no: what needed to be corrected and date the correction was completed.

_____

_____

_____

Signature of Project Manager._____Date of Inspection. _____

COMMENTS

DISASTER MONITORING CHECKLIST
HOMEBUYER ASSISTANCE

Recipient: **«Contract_Recipient»**
Contract Number: **«Contract_Num»**

HOMEBUYER FILE REVIEW

Homebuyer's Address: _____

_____

Date of signed application: _____

FEMA number: _____
FEMA amount: $_____
FEMA use: _____

Date of Duplication of Benefits cleared by IDED: _____
Other funds received (State, SBA, insurance, etc.) _____

_____

Date of application approval. _____

What documentation was used to ensure applicant owner of record of destroyed property?

_____

How was the property determined to be destroyed and determined to be infeasible to rehab?

_____

	Yes	**No**
Is property to be purchased located in the 100 year floodplain? (HUD funds cannot be used to purchase a property within the 100 year floodplain)	_____	_____
Was it confirmed that the property to be purchased is not in a buyout area?	_____	_____
Date of initial inspection for property to be purchased?	_____	
What CDBG Disaster Recovery National Objective was met?		
Low-to-Moderate income	_____	_____
or		
Urgent Need	_____	_____

Which homeowner assistance activity was selected by the applicant?
Rehab in support of Homeownership (hard cost not to exceed $24,999) _____
Acquisition assistance (existing including newly construction structures) including:
Downpayment assistance, _____
Buyer's side closing cost, _____
Mortgage buy-down (principal reduction), _____

Or combination of above ($60,000 limit). _____

100% of the downpayment required by the principal lender may be paid for with CDBG Supplemental Funds; however, the lender's downpayment requirement cannot exceed 25% of the purchase price or the appraised Fair Market Value, whichever is less.

Combination of both rehab and acquisition assistance ($60,000 limit minus DOB of other funds). _____

When was mortgage document for disaster affected home signed and filed? (to provide proof of ownership prior to the disaster)? _____

How was the homebuyer made aware that equity from a future buyout (of destroyed property) is subject to a recapture of CDBG funds? _____

What principal loan product was used for the purchased home? _____

	Yes	No

Did the principal loan document for the purchased home meet the following requirements?

a. (the principal mortgage loan must be the only repayable loan in all individual homebuyer assistance projects (except Habitat for Humanity). _____ _____

b. (the CDBG Supplemental funds may be recorded in junior position to the principal loan, but must be recorded in senior position to all other funding). _____ _____

c. (any mortgage lending entity's principal mortgage loan products may be used provided they meet all of the following minimum requirements: loan interest rates cannot be higher than four percentage points above the federal prime interest rate at the time of loan commitment; loan terms will include a 75% or higher Loan-to-Value ratio; no less than a 15-year, fully amortized, fixed-rate mortgage may be used. _____ _____

d. (early pay-off provisions must be allowed; and no adjustable rate mortgage or balloon payment types of mortgages will be allowed.) _____ _____

e. Is the ownership fee simple title or 99 year leasehold? _____ _____

Is the purchased home located in the same jurisdiction as the destroyed home? _____ _____

How was the home to be purchased documented structurally and financially feasible to rehabilitate?

_____

	Yes	No	N/A
Does the application include the names of the homebuyer(s), family size and other demographic information?	_____	_____	_____
Is the application form signed and dated?	_____	_____	_____

What was the applicant's annual gross income? $_____

Source documents for verifying applicant's income:

_____

_____

_____

Number of household members? _____

Did the household meet the 80% LMI requirements? _____ _____ _____

What was their AMI? _____

If not what % of median family income was calculated? _____%
(above 80% below 100%)

Is personal financial information maintained in a separate file with adequate security for the data? _____ _____ _____

What is total amount of forgivable loan to homebuyer? $_____

Does the forgivable loan equal hard cost (not to include lead hazard reduction or project delivery cost). The forgivable loan must include lead hazard abatement cost if the project is target housing.

Date homebuyer signed loan agreement or promissory note signed? _____

Date mortgage lien was filed with amount of forgivable loan? _____

What date was the 106 process completed (only applies to homebuyer with rehab)?

Either: SHPO concurrence _____

PA (excluded form to IDED) _____

REHABILITATION/CONSTRUCTION REVIEW

Construction Files

	Yes	No	NA
Is a copy of the signed (initialed in ink) initial inspection form in the file?	_____	_____	_____

What property standards were met upon completion? (Cities with population over 15,000 must comply with locally adopted and enforced codes, standards ordinances; all other must use the Iowa's Minimum Housing Rehabilitation Standards.)

What is the date of initial inspection? _____

Date of the publication for bids? _____

Is there a bid tabulation sheet in the file? _____ _____ _____
How many contractors bid on the project? _____

Was the lowest responsible bidder selected? _____ _____ _____

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

Were all bids itemized? _____ _____ _____

Were the federal procurement requirements followed? _____ _____ _____

Were permits in the file? _____ _____ _____

Total Cost of Rehabilitation Including Change Orders

	Total Contract	*Total Contract With Change Orders*	*Disaster*	*Owner*
Hard construction	$ _____	$ _____	$ _____	$ _____
LBP hazard reduction	$ _____		$ _____	$ _____
Temporary relocation	$ _____		$ _____	$ _____
Technical services	$ _____		$ _____	$ _____

COMMENTS:

Contractor Information

	Yes	**No**	**NA**
Is the construction contract in file?	_____	_____	_____

Date contractor selected. _____

Contractor's name, Company's name and address: _____
_____

Date of pre-construction conference? _____

Date contract signed? _____

Start of construction date? _____

Original contract amount? $_____
Hard construction cost? $_____
LPB Hazard Reduction cost? $_____

Is there a copy of contractor's insurance in the file? _____ _____ _____
Was it current during construction? _____ _____ _____

Is there documentation of contractor clearance certification and verification against the current list of debarred, suspended and ineligible contractors? Provide date. _____

What is the contractor's registration number in Iowa? _____
Is there a record of the dates and amounts of disbursement to the contractor(s) in the file? _____ _____ _____

Number of change orders: _____

Are the change orders numbered and properly executed? _____ _____ _____

Were there cost adjustments with the change orders? _____ _____ _____

Are lien waivers (including partial waivers) in the file? _____ _____ _____

Have property inspections been documented? _____ _____ _____

Did the recipient retain a percentage of the contract until final inspection and acceptance? _____ _____ _____

What percentage is withheld until final payment? _____%

	Yes	No	NA
Did the administrator conduct the final inspection with the homebuyer?			
Did the homebuyer accept the work and sign the acceptance of work completed?			

Date of the construction completion and/or acceptance. _____

Date of the final payment (including retainage) to contractor. _____

REVIEW OF CONSTRUCTION CONTRACT

Does the contract include the following required federal contract provisions?

	Yes	No
Access to all records pertinent to that contract by the recipient and/or the appropriate federal and state agencies?		

Maintenance of records for 5 years after final payment and all other pending matters are closed. _____ _____

Termination Clause. _____ _____

Title VI of the Civil Rights Act of 1964 (P.L. 88-352) _____ _____

Section 109 of the Housing and Community Development Act of 1974, as amended (42. U.S.C. 5309). _____ _____

Section 3 of the Housing and Urban Development Act Of 1968, as amended (12 U.S.C. 1701u). _____ _____

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

Executive Order 11063. _____ _____

Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.) _____ _____

Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794) _____ _____

Federal Executive Order 11246, as amended (contracts greater than $10,000). _____ _____

Lead Safe Housing Regulations (24 CFR Part 35). _____ _____

	Yes	**No**
Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12001-12213).	_____	_____
Federal Executive Order 11275 (contract over $10,000).	_____	_____

Also include the following State requirements:

Iowa Civil Right Act of 1965 (Iowa Executive Order 34 and Iowa Code Chapter 19B.7) _____ _____

Certification regarding Government-Wide Restriction on Lobbying. _____ _____

LEAD BASED PAINT

Is the project target housing (pre Jan. 1, 1978), if no proceed to next section, Property Inspection. _____ _____

What is the date the homebuyer received the EPA pamphlet or IDPH pamphlet – Acknowledgement of Receipt? _____

Which process was used:

Assuming Lead Based Paint Hazards (Visual Risk Assessment) _____

Testing for Lead Based Paint Hazards (XRF machine used) _____

Which of the following was provided?

Notification that LBP or LBP hazards are presumed to be present and
Notification of a Visual Risk Assessment. _____ _____

or

Notification of LBP Inspection and Risk Assessment. _____ _____

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

_____

Disclosure of Information on LBP and/or LBP Hazards – Homebuyer Assistance – seller to buyer.

_____

Were interim controls used? _____ _____

Were safe work practices used? _____ _____

Register number from Iowa Department of Public Health _____

Were abatement controls used? _____ _____

Name of Abatement contractor? _____

Register number from Iowa Department of Public Health. _____

Was temporary relocation assistance provided? _____ _____

Date of the temporary relocation provided. _____

Name of lab where samples were sent? _____

Dust sampling results. _____

_____

Date of clearance from the lab? _____

Date Notification of LBP Hazard reduction completion and Final Visual Risk Assessment and Clearance Testing Results to homebuyer? _____

Summary description of the work completed and Final Visual Risk Assessment. _____

_____

PROPERTY INSPECTION

NOTE: Attach a copy of the itemized bid and copies of the change orders to this checklist.

	Yes	**No**
Are all the rehabilitation work items eligible under the program?	_____	_____
Does the site inspection confirm that the work items were done according to the construction contract including change orders?	_____	_____

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

Does the property meet the applicable property standards including Change orders? _____ _____

Does the property including change orders meet the decent, safe and sanitary test? _____ _____

Does the site inspection reveal professional quality work? _____ _____

Were the homeowner(s) satisfied with the work performed? _____ _____

If no, what needed to be corrected and date the correction was completed.

_____

_____

_____

Signature of Project Manager. _____Date of Inspection. _____

COMMENTS

ACQUISITION ASSISTANCE

NOTE: Obtain copy of the homebuyer closing statement and attach to checklist.

Which type of assistance was received by the homebuyer?

Acquisition assistance (downpayment assistance, buyer side closing cost, mortgage buy down (principal reduction) and combinations of the above - $60,000 minus the DOB of other funds).

_____

What was the purchase price of the house? $_____

How much CDBG disaster funds were applied to the assistance? $_____

Yes No

Does mortgage lien include provisions stating that payback of CDBG disaster funds (acquisition amount only) will be required if the assisted homebuyer sells, vacates, rents or abandons their purchased property anytime within the five year affordability period. _____ _____

What was actual project delivery cost (not to exceed $10,000 per unit)? $_____

Was the lender's downpayment requirement less than or equal to 25% of the purchase price or the appraised fair market value, or whichever is less? _____ _____

Was ownership conveyed in the form of fee simple title or 99 year leasehold? _____ _____

HOMEOWNER ASSISTANCE
REHAB AND ACQUISITION
CONSTRUCTION REVIEW

Construction Files

	Yes	No	NA
Is a copy of the signed (initialed in ink) initial inspection form in the file?			

What property standards were met upon completion? (Cities with population over 15,000 must to comply with locally adopted and enforced codes, standards ordinances; all other must use the Iowa's Minimum Housing Rehabilitation Standards. Jumpstart Express this does not apply.)

What is the date of initial inspection? _____

Date of the publication for bids? _____

	Yes	No
Is there a bid tabulation sheet in the file?		
How many contracts bid on the project?		
Was the lowest responsible bidder selected?		
Was the bid selected cost reasonable (within 10% of the original cost estimate)?		
Were all bids itemized?		
Where the federal procurement requirements followed?		
Were permits in the file?		

COMMENTS:

Total Cost of Rehabilitation Including Change Orders

	Total Contract	*Total Contract With Change Orders*	*Disaster*	*Owner*
Hard construction	$ _____	$ _____	$ _____	$ _____
LBP hazard reduction	$ _____		$ _____	$ _____
Temporary relocation	$ _____		$ _____	$ _____
Technical services	$ _____		$ _____	$ _____

Contractor Information

	Yes	No	NA
Is the construction contract in file?			

Date contractor selected. _____

Contractor's name, Company's name and address: _____

_____

Date of pre-construction conference: _____

Date contract signed? _____

Start of construction date? _____

Original contract amount? $_____
Hard construction cost? $_____
LPB Hazard Reduction cost? $_____

Is there a copy of contractor's insurance in the file?			
Was it current during construction?			

Is there documentation of contractor clearance certification and verification against the current list of debarred, suspended and ineligible contractors? Provide date. _____

Date of sub-contractor's clearance certification and verification against the current list of debarred, suspended and ineligible contractors? Provide date. _____

What is the contractor's registration number in Iowa? _____

Is there a record of the dates and amounts of disbursement to the contractor(s) in the file?			

Number of change orders: _____

Are the change orders numbered and properly executed?			
Were there cost adjustments with the change orders?			
Are lien waivers (including partial waivers) in the file?			
Have property inspections been documented?			

	Yes	No	NA
Did the recipient retain a percentage of the contract until final inspection and acceptance?			

What percentage is withheld until final payment? _____%

Did the administrator conduct the final inspection with the homebuyer? _____ _____ _____

Did the homebuyer accept the work and sign the acceptance of work completed? _____ _____ _____

Date the construction completion and/or acceptance. _____

Date of the final payment (including retainage) to contractor. _____

REVIEW OF CONSTRUCTION CONTRACT

Does the contract include the following required federal contract provisions?	**Yes**	**No**
Access to all records pertinent to that contract by the Recipient and/or the appropriate federal and state agencies?	_____	_____
Maintenance of records for 5 years after final payment and All other pending matters are closed.	_____	_____
Termination Clause.	_____	_____
Title VI of the Civil Rights Act of 1964 (P.L. 88-352)	_____	_____
Section 109 of the Housing and Community Development Act of 1974, as amended (42. U.S.C. 5309).	_____	_____
Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).	_____	_____
Title VIII of the Civil Rights Act of 1968 (Fair Housing Act)	_____	_____
Executive Order 11063.	_____	_____
Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)	_____	_____
Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794)	_____	_____
Federal Executive Order 11246, as amended (contracts greater than $10,000).	_____	_____
Lead Safe Housing Regulations (24 CFR Part 35).	_____	_____

Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12001-12213). _____ _____

Federal Executive Order 11275 (contract over $10,000). _____ _____

Also include the following State requirements:

Iowa Civil Right Act of 1965 (Iowa Executive Order 34 and Iowa Code Chapter 19B.7) _____ _____

Certification regarding Government-Wide Restriction on Lobbying. _____ _____

LEAD BASED PAINT

Is the project target housing (per Jan. 1, 1978), if no proceed to next section, Property Inspection. _____ _____

What is the date the homebuyer received the EPA pamphlet or IDPH pamphlet – Acknowledgement of Receipt? _____

Which process was used?

Assuming Lead Based Paint Hazards (Visual Risk Assessment) _____ _____

Testing for Lead Based Paint Hazards (XRF machine used) _____ _____

Which of the following was provided?

Notification that LBP or LBP hazards are presumed to be present and Notification of a Visual Risk Assessment. _____ _____

or

Notification of LBP Inspection and Risk Assessment. _____ _____

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

Disclosure of Information in LBP and/or LBP Hazard Homebuyer Assistance – seller to buyer.

Were interim controls used? _____ _____

Were safe work practices used? _____ _____

Register number from Iowa Department of Public Health _____

	Yes	**No**
Were abatement controls used?	_____	_____
Name of Abatement contractor? _____		
Register number from Iowa Department of Public Health. _____		

Was temporary relocation assistance provided? _____ _____

Date of the temporary relocation provided. _____

Name of lab where samples were sent? _____
Dust sampling results. _____
_____
_____

Date of clearance from the lab? _____

Date Notification of LBP Hazard reduction completion and Final Visual Risk Assessment and Clearance Testing Results to homebuyer? _____

Summary description of the work completed and Final Visual Risk Assessment. _____
_____

ACQUISITION ASSISTANCE

NOTE: Obtain copy of the homebuyer closing statement and attach to checklist.

What documentation was used to insure applicant/owner of record of destroyed property? _____
_____

How was the property determined to be destroyed and determined to be infeasible to rehab?_____
_____

Which type of assistance was received by the homebuyer?

Acquisition assistance (downpayment assistance, buyer side closing cost, mortgage buy down (principal reduction) and combinations of the above - $60,000 minus DOB other funds)

_____

What was the purchase price of the house? $_____

How much CDBG disaster funds were applied to the assistance? $_____

Yes No

Does mortgage lien include provisions stating that payback of CDBG disaster funds (acquisition amount only) will be required if the assisted homebuyer sells, vacates, rents or abandons their purchased property anytime within the five year affordability period? _____ _____

What was actual project delivery cost (not to exceed $10,000 per unit)? $_____

Was the lender's downpayment requirement less than or equal to 25% of the purchase price or the appraised fair market value, or whichever is less? _____ _____

Was ownership conveyed in the form of fee simple title or 99 year leasehold? _____ _____

PROPERTY INSPECTION

NOTE: Attach a copy of the itemized bid and copies of the change orders to this checklist.

Are all the rehabilitation work items eligible under the program? _____ _____

Does the site inspection confirm that the work items were completed according to the construction contract including change orders? _____ _____

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

Does the property meet the applicable property standards including change orders? _____ _____

Does the property including change orders meet the decent, safe and sanitary test? _____ _____

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

Were the homebuyer(s) satisfied with the work performed? _____ _____

If no, what needed to be corrected and date the correction was completed.

_____

_____

_____

Signature of Project Manager. _____Date of Inspection. _____

COMMENTS

DISASTER MONITORING CHECKLIST
HOUSING INTERIM ASSISTANCE

Recipient: **«Contract_Recipient»**
Contract Number: **«Contract_Num»**

HOMEOWNER FILE REVIEW

Homeowner's Address: _____

Date of signed application: _____

FEMA number: _____
FEMA amount: $_____
FEMA use: _____

Date of Duplication of Benefits: _____
Other funds received (State, SBA, insurance, etc.) _____
_____

Date of application approval. _____

What documentation that property destroyed is located in designated or proposed buy-out area?

_____
_____

What documentation was used to ensure applicant owner of record of destroyed property?

_____

How was the property determined to be destroyed and determined to be infeasible to rehab?

_____

What CDBG Disaster Recovery National Objective was met?
Low-to-moderate income? _____
or
Urgent Need? _____

	Yes	No	NA
Does the application include the names of the homebuyer(s), family size and other demographic information?	_____	_____	_____
Is the application form signed and dated?	_____	_____	_____

What was the applicant's annual gross income? $_____

	Yes	No	NA
Source documents for verifying applicant's income:			
_____			
_____			
_____			
Number of household members? _____			
What is the applicant percent of the median family income? _____ %			
Did the household meet the 80% LMI requirements?	_____	_____	_____
What was their AMI? $_____			
If not % of median family income calculated? (above 80% below 100%) _____ %			
Is personal financial information maintained in a separate file with adequate security for the data?	_____	_____	_____
Amount of interim mortgage provided to applicant ($3,000 is max)? $_____			

Signature of Project Manager. _____Date of Inspection. _____
COMMENTS

HOUSING RENTAL REHABILITATION
(SMALL PROJECTS)
(7 Units or Less)

Recipient:
Contract Number: **08-DRH-**

Rental Rehab Owner File Review

Project Address: _____ Name: _____ Client ID #_____
Date of signed application: _____
Date of Duplication of Benefits: _____
Other funds received (State, SBA, Insurance, etc.) _____
_____
Number of buildings in the project: _____ Total number of units in project: _____
How many rental units affected by disaster? (At least one must have been affected) _____
How was the property determined to be damaged by disaster? (Damage by sanitary sewer back-up is not eligible) _____
How was the property determined to be financially and structurally feasible to rehab?
_____
Date of application approval: _____
What documentation was used to ensure the applicant is owner of record? _____
_____
_____

	Yes	No	NA
Does the application include the name(s) of the owner?			
Is the application form signed and dated?			

What documentation demonstrates that the project is financially feasible to continue operation through the affordability period of the forgivable loan? _____
_____

Income/expense statement	
Proforma	
Adequate maintenance reserve	
Other (explain) _____	

_____
What is total amount of forgivable loan to owner? _____
Date owner signed loan agreement or promissory note. _____
Date mortgage lien was recorded with amount of forgivable loan. _____
Date the covenants and restrictions were recorded. _____
This covers the five years of affordability in terms of tenant income limits and affordable rent limits for all CDBG Supplemental funds assisted rental units serving LMI tenants. Owner must maintain the appropriate number of affordable rental units for the entire five-year period.

	Yes	No	NA
Is project located in a floodplain? (Documentation used_____)	_____	_____	_____

If yes then were HUD environmental requirements (8 step-process), applicable flood mitigation design standards and the property insured by Federal Flood insurance (all three must be met to allow rehab in floodplain)? _____ _____ _____

The decision making process contains eight steps, including public notices and examination of practicable alternatives.

Step 1. Determine if the project is located in the floodplain.

Step 2. Notify public and include them in the decision making process.

What is the date of first publication (there is a fifteen day comment period). _____

The publication needs to include name, proposed location and description of the activity, the total number of acres of floodplain involved and the local official and phone number to contact for information. The notice must also include the hours and location of local office at which a full description of the proposed action may be reviewed.

Step 3. Identify and evaluate practicable alternatives to locating the proposed action in a floodplain for a critical action. Look at this documentation and list alternatives. _____

_____

Step 4. Identify the potential direct and indirect impacts associated with the occupancy or modification of the floodplain.

Step 5. Where practicable, design or modify the proposed action to minimize the potential adverse effects impacts within the floodplain for a critical action. Preparation of early warning system, and emergency evacuation and relocation plan, identification of evacuation routes, identification marks of past levels on all structures.

Step 6. Re-evaluate the proposed action to determine if whether it is still practicable to proceed with project.

Step 7. If re-evaluation results in a determination that there is no practicable alternative to locating the floodplain publish final notice.

What is the date of the final notice (7 days for public comment)? _____

Step 8 Upon completion of the decision making process in Steps 1 through 7, implement the proposed action. (End of NEPA floodplain environmental section.)

What date was the 106 process complete?

SHPO concurrence OR _____

PA (Excluded form to IDED) _____

	Yes	No	NA
Were the local flood mitigation design standards applicable?	_____	_____	_____
If applicable, were they included in the work items?	_____	_____	_____
Was it confirmed that the property was not in the buyout area? Rental rehab assistance cannot be provided to a buyout area)	_____	_____	_____

How was it confirmed if the property was in the buyout area or not? _____

If in floodplain, date of federal insurance coverage. _____
(Buildings in buyout areas are not eligible for assistance.)

Date of initial property inspection. _____

Rental rehab assistance must meet the CDBG National Objective of "Primarily benefits persons of low and moderate income, which means that at least 51% of the units in an assisted property must be occupied by persons or households whose income are at or below 80% of the area median income limits (LMI).
County: LINN
AMI: 1 Person $37,850
2 Person $43,300
3 Person $48,700
4 Person $54,100
5 Person $58,450
6 Person $62,750
7 Person $67,100
8 Person $71,400
Verify that 51% of the total units are at or below 80% AMI.

	Income percentage	Number Bedrooms	Rent	Low Mod Income and Rent (checkmark)
Unit 1				
Unit 2				
Unit 3				
Unit 4				
Unit 5				
Unit 6				
Unit 7				

NOTE: one unit project-the one unit must be LMI, two units-one of the two must be LMI, and three or more units 51% must be LMI

What is the maximum (gross) rent being charged for this project? _____
Must use the most current HOME Program Fair Market Rents. **Net rents must be calculated based upon the utility allowances established by the local public housing authority that has jurisdiction for the area served.**
FMR – Efficiency $423 One bedroom $493
Two bedroom $649 Three bedroom $920
Four bedroom $1,046 Five bedroom $1,203
For each LMI unit complete a separate Tenant File Review Checklist

Construction Files

Is a copy of the signed (initialed in ink) initial inspection form in the file? _____ _____ _____

What property standards were met upon completion? (Cities with population over 15,000 must comply with locally adopted and enforced codes, standards ordinances; all others must use the Iowa's Minimum Housing

Rehabilitation Standards.)_____

Date of the publication for bids? _____

Is there a bid tabulation sheet in the file? _____ _____ _____

How many contractors bid on the project? _____

	Yes	No	NA
Was the lowest responsible bidder selected?	_____	_____	_____
Was the bid selected cost reasonable (within 10% of the original cost estimate)?	_____	_____	_____
Were all bids itemized?	_____	_____	_____
Were the federal procurement requirements followed?	_____	_____	_____
Were permits in the file?	_____	_____	_____

COMMENTS:

Contractor Information

Is the construction contract in file? _____ _____ _____

Date contractor selected. _____

Contractor's name, Company's name and address: _____

Date of pre-construction conference? _____

Date contract signed? _____

Start of construction date? _____

Original contract amount? $_____
Hard construction cost? $_____
LPB Hazard Reduction cost? $_____

Is there a copy of contractor's insurance in the file? _____ _____ _____
Was it current during construction? _____ _____ _____

Is there documentation of contractor clearance certification and verification against the current list of debarred, suspended and ineligible contractors? Provide date. _____

	Yes	No	NA
Date sub-contractor clearance certification and verification against the current list of debarred, suspended and ineligible contractors?			_____
What is the contractor's registration number in Iowa?			_____
Is there a record of the dates and amounts of disbursement to the contractor(s) in the file?	_____	_____	_____
Number of change orders:			_____
Are the change orders numbered and properly executed?	_____	_____	_____
Were there cost adjustments with the change orders?	_____	_____	_____
Are lien waivers (including partial waivers) in the file?	_____	_____	_____
Have property inspections been documented?	_____	_____	_____
Did the recipient retain a percentage of the contract until final inspection and acceptance?	_____	_____	_____
What percentage is withheld until final payment?			_____%
Did the administrator conduct the final inspection with the owner?	_____	_____	_____
Did the owner accept the work and sign the acceptance of work completed?	_____	_____	_____
Date of the construction completion and/or acceptance.			_____
Date of the final payment (including retainage) to contractor.			_____

Final Total Cost of Rehabilitation Including Change Orders

	Total Contract	*Total Contract With Change Orders*	*Disaster*	*Owner*
Hard construction	$ _____	$ _____	$ _____	$ _____
LBP hazard reduction	$ _____		$ _____	$ _____
Temporary relocation	$ _____		$ _____	$ _____
Technical services	$ _____		$ _____	$ _____

REVIEW OF CONSTRUCTION CONTRACT

Does the contract include the following required federal contract provisions?

	Yes	No
Access to all records pertinent to that contract by the Recipient and/or the appropriate federal and state agencies?	_____	_____
Maintenance of records for 5 years after final payment and all other pending matters are closed.	_____	_____
Termination Clause.	_____	_____
Title VI of the Civil Rights Act of 1964 (P.L. 88-352)	_____	_____
Section 109 of the Housing and Community Development Act of 1974, as amended (42. U.S.C. 5309).	_____	_____
Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).	_____	_____
Title VIII of the Civil Rights Act of 1968 (Fair Housing Act)	_____	_____
Executive Order 11063.	_____	_____
Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)	_____	_____
Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794)	_____	_____
Federal Executive Order 11246, as amended (contracts greater than $10,000).	_____	_____
Lead Safe Housing Regulations (24 CFR Part 35).	_____	_____
Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12001-12213).	_____	_____
Federal Executive Order 11275 (contract over $10,000).	_____	_____

Also include the following State requirements:

Iowa Civil Right Act of 1965 (Iowa Executive Order 34 and Iowa Code Chapter 19B.7)	_____	_____
Certification regarding Government-Wide Restriction on Lobbying.	_____	_____

LEAD BASED PAINT

Yes No

Is the project target housing (pre Jan 1, 1978), if no proceed to next section, Property Inspection. _____ _____

What is the date the tenant received the EPA pamphlet or IDPH pamphlet – Acknowledgement of Receipt? _____

Which process was used?
Assuming Lead Based Paint Hazards (Visual Risk Assessment) _____

Testing for Lead Based Paint Hazards (XRF machine used) _____

Which one of the following was provided?
Notification that LBP or LBP Hazards are presumed to be present Visual Risk and Notification of a Assessment. _____ _____ or
Notification of LBP Inspection and Risk Assessment. _____ _____

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

Disclosure of Information on LBP and/or LBP Hazard – Rental –
owner to tenant- occupancy prior to and during term of affordability. _____

Notification of on-going maintenance inspection – target housing- rentals
and leases during term of affordability. _____

Were interim controls used? _____ _____
Were safe work practices used? _____ _____
Register number from Iowa Department of Public Health _____

Were abatement controls used? _____ _____
Name of Abatement contractor? _____
Register number from Iowa Department of Public Health. _____

Was temporary relocation assistance provided? _____ _____

Date of the temporary relocation provided. _____

Name of lab where samples were sent? _____

Date of clearance from the lab? _____

Dust sampling results. _____
_____
_____

Date Notification of LBP Hazard reduction completion and Final Visual Risk Assessment and Clearance Testing Results to owner? _____

_____

Summary description of the work completed and Final Visual Risk Assessment. _____

_____

PROPERTY INSPECTION

Date of Inspection. _____

	Yes	No
NOTE: Attach a copy of the itemized bid and copies of the change orders to this checklist.		
Are all the rehabilitation work items eligible under the program?	_____	_____
Does the site inspection confirm that the work items were completed according to the construction contract including change orders?	_____	_____
Does the site inspection confirm reasonable costs including change orders?	_____	_____
Does the property meet the applicable property standards including change orders?	_____	_____
Does the site inspection reveal professional quality work including the change orders?	_____	_____
Was the owner(s) satisfied with the work performed?	_____	_____

If no, what needed to be corrected and date the correction was completed.

_____

_____

_____

Signature of Project Manager. _____

HOUSING RENTAL REHABILITATION
(SMALL PROJECTS)
(7 Units or Less)

Recipient:
Contract Number:

Tenant File Review

Name of project or name of owner:_____
Project Address: _____Client ID #_____

Unit Number: _____

Tenant Name(s):_____

Number in household: _____

Sufficient information concerning the tenant household income and employment?	Yes _____ No_____
How was the income verified?	List verification documents: _____ _____ _____ _____ _____ _____ _____ _____
Is personal financial information maintained in a separate file with adequate security for the data?	Yes_____ No_____
Is the application form with income information signed and dated?	Yes_____ No_____ Date:_____
What percent of AMI is the household?	_____
What is the date of the lease?	_____
What is the rent on the lease?	$_____
How many bedrooms in the unit?	_____
Is the rent at or less than HOME FMR?	Yes_____ No_____
Is the lease for one year?	Yes_____ No_____

DISASTER MONITORING CHECKLIST
HOUSING RENTAL REHABILITATION
(LARGE PROJECTS)
(8 units or more)

Recipient: «Contract_Recipient»
Contract Number: **«Contract_Num»**

Rental Rehab Owner File Review

How many rental units in the project were affected by disaster? _____
Total number of units in project? _____
Address 1: _____
Date of signed application: _____
Date of Duplication of Benefits: _____
Other funds received (State, SBA, Insurance, etc.) _____
_____

Date of application approval: _____
What documentation was used to ensure the applicant is owner of record? _____
_____
_____

How was the property determined to be damaged by disaster? _____
_____

How was the property determined to be financially and structurally feasible to rehab?_____
_____

NOTE: At least four residential rental units in the project had to have been affected (physically damaged) by a disaster event in order to be eligible for assistance. For structures in scattered site types of projects, all structures must have had at least two residential rental units affected (physically damaged) by a disaster event in order for all structures to be eligible for assistance.

	Yes	**No**	**NA**
Is project located in a floodplain?	_____	_____	_____
If yes, then were HUD environmental requirements (8 step-process), applicable flood mitigation design standards and the property insured by Federal Flood insurance (all three must be met to allow rehab in floodplain)?	_____	_____	_____

The decision making process contains eight steps, including public notices and examination of practicable alternatives.
Step 1 determine if the project is located in the floodplain.
Step 2 notify public and include them in the decision making process.
What is the date of first publication (there is a fifteen day comment period)._____

The publication needs to include name, proposed location and description of the activity, the total number of acres of floodplain involved and the local official and phone number to contact for information. The notice must also include the hours and location of local office at which a full description of the proposed action may be reviewed.

Step 3 Identify and evaluate practicable alternatives to locating the proposed action in a floodplain for a critical action. Look at this documentation and list alternatives. _____

_____

Step 4 Identify the potential direct and indirect impacts associated with the occupancy or modification of the floodplain.

Step 5 Where practicable, design or modify the proposed action to minimize the potential adverse effects impacts within the floodplain for a critical action. Preparation of early warning system, and emergency evacuation and relocation plan, identification of evacuation routes, identification marks of past levels on all structures.

Step 6 Re-evaluate the proposed action to determine if whether it is still practicable to proceed with project.

Step 7 If re-evaluation results in a determination that there is no practicable alternative to locating the floodplain publish final notice.

What is the date of the final notice (7 days for public comment)? _____

Step 8 Upon completion of the decision making process in Steps 1 through 7, implement the proposed action.

	Yes	**No**	**NA**
Look at the local flood mitigation design standards and compare with work items, were they followed?	_____	_____	_____
Was it confirmed that the property was not in the buyout area (rental rehab assistance cannot be provided to a buyout area)?	_____	_____	_____

Date of federal insurance coverage. _____

Date of initial property inspection: _____

Rental rehab assistance must meet the CDBG National Objective of "Primarily benefits persons of low and moderate income, which means that at least 51% of the units in an assisted property must be occupied by persons or households whose income are at or below 80% of the area median income limits (LMI).

County: _____

AMI: 1 Person _____
2 Person _____
3 Person _____
4 Person _____
5 Person _____
6 Person _____
7 Person _____

Verify that 51% of the total units are at or below 80% AMI.

Unit 1- _____
Unit 2- _____
Unit 3- _____
Unit 4- _____
Unit 5- _____
Unit 6- _____
Unit 7- _____

What is the maximum (gross) rent being charged for this project? $_____

Must use the current lesser of the most current HOME Program or Fair Market Rents. Net rents must be calculated based upon the utility allowances established by the local public housing authority that has jurisdiction for the area served.

Rents – One bedroom $_____
Two bedroom $_____
Three bedroom $_____
Four bedroom $_____
Five bedroom $_____

	Yes	No	NA
Does the application include the name(s) of the owner?	_____	_____	_____
Is the application form signed and dated?	_____	_____	_____

What documentation demonstrates that the project is financially feasible to continue operation through the affordability period of the forgivable loan? _____

_____

Income/expense statement _____
Proforma _____
What is maintenance reserve _____
($250 per unit maintenance replacement reserve-standard)

Other (explain) _____

_____ _____

What is total amount of forgivable loan to applicant? $_____
Date owner signed loan agreement or promissory note? _____
Date mortgage lien was recorded with amount of forgivable loan? _____
Date the covenants and restrictions were recorded? _____

This covers the five year of affordability in terms of tenant income restrictions (limitations) and through affordable rent limitations (controls) on all CDBG Supplemental funds assisted rental units serving LMI tenants, maintaining the appropriate number of affordable rental units for the entire five-year period.

What date was the 106 process complete?
SHPO concurrence _____
PA (Excluded form to IDED) _____

CONSTRUCTION REVIEW - Construction Files

	Yes	No	NA
Is a copy of the signed (initialed in ink) initial inspection form in the file?	_____	_____	_____

What property standards were met upon completion? (Cities with population over 15,000 must comply with locally adopted and enforced codes, standards and ordinances; all others must use the Iowa's Minimum Housing Rehabilitation Standards). _____

_____

Date of the publication for bids? _____

	Yes	No	NA
Is there a bid tabulation sheet in the file?	_____	_____	_____
How many contractors bid on the project?	_____		
Was the lowest responsible bidder selected?	_____	_____	_____
Was the bid selected cost reasonable (within 10% of the original cost estimate)?	_____	_____	_____
Were all bids itemized?	_____	_____	_____
Were the federal procurement requirements followed?	_____	_____	_____
Was there a Code of Conduct?	_____	_____	_____
Was there a Procurement Policy?	_____	_____	_____
Were permits in the file?	_____	_____	_____

COMMENTS:

Total cost of rehabilitation including change orders:

	Total Contract	Total Contract With Change Orders	Disaster	Owner
Hard construction	$_____	$_____	$_____	$_____
LBP hazard reduction	$_____		$_____	$_____
Temporary relocation	$_____		$_____	$_____
Technical services	$_____		$_____	$_____

Contractor Information

	Yes	No	NA
Is the construction contract in file?	_____	_____	_____

Date contractor selected. _____

Contractor's name, Company's name and address: _____

_____

Date of pre-construction conference? _____

Date contract signed? _____

Start of construction date? _____

	Yes	No	NA
Original contract amount?		$_____	
Hard construction cost?		$_____	
LPB Hazard Reduction cost?		$_____	
Is there a copy of contractor's insurance in the file?	_____	_____	_____
Was it current during construction?	_____	_____	_____
Is there documentation of contractor clearance certification and verification against the current list of debarred, suspended and ineligible contractors? Provide date.		_____	
Date sub-contractor clearance certification and verification against the current list of debarred, suspended and ineligible contractors?		_____	
What is the contractor's registration number in Iowa?		_____	
Is there a record of the dates and amounts of disbursement to the contractor(s) in the file?	_____	_____	_____
Number of change orders:		_____	
Are the change orders numbered and properly executed?	_____	_____	_____
Were there cost adjustments with the change orders?	_____	_____	_____
Are lien waivers (including partial waivers) in the file?	_____	_____	_____
Have property inspections been documented?	_____	_____	_____
Did the recipient retain a percentage of the contract until final inspection and acceptance?	_____	_____	_____
What percentage is withheld until final payment?		_____%	
Did the administrator conduct the final inspection with the owner?	_____	_____	_____
Did the owner accept the work and sign the acceptance of work completed?	_____	_____	_____
Date of the construction completion and/or acceptance.		_____	
Date of the final payment (including retainage) to contractor.		_____	

REVIEW OF CONSTRUCTION CONTRACT

Does the contract include the following required federal contract provisions?

	Yes	No
Access to all records pertinent to that contract by the recipient and/or the appropriate federal and state agencies?	_____	_____
Maintenance of records for 5 years after final payment and all other pending matters are closed.	_____	_____
Termination Clause.	_____	_____
Title VI of the Civil Rights Act of 1964 (P.L. 88-352)	_____	_____
Section 109 of the Housing and Community Development Act of 1974, as amended (42. U.S.C. 5309).	_____	_____
Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).	_____	_____
Title VIII of the Civil Rights Act of 1968 (Fair Housing Act)	_____	_____
Executive Order 11063.	_____	_____
Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)	_____	_____
Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794)	_____	_____
Federal Executive Order 11246, as amended (contracts greater than $10,000).	_____	_____
Lead Safe Housing Regulations (24 CFR Part 35).	_____	_____
Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12001-12213).	_____	_____
Federal Executive Order 11275 (contract over $10,000).	_____	_____

Also include the following State requirements:

Iowa Civil Right Act of 1965 (Iowa Executive Order 34 and Iowa Code Chapter 19B.7)	_____	_____
Certification regarding Government-Wide Restriction on Lobbying.	_____	_____

Yes No

LEAD BASED PAINT

Is the project target housing (pre Jan 1, 1978), if no, proceed to next section, Property Inspection. _____ _____

What is the date the owner received the EPA pamphlet or IDPH pamphlet – Acknowledgement of Receipt? _____ _____

Which process was used?
Assuming Lead Based Paint Hazards (Visual Risk Assessment) _____
Testing for Lead Based Paint Hazards (XRF machine used) _____

Which one of the following was provided?

Notification that LBP or LBP Hazards are presumed to be present and Notification of a Visual Risk Assessment. _____

or

Notification of LBP Inspection and Risk Assessment. _____

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

Disclosure of Information on LBP or LBP Hazards – Rental – owner to tenant – prior to occupancy and during term of affordability. _____

Notification of on-going maintenance inspection – target housing – rentals and leases during term of affordability. _____

Were interim controls used? _____ _____

Were safe work practices used? _____ _____

Register number from Iowa Department of Public Health _____

Were abatement controls used? _____ _____

Name of Abatement contractor? _____

Register number from Iowa Department of Public Health. _____

Was temporary relocation assistance provided? _____ _____

Date of the temporary relocation provided. _____

Name of lab where samples were sent? _____

Date of clearance from the lab? _____

Dust sampling results. _____

_____

Date Notification of LBP Hazard reduction completion and Final Visual Risk Assessment and Clearance Testing Results to owner? _____

Summary description of the work completed and Final Visual Risk Assessment. _____

_____

PROPERTY INSPECTION

NOTE: Attach a copy of the itemized bid and copies of the change orders to this checklist.

	Yes	**No**
Are all the rehabilitation work items eligible under the program?	_____	_____
Does the site inspection confirm that the work items were done according to the construction contract including change orders?	_____	_____
Does the site inspection confirm reasonable costs including change orders?	_____	_____
Does the property meet the applicable property standards including change orders?	_____	_____
Does the site inspection reveal professional quality work including the change orders?	_____	_____
Was the owner(s) satisfied with the work performed?	_____	_____

If no: what needed to be corrected and date the correction was completed.

_____

_____

_____

Signature of Project Manager._____Date of Inspection. _____

COMMENTS

(REPEAT ABOVE QUESTIONS AS NECESSARY FOR ADDITIONAL ADDRESSES)

Iowa Green Streets Criteria

The Iowa Green Streets Criteria (IGSC) includes mandatory components in the criteria for the following types of activities or projects: multi-family new construction, multi-family "gut" rehabilitation and single-family new construction.

	YES	**NO/NA**
Mandatory Items: Was there a Green Development Plan?	_____	_____

_____

Certifications:

Certification of Intent to Comply – signed by Applicant and Architect/Project Designer _____ _____

Certification of Construction Contract Document Compliance – signed prior to construction by Recipient and Architect/Project Designer _____ _____

Certificate of Compliance – signed at end of construction by Recipient, Architect/Project Designer, General Contractor and HVAC Contracter _____ _____

HERS Index Certification (as applicable) – signed by HERS rater, Recipient and Architect/Project Designer _____ _____

LABOR STANDARDS ***(if applicable)***		**YES**	**NO**	**NA**
L-1	Do labor standards apply to the CDBG disaster funded activity?			
L-2	Who is the recipient's Labor Standards Compliance Officer? Name: _____			
L-3	Does the contact include the appropriate wage rate determination?			
L-4	Does the recipient have a labor standards enforcement file for each construction activity?			
L-5	Have all contractors and subcontractors executed a "Contractor or Subcontractor) Certification concerning Labor Standards and Prevailing Wage Requirements" form?			
L-6	Have contractor payrolls been submitted weekly?			
	a. Has the Labor Standards Compliance Officer reviewed and accepted all payrolls?			

(Spot-check several payrolls, recording the information below):

Contractor/ Subcontractor	Payroll Number	Date of Payroll	Comments

		YES	**NO**	**NA**
L-6	Did the recipient interview construction employees to ensure contractors were paying appropriate wages?			
	a. Were employee interviews cross-referenced with the applicable weekly payroll?			

L-7 Are fringe benefits being paid according to the wage rate determination and in compliance with labor standard requirements? _____ _____ _____

L-8 Is overtime computed at time and a half of the basic hourly rate shown on the wage rate determination? _____ _____ _____

L-9 Describe any wage discrepancies and/or any violations of labor standards and how they were resolved.

_____
_____
_____
_____

L-10 If any contractors or subcontractors are using apprentices, does recipient have on file the required Department of Labor authorization documents for all apprentices? _____ _____ _____

COMMENTS:

CDBG Housing Disaster Recovery Funds General Review Monitoring Checklist

(Attach a copy of the current Attachment A to this checklist)

GENERAL INFORMATION

Recipient Name: **«Contract_Recipient»**
«eoName_First» «eoName_Last», «eoTitle»
Address: «eoAddress1» «eoAddress2»
«eoCity», «eoState» «eoZip»
Phone #: «eoPhone»

Administrator Name: «a1Name_First» «a1Name_Last», «a1Title»
Address: «a1CityOf»
«a1Address1» «a1Address2»
«a1City», «a1State» «a1Zip»
Phone #: «a1Phone»

Contract Number: **«Contract_Num»**

Monitoring Visit Dates: «Final_Monitor» «Special_Monitor»
Monitoring Conducted By: «Rep_Desc»

Person(s) Interviewed: _____

_____

_____

CDBG Disaster Recovery Award Amount: «Total_Amount»
Total Amount: «Total_with_Local»
Contract Effective Date: «Award_Date»
Contract End Date: «End_Date»

Summary of Amendments:

National Objective of the Project (Circle one) LMI Slum & Blight Urgent Need

For Entitlement recipient need a copy of most recent monitoring letter from HUD for their regular CDBG and/or HOME program. Date: _____

Findings: _____

_____

_____

Concerns: _____

_____

_____

Program Overview *(List activity or activities and describe program progress and discuss any other relevant information):*

Who is the person (s) with the day-to-day responsibility for administering the CDBG program?

Name: «a1Salutation» «a1Name_First» «a1Name_Last», «a1CityOf»

Title: «a1Title»

Does the Recipient have the Attachment E (Single Family Activities), Attachment F (Rental Rehabilitation – small), Attachment G (Rental Rehabilitation – large), Attachment H, J, L, N (Single Family Unit Production – new construction), and Attachment I, K, M, O, P, Q (Multi-Family New Construction) ?

_____ Yes _____ No

COMMENTS:

		Yes	No	N/A
FINANCIAL MANAGEMENT				
FM-1	Does the recipient maintain an adequate financial management system?			
a.	Is the system in compliance with all requirements outlined in the			
b.	CDBG Management Guide?			
c.	Are other funds incorporated the recipient's budget and accounting records, if applicable?			
d.	Does the recipient disburse funds within 10 working days of receipt? *(Document above responses by spot-checking financial transactions and recording information on the chart on page 6).*			

		Yes	No	N/A
FM-2	Does the recipient provide for adequate internal control and segregation of duties?			

a. Who is responsible for receiving CDBG disaster funds?

Name: _____
Title: _____

b. Who is responsible for approving all bills associated with the CDBG disaster funds?

Name: _____
Title: _____

c. Who is responsible for preparing checks or warrants associated with the

CDBG disaster funds:
Name: _____
Title: _____

d. Who is authorized to sign checks or warrants associated with the CDBG disaster funds?

Name: _____
Title: _____

e. Who does the bookkeeping?

Name: _____
Title: _____

f. Who reconciles the bank statements?

Name: _____
Title: _____

FM-3 Has any program income been received as of the date of this monitoring visit? _____ _____ _____

a. What was the source(s) of program income? _____

b. Was it recorded as a receipt in program records? _____ _____ _____

c. Was it spent on current program activities before additional CDBG disaster funds were requested? _____ _____ _____

d. Is the program income reflected on the draw form (s)? _____ _____ _____

COMMENTS:

Draw #	Date Received	Payee/Contractor	Invoice Date	Invoice Amount	Approval Date	Payment Date	Check #	Breakdown of Funds	
								CDBG Disaster $	Other $

PROCUREMENT		**Yes**	**No**	**N/A**
P-1	Does the recipient have written procurement procedures?			
P-2	Does the recipient have a written code of conduct?			
P-3	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?			
	a. If so, were price or rate quotations obtained from a number of qualified sources?			
	b. Was selection made based on the most advantageous quotation?			
P-4	Did the recipient solicit qualifications for other Professional Services? (example: Mold, Asbestos, Lead Abatement, Etc.)			
P-5	Did the recipient use competitive sealed bids?			
	a. Were an adequate number of bids received?			
	b. Was the opportunity to bid publicized?			
	c. Were contracts awarded to lowest responsible bidders?			
	d. Are there bid tabulation sheets for each procurement transaction using this method of procurement?			
P-6	Did the recipient receive IDED approval for any sole source procurement transactions?			

COMMENTS:

CONTRACT MANAGEMENT (Administrative Services)		**Yes**	**No**	**N/A**
CM-1	Did the recipient contract for administrative services?			

a. With whom is the contract for administrative services?
Name: _____

b. What is the executed date of the contract for administrative services?
Date: _____

c. What is the contract maximum or "not to exceed" amount?
$ _____

			Yes	No	N/A
CM-2	Does the contract include all required language:				
	a.	Allowing access to pertinent records by recipient and appropriate Government agencies?			
	b.	Providing for maintenance of records for five years after project close-out?			
	c.	Title VI of the Civil Rights Act of 1964?			
	d.	Title VIII of the Civil Rights Act of 1968? (housing)			
	e.	Executive Order 11063? (housing)			
	f.	Section 109 of the Housing and Community Development Act of 1974? (if f. then g. or h. is not required)			
	g.	Age Discrimination Act of 1975?			
	h.	Section 504 of the Rehabilitation Act of 1973?			
	i.	Section 3 of the Housing and Urban Development Act of 1968?			
	j.	Executive Order 11246 (if contract is greater than $10,000)?			
	k.	Americans with Disabilities Act?			
	l.	Termination clause(s)?			
	m.	Lead Safe Housing			
CM-3	Are the terms of the contract appropriate (not a "percentage of cost" or "cost plus percentage of cost")?				
	a.	Does the contract specify an hourly rate(s)?			
	c.	Does the contract provide for optional services at additional costs? (If so, hourly, lump sum or actual)?			

COMMENTS:

CONTRACT MANAGEMENT (Architectural/Engineering)		**Yes**	**No**	**N/A**
CM-4	Did the recipient contract for architectural/engineering services?			
	a. With whom is the contract for architectural/engineering services? _____			
	b. What is the executed date of the contract for architectural/engineering services? _____			
	c. What is the contract maximum or "not to exceed" amount? _____			
CM-5	Does the contract include all required language:			
	a. Allowing access to pertinent records by the recipient and appropriate Government agencies?			
	b. Providing for maintenance of records for five years after closeout?			
	c. Title VI of the Civil Rights Act of 1964?			
	d. Title VIII of the Civil Rights Act of 1968? (housing)			
	e. Executive Order 11063? (housing)			
	f. Section 109 of the Housing and Community Development Act of 1974? (if f. then g. or h. is not required)			
	g. Age Discrimination Act of 1975?			
	h. Section 504 of the Rehabilitation Act of 1973?			
	i. Section 3 of the Housing and Urban Development Act of 1968?			
	j. Executive Order 11246 (if contract is greater than $10,000)?			
	k. Americans with Disabilities Act?			
	l. Termination clause(s)?			
	m. Lead Safe Housing?			
CM-6	Are the terms of the contract appropriate (not percentage of cost or cost plus percentage of cost type of contract)?			
	a. Does the contract specify an hourly rate (s)?			
	a. Does the contract provide for optional services at additional costs (if so, hourly, lump sum or actual)?			

COMMENTS:

CONTRACT MANAGEMENT (Other Professional Services-Describe)

		Yes	No	N/A
CM-7	Did the recipient contract for any other professional services?			
	a. With whom is the contract for professional services and for what services (please describe the services)? _____			
	b. What is the executed date of the contract for professional services? _____			
	c. What is the contract maximum or "not to exceed" amount? _____			
CM-8	Does the contract include all required language:			
	a. Allowing access to pertinent records by the recipient and appropriate government agencies?			
	b. Providing for maintenance of records for 5 years after closeout?			
	c. Title VI of the Civil Rights Act of 1964?			
	d. Title VIII of the Civil Rights Act of 1968? (housing)			
	e. Executive Order 11063? (housing)			
	f. Section 109 of the Housing and Community Development Act of 1974? (if f. then g. or h. is not required)			
	g. Age Discrimination Act of 1975?			
	h. Section 504 of the Rehabilitation Act of 1973?			
	i. Section 3 of the Housing and Urban Development Act of 1968?			
	j. Executive Order 11246 (if contract is greater than $10,000)?			
	k. Americans with Disabilities Act?			
	l. Termination clause (s)?			
	m. Lead Safe Housing?			
CM-9	Are the terms of the contract appropriate? (not a "percentage of cost" or "cost plus percentage of cost type of contract")?			
	a. Does the contract specify an hourly rate (s)?			
	b. Does the contract provide for optional services at additional cost? (hourly, lump sum or actual)?			

COMMENTS:

CIVIL RIGHTS (including Section 3, EEO, Fair Housing & MBE/WBE)	**Yes**	**No**	**N/A**
CR-1 Is the recipient maintaining and reporting beneficiary demographic data?	_____	_____	_____
CR-2 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?	_____	_____	_____
a. Have program contractors hired local, low-income persons to work specifically on funded activities?	_____	_____	_____
b. Have any project area businesses been utilized by the recipient or contractors?	_____	_____	_____
c. Has recipient made contractors aware of Section 3 requirements?	_____	_____	_____
CR-3 Does the recipient have a "current" Equal Opportunity Policy? (local government only)	_____	_____	_____
a. When was the EO Policy adopted?	_____		
b. Does the policy prohibit discrimination on the bases of race, sex, color, national origin, age, religion, handicap (physical and/or mental, familial status and sexual orientation?	_____	_____	_____
c. How was the policy made public? _____			
d. Who is the local official responsible for the EO policy? Name: _____			
e. Do all job vacancies contain Equal Opportunity language?	_____	_____	_____
f. Do job advertisements contain equal opportunity language?	_____	_____	_____
CR-4 Does the recipient have 15 or more employees? (local government only)	_____	_____	_____
a. Does the recipient have an affirmative action plan?	_____	_____	_____
b. If so, does the recipient have a current workforce analysis?	_____	_____	_____
c. Is the recipient meeting affirmative action goals?	_____	_____	_____
d. If any employment discrimination complaints were filed against the recipient, have they been satisfactorily resolved?	_____	_____	_____

CR-5 What actions has the recipient taken to affirmatively further fair housing? (outreach, counseling, and/or referral; enforcement; Fair Housing counseling; information programs; cooperation; participation in a public housing authority; does the recipient have an Affirmatively Fair Housing Policy; etc.) _____

For disaster recovery programs the recipient is required to take steps to affirmatively further fair housing; and when gathering public input, planning, and implementing housing related activities, must include participation by neighborhood organizations, community development organizations, social service organizations, community housing development organizations, and members of each distinct affected community or neighborhood which might fall into the assistance category of low and moderate income communities. Please explain what recipient has done to ensure compliance with these requirements. _____

		Yes	No	N/A
CR-6	Minority Business Enterprise/Women Business Enterprise (MBE/WBE)			
	a. Have any contracts been awarded to MBE and/or WBE firms?	_____	_____	_____
	b. List the specific actions taken by the recipient to advertise for, attract or otherwise demonstrate a good-faith effort to utilize MBE or WBE firms.			
CR-7	Does recipient use Equal Opportunity language and logos in handbooks, Manuals, advertisement of jobs, etc?	_____	_____	_____

COMMENTS:

ENVIRONMENTAL
Complete this on a project specific monitoring form

LABOR STANDARDS ***(if applicable)***
Complete this on a project specific monitoring form

DOB information ***(if applicable)***
Complete on only necessary activities

ACQUISITION AND RELOCATION ***(if applicable)***

AR-1 If the recipient acquired any real property, including permanent easements, with the intent to use federal funds to complete funded activities, was the real estate transaction VOLUNTARY or INVOLUNTARY?
(Circle one; if voluntary, go to AR-2, if involuntary, go to AR-3).

AR-2 (VOLUNTARY)

NOTE: The following requirements for voluntary do not apply to individuals and families who use disaster funds assistance to purchase a dwelling.

		Yes	No	N/A
	a. Did the recipient notify the seller in writing:			
	(1) of the owner's rights under the Uniform Act?	_____	_____	_____
	(2) that the recipient will not use the power of eminent domain?	_____	_____	_____
	(3) of an estimate of the fair market value of the property?	_____	_____	_____
	b. Date of confirmation of receipt by the seller of the above 3 notifications or date on a green card "return receipt".		_____	
AR-3	(INVOLUNTARY) Did the recipient advise the property owners of their rights under the Uniform Act either by certified return receipt mail or by hand delivery?	_____	_____	_____
AR-4	Was the property appraised by a qualified appraiser prior to the initiation of negotiations?	_____	_____	_____
	a. When was the appraisal conducted? _____			
	b. When was the review appraisal conducted? _____			
	c. What appraisal method was used? _____			
	d. Were appraisal standards followed?	_____	_____	_____
AR-5	If an appraisal was not performed, was property valued at less than $2,500 (or did the recipient obtain an approved waiver of appraisal statement from property owners) ?	_____	_____	_____
AR-6	Did the recipient provide the property owners 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?	_____	_____	_____
AR-7	Was the written offer equal to the appraised fair market value?	_____	_____	_____
	a. Was a summary statement issued with the written offer?	_____	_____	_____
AR-8	Was the written offer greater than the appraised fair market value?	_____	_____	_____
	a. 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?	_____	_____	_____
AR-9	Was the offer negotiated after the offer to purchase was made?	_____	_____	_____
AR-10	Did the recipient exercise its power of eminent domain to acquire the property?	_____	_____	_____

AR-11 Was the purchase payment made prior to the property owner transferring the property to the recipient? _____ _____ _____

AR-12 Is there a final closing cost summary sheet each acquisition showing the recipient reimbursed property owner for: _____ _____ _____

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

b. prepayment penalty on mortgage? _____ _____ _____

c. the pro rata share of property taxes? _____ _____ _____

d. litigation expenses? _____ _____ _____

AR-13 Was the acquired property vacant *(if not, go to AR-14)*? _____ _____ _____

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

AR-14 Did the recipient inform the occupant(s) of the basic eligibility requirements and relocation benefits? _____ _____ _____

a. Was notification hand delivered or mailed by certified/return receipt mail circle? _____ _____ _____

AR-15 Did the relocatee(s) receive:

a. a fixed payment for moving expenses? _____ _____ _____

b. actual moving expenses? _____ _____ _____

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

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

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

f. a re-establishment payment for the expenses of re-establishing the business and not to exceed $10,000? _____ _____ _____

AR-16 Did the recipient determine that the displacee was eligible for any alternative assistance (under Section 104(d) of the Uniform Act)? _____ _____ _____

a. What was the type of assistance provided?

_____

b. What was the level of assistance?

_____

AR-17 If the recipient provides Relocation Assistance Advisory Services are they adequate *(Describe)?* _____

AR-18 If the recipient provided "housing as a last resort," was it with IDED approval? _____ _____ _____

AR-19 If relocation was carried out under a third-party contract, how was it accomplished? _____

COMMENTS:

PROPERTY MANAGEMENT ***(if applicable)***

PM-1 If the recipient acquired any equipment (nonexpendable personal property) with an aggregate purchase price of $5,000 or more, did the recipient first receive authorization from IDED? _____ _____ _____

PM-2 Does the recipient maintain records on the equipment purchased with federal funds? _____ _____ _____

PM-3 Has the recipient disposed of any equipment acquired with CDBG funds? _____ _____ _____

	Yes	No	N/A

a. If the fair market value of the equipment 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 IDED reimbursed an appropriate share? _____ _____ _____

PM-4 Has the recipient disposed of any real property acquired with CDBG Disaster funds? _____ _____ _____

a. If so, did the recipient request and follow disposition instructions from IDED? _____ _____ _____

COMMENTS:

Exit conference attendees:

_____
_____
_____
_____

Signature of Project Manager. _____ Date of Inspection. _____

Guide for Review of Lead-Based Paint Compliance in Properties Receiving Federal Rehabilitation Assistance			
Name of Program Participant: **«Contract_Recipient»**			
Program Participant Staff Consulted: «a1Name_First» «a1Name_Last», «a1Title»			
Name of HUD Grant Program Reviewed:			
Owner Name and Address of Assisted Project:		**Date Funds Awarded:** «Award_Date»	
Name(s) of HUD Reviewer(s):		**Date of Review:**	

NOTE: *All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding**."*

Instructions: This Exhibit is designed to monitor rehabilitation activities for the program overall and for individual rehabilitation projects. This Exhibit is divided into six sections to be used as follows:

- Section A, Program Reviews, is for reviewing the program's overall compliance;
- Section B, File Review, is for reviewing requirements that apply to all rehabilitation projects;
- Section C, Specific Requirements for Levels of Rehabilitation Assistance, applies based upon the amount of rehabilitation assistance provided for the project file selected for review. This section contains three levels: individual projects receiving rehabilitation assistance up to $5,000 per project; projects receiving rehabilitation assistance over $5,000 and up to $25,000 per unit; and projects receiving rehabilitation assistance over $25,000 per unit;
- Section D applies to HOME rental projects;
- Section E applies to rehabilitation in insular areas and
- Section F for a summary listing of any identified findings or concerns.

The definition of each level of assistance can be found at 24 CFR 35.915. If you select "NA" for your response, please explain why the question does not apply. Information on LBP sampling guidance and developing corrective actions is given in Chapter 24, Section 24-6. Copies of monitoring reports addressing lead-based paint, including completed Exhibits, are to be sent to the Office of Healthy Homes and Lead Hazard Compliance, per Section 24-6 of the introduction to this Chapter.

Questions:

A. PROGRAM REVIEW

1.

Does the program consistently and accurately assess projects for possible exemption from the requirements of 24 CFR 35? [24 CFR 35.115]	☐ Yes ☐ No
Describe Basis for Conclusion:	

2.

Does the program participant have staff that is knowledgeable about HUD's lead-based paint regulations?	☐ Yes ☐ No
Describe Basis for Conclusion:	

3.

Does the program ensure that lead safe work practices are used during rehabilitation work on painted surfaces larger than the *de minimis* amounts [specified in 24 CFR 35.1350(d)] that are known or presumed to have lead, and is all disturbed paint routinely and properly repaired? [24 CFR 35.930(b)(2)]	☐ Yes ☐ No
Describe Basis for Conclusion:	

4.

Where the Lead Safe Housing Rule requires temporary relocation, does the program ensure that occupants are relocated to units free of lead hazards and their belongings are protected? [24 CFR 35.1345(a)(2)]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	

5.

Does the program ensure that the Lead Safe Housing Rule's requirements regarding worker and occupant safety are shared with the entities and individuals who perform the rehabilitation work on painted surfaces, such as contractors and subrecipients (e.g., subgrantees, nonprofits, Community Housing Development Organizations, Community Development Corporations, and volunteer groups)? [24 CFR 35.900(a) and (b); 24 CFR 35.1350 and 24 CFR 35.1345]	☐ Yes ☐ No
Describe Basis for Conclusion:	

B. INDIVIDUAL FILE REVIEW (Answer these questions for each project file reviewed.)

Name of Program Participant or Entity Carrying Out the Rehabilitation Project:

6.

Was this specific rehabilitation project evaluated for applicability of the Lead Safe Housing Rule? (If the response is "yes" AND the project meets the regulatory exemption standards, STOP HERE. If "yes" and the project is not exempt, continue with the remaining questions in this Section B as well as the Section that applies to the level of rehabilitation assistance provided to this project.) [24 CFR 35.115]	☐ **Yes**	☐ **No**
Describe Basis for Conclusion:		

7.

Was the level of rehabilitation assistance (or total amount of Federal housing assistance) for this project calculated correctly and documented in the project file? [24 CFR 35.915]	☐ **Yes**	☐ **No**
Describe Basis for Conclusion:		

8.

Does the project file include the following documents (to be kept for at least three years) necessary to demonstrate compliance with the requirements of the Lead Safe	
a. Documentation of receipt by homeowner or occupant of the Lead Hazard Information Pamphlet? [24 CFR 35.910(b)]	☐ Yes ☐ No
Describe Basis for Conclusion:	

b. Notices to Residents: Notice of Lead Hazard Evaluation (if paint testing was performed) or a Notice of Presumption (if no paint testing was performed). (Note: If interim controls or abatement are electively performed at this level of rehabilitation assistance, then a Notice of Lead Hazard Reduction must be provided to the residents.) [24 CFR 35.910(a)]	☐ Yes ☐ No
Describe Basis for Conclusion:	

c. A paint testing report (if testing was performed) performed by a certified inspector or risk assessor? [24 CFR 35.930(b)(1)]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	

d. A clearance report showing the unit, or the worksite if it was contained, passed clearance (if lead-based paint is known or presumed to be in the unit and the amount of material to be disturbed is above the *de minimis* threshold)? [24 CFR 35.1340(c)]	☐ Yes	☐ No	☐ N/A
Describe Basis for Conclusion:			

9.

a. Was work performed on painted surfaces where lead-based paint was known or presumed present in the work area above the *de minimis* threshold amount? (If the answer is no, skip the rest of question 9.)	☐ Yes	☐ No
Describe Basis for Conclusion:		

b. Based on your review, were occupants and their belongings protected during work (e.g., documentation of relocation, language in rehabilitation contract, homeowners' agreement, or other appropriate document)? [24 CFR 35.1345]	☐ Yes	☐ No	☐ N/A
Describe Basis for Conclusion:			

c. Based on your review, were workers (including volunteers) trained or supervised and did workers use lead safe work practices on work larger than the *de minimis* amounts (e.g., on-site reviews during work , a signed certification by the contractor)? (Note that intent to use practices does not satisfy this requirement.) [24 CFR 35.930(b)(2)]	☐ Yes	☐ No	☐ N/A
Describe Basis for Conclusion:			

C. SPECIFIC REQUIREMENTS FOR REHABILITATION ASSISTANCE (Select the question that applies to the level of assistance provided.)

10. For Rehabilitation Assistance Up To and Including $5,000 Per Unit

Did the project include repair of all painted surfaces disturbed during rehabilitation? [24 CFR 35.930(b)(2)]	☐ Yes	☐ No	☐ N/A
Describe Basis for Conclusion:			

11. For Rehabilitation Assistance Over $5,000 and Up To $25,000 Per Unit

a. Was a risk assessment report obtained (unless lead-based paint hazards were presumed)? [24 CFR 35.930(c)(2)]	☐ es	☐ No	☐ N/A
Describe Basis for Conclusion:			

b. Were interim controls (or standard treatments, if hazards are presumed) conducted for all lead-based paint hazards identified in the risk assessment for the property? [24 CFR 35.930(c)(3)]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	

12. For Rehabilitation Assistance Over $25,000 Per Unit

a. Was a risk assessment report obtained (unless lead-based paint hazards were presumed)? [24 CFR 35.930(d)(2)]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	
b. Was abatement conducted of all lead-based paint hazards identified by the risk assessment (or presumed to be present) for the property? [24 CFR 35.980(d)(3)]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	

D. FOR HOME RENTAL PROJECTS ONLY

13.

During its monitoring for compliance with housing quality standards during the period of affordability, does the program participant review HOME rental project owners' records to ensure that ongoing lead-based paint maintenance is being performed in accordance with 24 CFR 35.1355(a)**?** [24 CFR 92.504(d)]	☐ Yes	☐ No	☐ N/A
Describe Basis for Conclusion:			

E. FOR INSULAR AREAS ONLY (Answer the question below for projects covered by the Lead Safe Housing Rule. Additional files may need to be selected in order to review for lead-based paint compliance in projects that are covered.)

14.

a. Based on this review, were workers (including volunteers) trained or supervised and did workers use lead safe work practices (e.g., on-site reviews during work or a signed certification by the contractor)? (Note: Intent to use lead safe work practices does not satisfy this requirement.) [24 CFR 35.940(a) or 24 CFR 35.940(b)(2); 24 CFR 35.1350(b)]	☐ Yes	☐ No	☐ N/A
Describe Basis for Conclusion:			

b. If the rehabilitation assistance was above $5,000 per unit, was a visual assessment for the deteriorated paint performed, and was all deteriorated paint stabilized? [24 CFR 35.940(b); 24 CFR 35.1340]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	
c. Did the clearance report show the unit (or the worksite, if it was contained) passed clearance (if lead-based paint is known or was presumed to be in the unit and the amount of material to be disturbed was above the *de minimis* threshold)? [24 CFR 35.940(a)(2) or 24 CFR 35.940(b)(3); 24 CFR 35.1340]	☐ Yes ☐ No ☐ N/A
Describe Basis for Conclusion:	

F. EXHIBIT SUMMARY:

For any findings or concerns identified in this Exhibit, list the number of the question below in the appropriate column:	
Finding Question #:	**Concern Question #:**

DISASTER MONITORING CHECKLIST
SINGLE-FAMILY UNIT PRODUCTION – NEW CONSTRUCTION

Recipient: **«Contract_Recipient»**
Contract Number: **«Contract_Num»**

Number of units purposed? _____
The amount of project delivery cost per unit? $_____
(the maximum amount of delivery cost per unit is $5,000)

Total amount of project delivery cost? $_____

New Construction File Review

How many single family units were lost in the 2008 disaster? _____
How the number of destroyed single family homes was determined (source documentation).____
_____

Single Family Information

NOTE: Attach copy of closing statement to this checklist.
Address 1 of new single family home: _____

	Yes	**No**
Is this address located within the corporate limits of the city?	_____	_____
Is property to be purchased located in the 100 year floodplain? (HUD funds cannot be used to purchase a property within the 100 year floodplain)	_____	_____
Was it confirmed that the property to be purchased is not in a buyout area?	_____	_____

Date of signed application: _____

Date of Duplication of Benefits: _____
Other funds received (State, SBA, USDA, Insurance, FEMA, buyout, etc.) _____
_____

	Yes	**No**	**NA**
Was the application checked against Federal and State Jumpstart (an applicant cannot use these funds with Federal Jumpstart Homebuyer or State Jumpstart Downpayment assistance on the same dwelling unit)?	_____	_____	_____

What was the total disaster funds provided to this homebuyer? $_____
Date of application approval. _____

	Yes	**No**	
What CDBG Disaster Recovery National Objective was met?			
Low-to-moderate income	_____	_____	or
Urgent Need	_____	_____	

When was mortgage lien document signed and filed (to provide proof of ownership)? _____

Was the mortgage filed as a five-year receding forgivable loan? _____ _____

How was the homebuyer made aware that equity from a future buyout (of destroyed property) is subject to a recapture of CDBG funds? _____

_____

What principal loan product that meets the Attachment H requirements was used?
The principal mortgage loan must be the only repayable loan in all individual homebuyer assistance projects (except Habitat for Humanity). _____
(Any mortgage lending entity's principal mortgage loan products may be used provided they meet all of the following minimum requirements: loan interest rates cannot be higher than four percentage points above the federal prime interest rate at the time of loan commitment; loan terms will include a 75% or higher Loan-to-Value ratio; no less than a 15-year, fully amortized, fixed-rate mortgage may be used (early pay-off provisions must be allowed; and no adjustable rate mortgage or balloon payment types of mortgages will be allowed.)

	Yes	**No**	**NA**
Were the CDBG Supplemental funds recorded in junior position to the principal loan?	_____	_____	_____
Does the application include the names of the homeowner(s), family size and other demographic information?	_____	_____	_____

What was the applicant's annual gross income? $_____
Source documents for verifying applicant's income:

_____
_____
_____

Number of household members? _____

What is the applicant percent of the median family income? _____%

Did the household meet the 100% LMI limit?	_____	_____	_____

What was their AMI? _____%

	Yes	**No**	**NA**
If not what % of median family income was calculated? (above 80% below 100%)?			
Is personal financial information maintained in a separate file with adequate security for the data?	_____	_____	_____

What is total amount of forgivable loan to applicant? $_____
(The maximum per unit development cap of $180,000)

What was the development cost? $_____

Was the subsidy amount less than 30% of the development cost?	_____	_____	_____

Date owner signed loan agreement or promissory note. _____
Date mortgage lien was filed with amount of forgivable loan? _____
What date was the 106 process complete?
SHPO concurrence _____
or
PA (Excluded form to IDED) _____

DEVELOPMENT REVIEW

Who is on the development team? _____
_____
_____

Was the newly constructed unit designed and constructed in accordance with all locally adopted and enforced building codes and standards? (In absence of any locally adopted and enforced building code or standards, the requirements of the Iowa State Building Code shall apply). _____ _____ _____

What documentation was provided to above questions? _____
_____
_____

Were permits in the file? _____ _____ _____
What was the builder's fee (not to exceed 15% of the cost of construction)? _____
Did the administrator conduct the final inspection with the builder? _____ _____ _____
City Inspectors or State Building Code certification form (final) signed and date? _____
Date the occupancy permit was issued? _____
Signature of Project Manager. _____ Date of Inspection. _____

COMMENTS

(REPEAT ABOVE QUESTIONS AS NECESSARY FOR ADDITIONAL ADDRESSES)

ATTACHMENT I, K, M, O, P, Q and DRRTC
DISASTER RECOVERY CONTRACTS
MULTI-FAMILY (RENTAL) NEW UNIT PRODUCTION

Recipient: **«Contract_Recipient»**

Contract Number: **«Contract_Num»**

Number of units proposed? _____

Activity #	875	876
(circle one)	(11 units or fewer)	(12 units or more)

NEW PRODUCTION PROJECT FILE REVIEW

Number of Multi-family Rental Housing Units lost, in the jurisdiction where this project will be located, due to the Disaster Event between May 25, 2008 and August 13, 2008. _____
How was the number of destroyed multi rental units determined (source documents)? _____
_____ -
_____

Address 1: _____

Date of signed application: _____

Date of application approval – project award letter. _____

	Yes	**No**
Is property located in the 100 year floodplain? (HUD funds cannot be used to purchase a property within the 100 year floodplain)	_____	_____

When property purchased by the developer? _____

What were the terms of the construction loan? _____

Who holds the principal loan on the project? _____

Was the mortgage lien filed as a five-year or ten-year receding forgivable loan? _____ _____

Date covenants and restrictions recorded? _____

Was it recorded in junior position to the principal conventional loan? _____ _____

	Yes	No
Was it recorded in senior position to any and all other funding?	_____	_____
Does the recipient have an environmental file per project?	_____	_____
Does the environmental file contain the complete Environmental Review Record?	_____	_____

What level of Environmental Review did this project require (circle one):

EIS EA CEST CENST EXEMPT

IEDA Release of Funds Letter? (Date «RROF_Clear»)
What date was the 106 process complete?
SHPO concurrence _____
or
PA (Excluded form to IDED) _____

CONSTRUCTION REVIEW - Construction Files

Who is on the development team? _____
_____
_____

	Yes	No	N/A
Were the newly constructed units designed and constructed in accordance with all locally adopted and enforced building codes and standards? (In absence of any locally adopted and enforced building code or standards, the requirements of the Iowa State Building Code shall apply).	_____	_____	_____
Were permits in the file?	_____	_____	_____

Total cost of construction including change orders:

	Total Cost	Change Orders	Disaster	Owner
Hard construction	$_____	$_____	$_____	$_____
Technical services	$_____		$_____	$_____

(There is a maximum per unit CDBG subsidy cap of $60,000 of the per unit development cap)
Was the overall maximum per unit development cost less than HUD 221(d)(3). All funding sources need to be combined. _____ _____

What was the builder's fee (not to exceed 12% of the cost of construction)? $_____

	Yes	No	N/A
Contractor Information			
Is the construction contract in file?	_____	_____	_____
Did this project follow the: Procurement Policy for Disaster Recovery Housing	_____	_____	_____
Were federal procurement procedures required/followed?	_____	_____	_____
Date of Procurement Policy?	_____		
Date of Code of Conduct?	_____		
Date contractor selected.	_____		
Contractor's name, Company's name and address: _____ _____			
Date contract signed?	_____		
Start of construction date?	_____		
Original contract amount?	$_____		
Hard construction cost?	$_____		
Was a pre-construction conference held?	_____	_____	
Date?	_____		
Is there a copy of contractor's insurance in the file?	_____	_____	_____
Was it current during construction?	_____	_____	_____
Does the recipient require that all participating contractors be bonded?	_____	_____	_____
If required, was there a copy of the contractor's bond insurance in the project file?	_____	_____	_____
Does the recipient have within its program guidelines, a mechanism to prevent any potential collusion or kickbacks from occurring?	_____	_____	_____
Are certification forms used for this purpose?	_____	_____	_____
Is there documentation of contractor clearance certification and verification against the current list of debarred, suspended and ineligible contractors? Provide date.	_____		

	Yes	No	N/A
What is the contractor's registration number in Iowa?		_____	
Is there a record of the dates and amounts of disbursement to the contractor(s) in the file?	_____	_____	_____
Number of change orders:		_____	
Are the change orders numbered and properly executed?	_____	_____	_____
Were there cost adjustments with the change orders?	_____	_____	_____
Are lien waivers (including partial waivers) in the file?	_____	_____	_____
Have construction inspections been documented?	_____	_____	_____
Did the recipient retain a percentage of the contract until the final inspection and acceptance?	_____	_____	_____
What percentage is withheld until final payment?		_____%	
Did the administrator conduct the final inspection with the owner?	_____	_____	_____
Did the owner accept the work and sign the acceptance of the work completed?	_____	_____	_____
Date the construction completion and/or acceptance.		_____	
Date of the final payment (including retainage) to contractor.		_____	

REVIEW OF CONSTRUCTION CONTRACT

Does the contract include the following required federal contract provisions?

	Yes	No
Access to all records pertinent to that contract by the recipient and/or the appropriate federal and state agencies?	_____	_____
Maintenance of records for 5 years after final payment and all other pending matters are closed.	_____	_____
Termination Clause.	_____	_____
Title VI of the Civil Rights Act of 1964 (P.L. 88-352)	_____	_____
Section 109 of the Housing and Community Development Act of 1974, as amended (42. U.S.C. 5309).	_____	_____

	Yes	No
Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).	_____	_____
Title VIII of the Civil Rights Act of 1968 (Fair Housing Act)	_____	_____
Executive Order 11063.	_____	_____
Age Discrimination Act of 1975, as amended (42 U.S.C. 1601 et seq.)	_____	_____
Section 504 of the Rehabilitation Act of 1973, as amended (P.L. 93-112, 29 U.S.C. 794)	_____	_____
Federal Executive Order 11246, as amended (contracts Greater than $10,000).	_____	_____
Lead Safe Housing Regulations (24 CFR Part 35).	_____	_____
Americans with Disabilities Act (P.L. 101-336, 42 U.S.C. 12001-12213).	_____	_____
Federal Executive Order 11246 & 11375 (contract over $10,000).	_____	_____

Also include the following State requirements:

Iowa Civil Right Act of 1965 (Iowa Executive Order 34 and Iowa Code Chapter 19B.7)	_____	_____
Certification Regarding Government-Wide Restriction on Lobbying.	_____	_____

LABOR STANDARDS ***(if applicable – applies to all projects with 8 or more units)***

		Yes	No	N/A
L-1	Do labor standards apply to the CDBG disaster funded activity?	_____	_____	_____
L-2	Who is the recipient's Labor Standards Compliance Officer? Name: _____			
L-3	Does the contact include the appropriate wage rate determination?	_____	_____	_____
L-4	Does the recipient have a labor standards enforcement file for each construction activity?	_____	_____	_____

		Yes	No	N/A
L-5	Have contractor payrolls been submitted weekly?			
	b. Has the Labor Standards Compliance Officer reviewed and accepted all payrolls?			

(Spot-check several payrolls, recording the information below):

Contractor/ Subcontractor	Payroll Number	Date of Payroll	Comments

L-6	Did the recipient interview construction employees to ensure contractors were paying appropriate wages?			
	b. Were employee interviews cross-referenced with the applicable weekly payroll?			
L-7	Are fringe benefits being paid according to the wage rate determination and in compliance with labor standard requirements?			
L-8	Is overtime computed at time and a half of the basic hourly rate shown on the wage rate determination?			

L-9 Describe any wage discrepancies and/or any violations of labor standards and how they were resolved.

_____
_____
_____
_____

L-10	If any contractors or subcontractors are using apprentices, does recipient have on file the required Department of Labor authorization documents for all apprentices?			

COMMENTS:

PROPERTY INSPECTION

NOTE: Date, Name, and Title of signature on the certificate of occupancy. _____

_____

Date of Inspection. _____

Exterior Appearance

Do the following areas appear to be satisfactorily maintained and safe?

Parking lots, drive and curbs	_____	_____
Fences, retaining walls, gates	_____	_____
Garages, car ports	_____	_____
Trash collection areas	_____	_____
Walks, steps, ramps, handrails	_____	_____
Roofs, flashing, vents	_____	_____
Gutters, downspouts, splashblocks	_____	_____
Exterior walls, siding, foundation	_____	_____
Porches, balconies, fire escapes	_____	_____
Landscaping (mowing, pruning, watering)	_____	_____
	Yes	**No**
Playground equipment	_____	_____

COMMENTS:

Iowa Green Streets Criteria

The Iowa Green Streets Criteria (IGSC) includes mandatory components in the criteria for the following types of activities or projects: Multi-family new construction; Multi-family "gut" rehabilitation; Multi-family rehabilitation; and Single-family new construction.

	Yes	No	NA
Mandatory Items: Was there a Green Development Plan?	_____	_____	_____

Certifications:
Certification of Intent to Comply- signed by Applicant and Architect/Project Designer _____ _____ _____

Certification of Construction Contract Document Compliance – signed prior to construction by Recipient and Architect/Project Designer _____ _____ _____

Certificate of Compliance – signed at end of construction by Recipient, Architect/Project Designer, General Contractor and HVAC Contractor. _____ _____ _____

HERS Index Certification (as applicable) – signed by HERS rater, Recipient and Architect/Project Designer. _____ _____ _____

REVIEW OF TENANT FILES

Rental new construction assistance must meet the CDBG National Objective of "Primarily benefits persons of low and moderate income, which means that at least 51% of the units in an assisted property must be occupied by persons or households whose income are at or below 80% of the area median income limits (LMI).

County: _____

AMI: 1 Person _____
2 Person _____
3 Person _____
4 Person _____
5 Person _____
6 Person _____
7 Person _____

Verify that 51% of the total units are at or below 80% AMI.

Unit 1- _____
Unit 2- _____
Unit 3- _____
Unit 4- _____
Unit 5- _____
Unit 6- _____
Unit 7- _____

NOTE: one unit project-the one unit must be LMI, two units-one of the two must be LMI, and three or more units 51% must be LMI

What is the maximum (gross) rent being charged for this project? $_____

Must use the lesser of the most current HOME Program or Fair Market Rents. Net rents must be calculated based upon the utility allowances established by the local public housing authority that has jurisdiction for the area served.

Rent One bedroom $_____
Two bedroom $_____
Three bedroom $_____
Four bedroom $_____
Five bedroom $_____

Individual Tenant Files (1)

	Yes	No	NA
Does the application include the name(s) of the tenant?	_____	_____	_____
Total number in household?		_____	
Tenant's income?		$_____	

What were source documents to verify income?

_____
_____
_____

	Yes	No
Was the tenant household under the 80% AMI?	_____	_____
Is the lease form signed and dated?	_____	_____

Gross rent – utilities = net rent.
What was rent charged? $_____

Was it under the 80% AMI?	_____	_____
Rent charged?	$_____	

Individual Tenant Files (2)

	Yes	No	NA
Does the application include the name(s) of the tenant?	_____	_____	_____
Total number in household?		_____	
Tenant's income?		$_____	

What were source documents to verify income?

_____
_____

	Yes	No
Was the tenant household under the 80% AMI?	_____	_____
Is the lease form signed and dated?	_____	_____

Gross rent – utilities = net rent.
What was rent charged? $_____

Was it under the 80% AMI? _____ _____

Rent charged? $_____

Individual Tenant Files (3)

	Yes	No	NA
Does the application include the name(s) of the tenant?	_____	_____	_____
Total number in household?		_____	
Tenant's income?		$_____	

What were source documents to verify income?

_____
_____
_____

	Yes	No
Was the tenant household under the 80% AMI?	_____	_____
Is the lease form signed and dated?	_____ _____	_____

Gross rent – utilities = net rent.
What was rent charged? $_____

Was it under the 80% AMI? _____ _____

Rent charged? $_____

Individual Tenant Files (4)

	Yes	No	NA
Does the application include the name(s) of the tenant?	_____	_____	_____
Total number in household?		_____	
Tenant's income?		$_____	

What were source documents to verify income?

_____
_____
_____

	Yes	No
Was the tenant household under the 80% AMI?	_____	_____
Is the lease form signed and dated?	_____ _____	_____

Gross rent – utilities = net rent.
What was rent charged? $_____

Was it under the 80% AMI? _____ _____

Rent charged? $_____

Individual Tenant Files (5)

	Yes	No	NA
Does the application include the name(s) of the tenant?	_____	_____	_____
Total number in household?		_____	
Tenant's income?		$_____	

What were source documents to verify income?

_____
_____
_____

	Yes	No
Was the tenant household under the 80% AMI?	_____	_____
Is the lease form signed and dated?	_____	_____

Gross rent – utilities = net rent.
What was rent charged? $_____

Was it under the 80% AMI? _____ _____

Rent charged? $_____

Individual Tenant Files (6)

	Yes	No	NA
Does the application include the name(s) of the tenant?	_____	_____	_____
Total number in household?		_____	
Tenant's income?		$_____	

What were source documents to verify income?

_____
_____
_____

	Yes	No
Was the tenant household under the 80% AMI?	_____	_____
Is the lease form signed and dated?	_____	_____

Gross rent – utilities = net rent.
What was rent charged? $_____

Was it under the 80% AMI? _____ _____

Rent charged? $_____

Individual Tenant Files (7)

	Yes	No	NA
Does the application include the name(s) of the tenant?	_____	_____	_____
Total number in household?		_____	
Tenant's income?		$_____	

What were source documents to verify income?

_____
_____
_____

	Yes	No
Was the tenant household under the 80% AMI?	_____	_____
Is the lease form signed and dated?	_____	_____

Gross rent – utilities = net rent.

What was rent charged? $_____

Was it under the 80% AMI? _____ _____

Rent charged? $_____

This covers the five year of affordability in terms of tenant income restrictions (limitations) and through affordable rent limitations (controls) on all CDBG Supplemental funds assisted rental units serving LMI tenants, maintaining the appropriate number of affordable rental units for the entire five-year period.

Signature of Project Manager. _____ Date of Inspection. _____

COMMENTS

Small Business Jumpstart
Monitoring Checklist

Available as scanned documents in Service Point

Eligibility

1. Does file document that business is and eligible business YES NO

Funding Request

2. What was the amount approved by an eligible lender for a disaster loan _$_____
3. What was the amount of the Jumpstart award? $_____
4. Jumpstart award did not exceed 25% of the approved disaster loan amount YES NO
5. Jumpstart award is no more than $50,000 YES NO
6. The award is in the form of a forgivable loan at 0% interest YES NO
7. Business has reopened within 12 months of their award YES NO
8. Loan has been forgiven YES NO
9. Did business receive funds for the purchase and installation of energy efficiency equipment Yes NO

   If yes,
   How much did the business receive? _____
   Did the business receive any utility rebates? YES NO
   If yes, the amount of the utility rebates _____
   The amount received is up to $5,000 less utility rebates YES YES
   Equipment meets the Office of Independent Energy's standards YES NO
   Business submitted documentation of qualifying purchases for reimbursement YES NO

Contract with Business

10. Does the Recipient has a contract with the eligible business YES NO
11. Date contract signed _____
12. Does contract include provisions requiring repayment if funds are not used in compliance with program requirements? YES NO

Disbursement

1. Date funds were received by the Recipient _____
2. Date of check to business _____
3. Funds were disbursed within 10 business days YES NO

Public Benefit Requirement (for activities funded after 8/14/09)

1. Has business stated pre-disaster employment YES NO
   The number of employees at the time of the disaster _____
2. Current (full-time and half time jobs) on the payroll _____
   - Number of full-time employees_____
   - Number of half-time employees_____
3. Total number of created jobs (total current less pre-disaster jobs) _____
4. Total number of retained jobs (pre-disaster jobs) _____
5. Total number of jobs (created & retained) _____
6. Total number of jobs (created & retained) benefiting individuals with household incomes of less than 80% of the county median household income for a family of one _____
7. Total number of jobs (created & retained)
   Professional __ _____
   Manufacturing _____
   Service/Retail _____
8. Have any difficulties/problems arisen in documenting employment levels? Yes NO

Disaster Recovery Business Assistance Programs Business Rental Assistance Program On-site Monitoring Checklist (Attach Desktop Monitoring Checklist)

Business Name _____
Service Point ID# _____

Business Eligibility

1. Business is located in a disaster damaged space(on-site) YES NO
2. Administrator has determined lease is a market-rate? (on-site) YES NO
3. Special circumstances in determining market-rate? _____
4. Business is located in or planning to locate in a building in which the only damage incurred was a result or sanitary or storm sewer backup? (consultation) YES NO
   If yes, did IDED review for eligibility? YES NO
5. Business is located or planning to locate in a building zoned residential? YES NO
   If yes, did IDED review for eligibility? YES NO

Eligible Program Activities

1. What is the amount of 6 months of lease payments? $ _____
2. What was total award amount? $._____
3. What is the amount of assistance requested to date? $ _____
4. The maximum amount of funds requested does not exceed $50,000 YES NO

Contract with Business (Service Point)

1. Date contract signed _____

Disbursement (on-site) GAX#

1. Date funds were received by the Recipient (County/Entitlement City) _____
2. Date funds were received by the Administrator _____
3. Date of check to business _____
4. Funds were disbursed within 10 business days YES N0

Forgiveness (On-site)

1. Has the business remained open for the duration of the 6 month lease? YES NO
2. If no, has the recipient requested funds repaid? YES NO
3. If yes, has the loan been forgiven? YES NO

Public Benefit Requirement (for activities funded after 8/14/09)

1. Has business stated pre-disaster employment YES NO
   The number of employees at the time of the disaster _____
2. Current (full-time and half time jobs) on the payroll _____
   Number of full-time employees _____
   Number of half-time employees _____
3. Total number of created jobs (total current less pre-disaster jobs) _____
4. Total number of retained jobs (pre-disaster jobs) _____
5. Total number of jobs (created & retained) _____
6. Total number of jobs (created & retained) benefiting individuals with household incomes of less than 80% of the county median household income for a family of one _____
7. Total number of jobs (created & retained)
   Professional _____
   Manufacturing _____
   Service/Retail _____
8. Have any difficulties/problems arisen in documenting employment levels? YES NO

Disaster Recovery Business Assistance Programs Expanded Business Rental Assistance Program (replacement costs only) On-site Monitoring Checklist (Attach Desktop Monitoring Checklist)

Business Name _____
Service Point ID# _____

Business Eligibility

1. Business is located in a disaster damaged space(on-site) YES NO
2. Business eligibility was determined at time of application (desktop monitoring) YES NO
3. Are there any issues with eligibility determination YES NO
4. If yes state issues _____ .

Eligible Program Activities

1. Eligible Program activities determined at time of application (desktop monitoring) YES NO
2. Are there any issues with eligible program activities YES NO
   If yes state issues _____
3. The maximum amount of funds requested does not exceed $75,000 YES NO

Contract with Business (Service Point)

1. Date contract signed _____

Documentation of replacement costs

1. Total amount of replacement costs $ _____
2. Total award amount $ _____
3. File contains documentation to support total replacement cost? YES NO

Disbursement (on-site) GAX #

1. Date funds were received by the Recipient (County/Entitlement City) _____
2. Date funds were received by the Administrator. _____
3. Date of check to business _____
4. Funds were disbursed within 10 business days YES NO

Public Benefit Requirement (for activities funded after 8/14/09)

1. Has business stated pre-disaster employment YES NO
   The number of employees at the time of the disaster _____
2. Current (full-time and half time jobs) on the payroll _____
   Number of full-time employees _____
   Number of half-time employees _____
3. Total number of created jobs (total current less pre-disaster jobs) _____
4. Total number of retained jobs (pre-disaster jobs) _____
5. Total number of jobs (created & retained) _____
6. Total number of jobs (created & retained) benefiting individuals with household incomes of less than 80% of the county median household income for a family of one _____
7. Total number of jobs (created & retained) _____
   Professional _____
   Manufacturing _____
   Service/Retail _____
8. Have any difficulties/problems arisen in documenting employment levels? YES NO

Disaster Recovery Business Assistance Programs Loan Interest Supplement Program On-site Monitoring Checklist (Attach Desktop Monitoring Checklist)

Business Name _____
Service Point ID# _____

Business Eligibility

1. Business eligibility was determined at time of application (desktop monitoring) YES NO
2. Are there any issues with eligibility YES NO
   If yes state issues _____

Eligible Program Activities

1. Eligible Program activities were determined at time of application (desktop monitoring) YES NO
2. Are there any issues with eligibility YES NO
   If yes state issues _____

Documentation of Interest paid to date (maximum is $50,000

1. Maximum amount of interest to be paid over 36-months $ _____
2. Total interest supplement paid to date $ $ _____
3. File contains receipts of interest supplement for each quarter? YES NO

Contract with Business

1. 1. Date contract signed _____

Disbursement (on-site) GAX# _____.

1. Date funds were received by the Recipient (County/Entitlement City) _____
2. Date funds were received by the Administrator _____
3. Date of check to business _____
4. Funds were disbursed within 10 business days YES NO

Public Benefit Requirement (for activities funded after 8/14/09)

1. Has business stated pre-disaster employment YES NO
   The number of employees at the time of the disaster _____
2. Current (full-time and half time jobs) on the payroll _____
   Number of full-time employees _____
   Number of half-time employees _____
3. Total number of created jobs (total current less pre-disaster jobs) _____
4. Total number of retained jobs (pre-disaster jobs) _____
5. Total number of jobs (created & retained) _____
6. Total number of jobs (created & retained) benefiting individuals with household incomes of less than 80% of the county median household income for a family of one _____
7. Total number of jobs (created & retained) _____
   Professional _____
   Manufacturing _____
   Service/Retail _____
8. Have any difficulties/problems arisen in documenting employment levels? YES NO

Disaster Recovery Business Assistance Programs Commercial Rental Revenue Gap On-site Monitoring Checklist (Attach Desktop Monitoring Checklist)

Business Name _____
Service Point ID# _____

Business Eligibility

1. Business eligibility was determined at time of application (desktop monitoring) YES NO
2. Are there any issues with eligibility YES NO
   If yes state issues _____

Eligible Program Activities

1. Eligible Program activities were determined at time of application (desktop monitoring) YES NO
2. Are there any issues with eligibility YES NO
   If yes state issues _____

Award not to exceed $25.000 per unit

1. Award amount $ _____
2. Number of units _____
3. Funds paid to date $ _____

Contract with Business

1. 1. Date contract signed _____

Disbursement (on-site) GAX# _____.

1. Date funds were received by the Recipient (County/Entitlement City) _____
2. Date funds were received by the Administrator _____
3. Date of check to business _____
4. Funds were disbursed within 10 business days YES NO

Public Benefit Requirement (for activities funded after 8/14/09)

1. Has business stated pre-disaster employment YES NO
   The number of employees at the time of the disaster _____
2. Current (full-time and half time jobs) on the payroll _____
   Number of full-time employees _____
   Number of half-time employees _____
3. Total number of created jobs (total current less pre-disaster jobs) _____
4. Total number of retained jobs (pre-disaster jobs) _____
5. Total number of jobs (created & retained) _____
6. Total number of jobs (created & retained) benefiting individuals with household incomes of less than 80% of the county median household income for a family of one _____
7. Total number of jobs (created & retained) _____
   Professional _____
   Manufacturing _____
   Service/Retail _____
8. Have any difficulties/problems arisen in documenting employment levels? YES NO

Disaster Recovery Business Assistance Programs Residential Landlord Business Support On-site Monitoring Checklist (Attach Desktop Monitoring Checklist)

Business Name _____
Service Point ID# _____

Business Eligibility

1. Business eligibility was determined at time of application (desktop monitoring) YES NO
2. Are there any issues with eligibility YES NO
   If yes state issues _____

Eligible Program Activities

1. Eligible Program activities were determined at time of application (desktop monitoring) YES NO
2. Are there any issues with eligibility YES NO
   If yes state issues _____

Award not to exceed $15,000 per business

1. Award amount $ _____
2. Funds paid to date $ _____

Contract with Business and recording deed restriction

1. Date contract and agreement for covenants and restrictions _____
2. Date 5 year affordability begins _____
   (work has been completed and accepted and the forgivable loan and deed restriction has been recorded)
3. Has Recipient verified affordability? YES N0

Disbursement (on-site) GAX# _____.

1. Date funds were received by the Recipient (County/Entitlement City) _____
2. Date funds were received by the Administrator _____
3. Date of check to business _____
4. Funds were disbursed within 10 business days YES NO

Public Benefit Requirement (for activities funded after 8/14/09)

1. Has business stated pre-disaster employment YES NO
   The number of employees at the time of the disaster _____
2. Current (full-time and half time jobs) on the payroll _____
   Number of full-time employees _____
   Number of half-time employees _____
3. Total number of created jobs (total current less pre-disaster jobs) _____
4. Total number of retained jobs (pre-disaster jobs) _____
5. Total number of jobs (created & retained) _____
6. Total number of jobs (created & retained) benefiting individuals with household incomes of less than 80% of the county median household income for a family of one _____
7. Total number of jobs (created & retained) _____
   Professional _____
   Manufacturing _____
   Service/Retail _____
8. Have any difficulties/problems arisen in documenting employment levels? YES NO

Cedar Rapids Steam Conversion Monitoring Checklist

Business Name _____

Client ID# _____

Eligibility

1. File contains documentation business eligibility (SP) YES NO
2. File documents that business is a former low/high pressure user that relied on Alliant Energy's Sixth Street generating station?(on-site) YES NO

Buy-Down Funding Request

3. Total amount of funds disbursed to business was $ _____
4. Funds were allocated to building owner based on the following pro-rata share of actual usage. YES NO
   % of total usage of High Pressure Customer X $3,500,000
   % of total usage of Low Pressure Customer X $1500,000

Low Pressure Conversion Funding Request

5. Total amount of funds disbursed to business $_____
6. Award amount is based on the lesser of 50 % of actual conversion costs; or their proportional usage multiplied by the total for this program YES NO
7. Did the business receive reallocated funds? YES NO

Contract with Business (on-site)

8. Does the Recipient have a contract with the eligible business YES NO
9. Date contract signed _____
10. Does contract include provisions requiring repayment if funds are not used in compliance with program requirements? YES NO

Disbursement

1. Date funds were received by the Recipient _____
2. Date of check to business _____
3. Funds were disbursed within 10 business days YES NO

Public Benefit Requirement (for activities funded after 8/14/09)

1. Has business stated pre-disaster employment YES NO
   The number of employees at the time of the disaster _____
2. Current (full-time and half time jobs) on the payroll _____
   Number of full-time employees _____
   Number of half-time employees _____
3. Total number of created jobs (total current less pre-disaster jobs) _____
4. Total number of retained jobs (pre-disaster jobs) _____
5. Total number of jobs (created & retained) _____
6. Total number of jobs (created & retained) benefiting individuals with household incomes of less than 80% of the county median household income for a family of one _____
7. Total number of jobs (created & retained) _____
   Professional _____
   Manufacturing _____
   Service/Retail _____
8. Have any difficulties/problems arisen in documenting employment levels? YES NO

City of Cedar Rapids : 08-DRBSC-201 (Steam Conversion) < (Insert Business Name)

DOCUMENTS NEEDED FOR PROCESSING REQUESTS FOR DISBURSEMENT

Received		***Responsibility of:***
☐	Fully executed Loan Agreement and Promissory Notes, if applicable, between City & Business	City/Business
☐	Certificate of Corporate Existence from the Iowa Secretary of State and/or Appropriate Tax Schedule	Business
☐	Results of Lien and Tax Search against the Business and Security Property	City
☐	Compliance with Environmental Requirements	City
☐	Permits and Licenses [§5.1(i)]	Business
☐	Excessive Force Policy (submit one time)	City/Admin
☐	Residential Anti/Displacement and Relocation Assistance Plan (submit one time)	City/Admin
☐	Contractor Eligibility verification	City/IDED
☐	Copy of Construction Contract/Labor Standards checklist	Administrator
☐	Documentation of Conversion Costs	Business
☐	Calculation of Award Amount	Administrator
☐	Signed DOB Affidavit completed by Business	Business

Revised 4/2010

REQUEST FOR CONTRACTOR ELIGIBILITY

FAX or e-mail to: Hollie Welch
Fax 515.725.3010
Phone: 515.725.3002
Email: hollie.welch(Sjiowa.gov

Requested by: _____
Address: _____
Phone: _____ **Fax:** _____
Email: _____

Others to Receive Copy (Provide Information Below):

1. _____
_____
_____
Phone: _____ **Fax:** _____
Email: _____

2. _____
_____
_____
Phone: _____ **Fax:** _____
Email: _____

Recipient: _____
Project Address (For Housing Projects Only): _____
_____

Contract Number: _____
IDED Project Manager: _____

Contractor/Sub-Contractor Name & Address:
_____
_____
_____

Owner: _____
Iowa Contractor Registration # _____
Contract $ Value: _____
Type of Trade (see below): _____

Type: ☐ Prime ☐ Sub
MBE: ☐ Yes ☐ No
WBE: ☐ Yes ☐ No
- If a MBE/WBE provide Tax ID #: _____
- If a MBE/WBE is a Subcontractor, include Prime Contractor's Tax ID #: _____
Section 3 (see below) ☐ Yes ☐ No
Racial Ethnic Code (see below): _____
If Hispanic Origin, check here: ☐

Contractor/Sub-Contractor Name & Address:
_____
_____
_____

Owner: _____
Iowa Contractor Registration # _____
Contract $ Value: _____
Type of Trade (see below): _____

Type: ☐ Prime ☐ Sub
MBE: ☐ Yes ☐ No
WBE: ☐ Yes ☐ No
- If a MBE/WBE provide Tax ID #: _____
- If a MBE/WBE is a Subcontractor, include Prime Contractor's Tax ID #: _____
Section 3 (see below) ☐ Yes ☐ No
Racial Ethnic Code (see below): _____
If Hispanic Origin, check here: ☐

IDED USE ONLY

This verification of eligibility consists only of a check against the current that other factors be considered in determining overall acceptability of a list of debarred, suspended and ineligible contractors. It is important contractor. See 24 CFR, Part 85.36

Verified: YES NO **Signature:** _____ **Date:** _____

Type of Trade:

1 – New Construction	3 – Repair	5 – Project Management	7 – Tenant Services	9 – Arch/Eng Appraisal
2 – Substantial Rehab	4 – Service	6 – Professional	8 – Education/Training	0 - Other

A Section 3 contractor/subcontractor is a business concern that provides economic opportunities to low- and very-low income residents, employs a substantial number of low- or very -low income residents, or subcontracts with businesses owned by low- or very low income residents. Refer to the CDBG and Housing Management Guide for additional information

Racial/Ethic Codes:

11 – White	14 – American Indian/Alaskan Native	17 – Asiant & White	20 – Other Multi-Racial
12 – Black/African American	15 – Native Hawaiian/Other Pacific Islander	18 – Black/African American & White	
13 – Asian	16 – American Indian/Alaskan Native & White	19 – American Indian/Alaskan Native & Black African American	

City of Cedar Rapids/Business Name
Steam Conversion Activity
Contractor/Labor Standards Checklist
(place checklist in labor standards enforcement file)

Federal requirements are applicable for any construction activity effective September 9, 2009 For work performed after Sept 9th construction contracts shall be amended to include all required federal language?

Contractor

☐ With whom is the construction contract?
Name: _____
Executed date ofthe contract: _____
Contract amount: _____

☐ Contract was executed after September 9 and includes all required federal language.

☐ A wage determination has been issued. Please send copy wage determinations to IDED.
Date of wage determination: _____

☐ Contract includes the appropriate wage rate determination.
List wage determinations: _____
_____

☐ File contains request for Contractor Eligibility - documentation that contractor(s) and subcontractors are not debarred, suspended or placed in an ineligible status.
Date of notification by IDED: _____

☐ File contains documentation that the requirements for competitive proposals method of procurement were followed Date proposal was publicized:

- ☐ Proposal identifies all evaluation factors and their relative importance.
- ☐ Request for Proposals have been solicited from an adequate number of qualified sources.
- ☐ Business has a method for conducting evaluations for the proposals received for selecting contractor, including price.

☐ Business construction records include the following in compliance with CDBG limits:
Bid guarantees - 5%
Performance bonds -100%
Payment bonds -100%

Labor Standards

☐ City has a labor standards enforcement file for this activity.

☐ City issued a notice of appointment of Labor Standards Officer.
Date of notice: _____
Copy of notice is in the file: _____
Name of City's Labor Standards Compliance Officer: _____

☐ A wage determination has been issued.

☐ File contains contractor payrolls submitted weekly.

☐ Labor Standards Compliance Officer has reviewed and accepted all payrolls (attached is log of reviewed payrolls)

☐ City has interviewed construction employees to ensure contractors are paying appropriate Wages.
Date of Interview: _____

- ☐ Employees interviewed were cross-referenced with the applicable weekly payroll Date of weekly payroll reviewed:
- ☐ Fringe benefits are being paid according to the wage rate determination and in compliance with labor standards.
- ☐ Overtime computed is on the basic hourly rate shown on the wage rate determination.

☐ Are contractors or subcontractors using apprentices?

- ☐ If yes, the City file contains the required Department of Labor Bureau of Apprenticeship and Training Certificate for each apprentice?

City of Cedar Rapids/ (Business Name) Contractor/Labor Standards Checklist

Review of weekly Payroll

Contractor /Subcontractor Name: _____

Payroll Number	Date of Payroll	Employees are paid wage rate according wage determination	Fringe benefits are paid according to wage determination	Overtime is computed on basic hourly rate	Accepted or Describe any wage discrepancies/violations and how they were resolved

CDBG DISASTER RECOVERY INFRASTRUCTURE GENERAL MONITORING CHECKLIST

Recipient: **«Contract_Recipient»** **Contract Number:** **«Contract_Num»«SourceYear»**

Elected Official «eoHonor» «eoName_First» «eoName_Last», «eoTitle»
Address: «eoAddress1» «eoAddress2»
«eoCity», «eoState» «eoZip»
Phone #: «eoPhone»

Administrator: «a1Salutation» «a1Name_First» «a1Name_Last», «a1Title»
Address: «a1CityOf»
«a1Address1» «a1Address2»
«a1City», «a1State» «a1Zip»
Phone #: «a1Phone»

Subrecipient: «a2Salutation» «a2Name_First» «a2Name_Last», «a2Title»
«a2CityOf»
«a2Address1» «a2Address2»
«a2City» «a2State» «a2Zip»
«a2Phone»

Monitoring Visit Date: «Special_Monitor» «Final_Monitor»
Monitoring Conducted By: «Rep_Desc»

Person(s) Interviewed:_____
_____

CDBG Award Amount: «Total_Amount»

Local Funds Amount and Source(s):«Local_Amount» «Local_source»

Total Program Amount: «Total_with_Local»

Contract Effective Date: **«Award_Date»**

Contract Expiration Date: **«End_Date»**
Project Activity: «Activity_Description»

National Objective of the project (circle one):
LMI Slum and Blight Urgent Need

If project benefits LMI how was it determined (circle one):
Local Income Survey U.S. Census Data Other(specify): _____

Do project files include adequate documentation to support LMI determination: **Yes** **No**

Does this project require a survey at project completion **Yes** **No**

If yes, what was the result of the LMI survey:

Is the project complete: **Yes No**

If no, what is the project progress and estimated completion date:

Citizen Participation

CP-1 Did you provide residents with ongoing access to information about the use of grant funds? **Yes No**

CP-2 What methods were used to keep citizens informed about the project?

_____
_____
_____

If project was discussed at public meetings:

a. Name of the building:

b. Is this location accessible to persons with disabilities? **Yes No**

c. If necessary, did recipient make reasonable accommodations to enable persons with disabilities to participate in public meetings? **Yes No Not requested**

If yes, describe accommodations:

CP-3 Did the city provide translation services for non-English speaking persons who requested them in order to participate in public meetings? **Yes No Not requested**

CP-4 Did the recipient provide citizens the name and address of a CDBG contact person? **Yes No**

Name:

CP-5 Does the recipient have a process for providing written responses to complaints and grievances within 15 days of receipt? **Yes No**

COMMENTS

Environmental

E-1 Did recipient set up an environmental file? **Yes No**

E-2 Did recipient conduct the correct level of environmental review? **Yes No**

E-3 Does the environmental file contain (indicates dates if applicable)

a. An environmental assessment? **Yes No**

Does the Environmental Assessment contain:

- Project description with a specific site identified? **Yes No**

- Evidence that the federal laws and authorities listed in 24 CFR 58.5 have been addressed along with other criteria? **Yes No**
- Review EA to make certain there is adequate documentation for each criteria, particularly:
  - Historic Properties - Section 106: SHPO submittal and tribal letters **Yes No**
  - Floodplains: FEMA Flood Map **Yes No**
  - Wetlands: Hydric Soils list and soil map **Yes No**
  - Endangered species: List cross referenced with project habitat **Yes No**
- Have authoritative sources been used to support conclusions and ratings? **Yes No**

b. Published Concurrent Notice of Finding of No Significant Impact on the Environment and Notice of Intent to Request Release of Funds? **Yes No**

c. Request for Release of Funds? **Yes No**
Date of release of funds: «RROF_Clear»

d. IDED Release of Funds Letter? **Yes No**
Date of IDED letter: «Release_Letter»

E-4 Was any part of the project carried out in the 100-year flood plain or in a Wetland? **Yes No**
If yes, was the 8 step process followed? **Yes No**

E-5 Did recipient adequately respond to any comments made on the environmental assessment? **Yes No Not Necessary**

COMMENTS:

Financial Management

FM-1 Does the recipient maintain an adequate financial management system?

a. Is the system in compliance with all requirements outlined in the CDBG Management Guide? **Yes No**

b Are local effort funds incorporated into budget and accounting records? **Yes No**

c. Are expenditures made according to the CDBG/local effort ratio shown in the contract? **Yes No**

d. Does the recipient disburse funds within 10 working days of receipt? **Yes No**

FM-2 Does the recipient provide for adequate internal control and segregation of duties? **Yes No**

a. Who is responsible for receiving funds?

b. Who is responsible for approving bills?

c. Who is responsible for preparing checks or warrants?

d. Who is authorized to sign checks?

e. Who is the bookkeeper?

f. Who reconciles the bank statements?

FM-3 Was program income received? **Yes No**

a. What was the source of program income?

b. Was it recorded as a receipt in program records?

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

FM-4 If land was part of the local effort, how was the value of the land determined?

FM-5 Is force account labor being used? **Yes No**
If yes, do time sheets document time allocated to the CDBG program? **Yes No**

FM-6 Are all CDBG records being maintained in compliance with OMB Circular A-102, Attachment C? **Yes No**

COMMENTS:

Draw #	Date Received IDED Check	Vendor	Invoice Date	Invoice Amount	City/County Approval Date	Vendor Payment Date	Warrant/ Check #	Breakdown of Funds	
								CDBG $	Local $

Procurement

P-1 Does the recipient have written procurement procedures? **Yes No**
Date adopted:

P-2 Does the recipient have a written code of conduct? **Yes No**
Date adopted:

P-3 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? **Yes No**
If so, were price or rate quotations obtained from a number of qualified sources? **Yes No**

P-4 Did the recipient solicit proposals for administrative services (or other professional services)? **Yes No**
- a. Were an adequate number of proposals solicited through a Request for Proposals? **Yes No**
- b. How was the RFP publicized?
- c. Were proposals evaluated on established criteria? **Yes No**

P-5 Did the recipient solicit qualifications for engineering/architectural services? **Yes No**
- a. Were an adequate number of qualifications solicited through a Request for Qualifications? **Yes No**
- b. How was the RFQ publicized?
- c. Were qualifications evaluated on established criteria? **Yes No**
- d. Did the recipient negotiate fair and reasonable compensation with selected engineer/architect? **Yes No**

P-6 Did the recipient used competitive sealed bids? **Yes No**
- a. Were an adequate number of bids solicited? Yes No
- b. Name of the paper the bid was publicized in:
- e. Were contracts awarded to the lowest responsible bidders? **Yes No**
- f. Are there bid tabulation sheets? **Yes No**

P-7 Did recipient receive IDED approval for any sole source procurement? **Yes No**

P-8 Did the recipient send bid notification to the clearinghouses for minority- and women-owned businesses? **Yes No**
If no, what other actions did the recipient take to solicit participation:

COMMENTS:

Contract Management (Administration)

CM-1 Did the recipient contract for administrative services? **Yes No**
- a. With whom is the contract for administrative services?
  Entity name:
  Contact name:
- b. What is the executed date of the contract for administrative services?
  Date:
- c. What is the contract maximum or "not to exceed" amount?

CM-2 Does the contract include all required language: **Yes to all**
- a. access to pertinent records by recipient and government agencies? **Yes No**
- b. providing for maintenance of records for five years after project close-out? **Yes No**
- c. Title VI of the Civil Rights Act of 1964? **Yes No**
- d. Title VIII of the Civil Rights Act of 1968? (housing) **Yes No**
- e. Executive Order 11063? (housing) **Yes No**
- f. Section 109 of the Housing and Community Development Act of 1974? **Yes No**
  (If f, then g or h not required)
- g. Age Discrimination Act of 1975? **Yes No**
- h. Section 504 of the Rehabilitation Act of 1978? **Yes No**
- i. Section 3 of the Housing and Urban Development Act of 1968? **Yes No**
- j. Executive Order 11246 (if contract is greater than $10,000)? **Yes No**
- k. Americans with Disabilities Act? **Yes No**
- l. Termination clauses? **Yes No**

CM-3 Are the terms of the contract appropriate (not "percentage of cost" or "cost plus percentage of cost")? **Yes No**
- a. Does the contract specify an hourly rate? **Yes No**
- b. Does the contract provide for optional services at additional costs (hourly, lump sum or actual)? **Yes No**

Contract Management (Architectural/Engineering)

CM-4 Did the recipient contract for architectural/engineering services? **Yes No**

a. With whom is the contract for architectural/engineering services?

b. What is the executed date of the contract for architectural/engineering services?
Date:

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

CM-5 Does the contract include all required language: **Yes to all**
Including:

a. access to pertinent records by recipient and government agencies? **Yes No**

b. providing for maintenance of records for five years after project close-out? **Yes No**

c. Title VI of the Civil Rights Act of 1964? **Yes No**

d. Title VIII of the Civil Rights Act of 1968? (housing) **Yes No**

e. Executive Order 11063? (housing) **Yes No**

f. Section 109 of the Housing and Community Development Act of 1974? **Yes No**
(If f, then g or h not required)

g. Age Discrimination Act of 1975? **Yes No**

h. Section 504 of the Rehabilitation Act of 1978? **Yes No**

i. Section 3 of the Housing and Urban Development Act of 1968? **Yes No**

j. Executive Order 11246 (if contract is greater than $10,000)? **Yes No**

k. Americans with Disabilities Act? **Yes No**

l. Termination clauses? **Yes No**

CM-6 Are the terms of the contract appropriate (not "percentage of cost" or "cost plus percentage of cost")? **Yes No**

a. Does the contract specify an hourly rate? **Yes No**

b. Does the contract provide for optional services at additional costs (hourly, lump sum or actual)? **Yes No**

COMMENTS:

Contract Management (Other Professional Services)

CM-7 Did the recipient contract for any other professional services? **Yes No**

a. With whom is the contract for professional services?

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

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

CM-8 Does the contract include all required language: **Yes to all**
Including:

a. access to pertinent records by recipient and government agencies? **Yes No**

b. providing for maintenance of records for five years after project close-out? **Yes No**

c. Title VI of the Civil Rights Act of 1964? **Yes No**

d. Title VIII of the Civil Rights Act of 1968? (housing) **Yes No**

e. Executive Order 11063? (housing) **Yes No**

f. Section 109 of the Housing and Community Development Act of 1974? **Yes No**
(If f, then g or h not required)

g. Age Discrimination Act of 1975? **Yes No**

h. Section 504 of the Rehabilitation Act of 1978? **Yes No**

i. Section 3 of the Housing and Urban Development Act of 1968? **Yes No**

j. Executive Order 11246 (if contract is greater than $10,000)? **Yes No**

k. Americans with Disabilities Act? **Yes No**

l. Termination clauses? **Yes No**

CM-9 Are the terms of the contract appropriate (not "percentage of cost" or "cost plus percentage of cost")? **Yes No**

a. Does the contract specify an hourly rate? **Yes No**

b. Does the contract provide for optional services at additional costs (hourly, lump sum or actual)? **Yes No**

COMMENTS:

Contract Management (Construction)

CM-10 With whom is the construction contract?
Name:

a. What is the executed date of the contract?
Date:

b. What is the contract amount?
$

CM-11 Does the contract include all required language?: **Yes to all**
Including:

a. access to pertinent records by recipient and government agencies? **Yes No**
b. providing for maintenance of records for five years after project close-out? **Yes No**
c. Title VI of the Civil Rights Act of 1964? **Yes No**
d. Title VIII of the Civil Rights Act of 1968? (housing) **Yes No**
e. Executive Order 11063? (housing) **Yes No**
f. Section 109 of the Housing and Community Development Act of 1974? **Yes No**
(If f, then g or h not required)
g. Age Discrimination Act of 1975? **Yes No**
h. Section 504 of the Rehabilitation Act of 1978? **Yes No**
i. Section 3 of the Housing and Urban Development Act of 1968? **Yes No**
j. Executive Order 11246 (if contract is greater than $10,000)? **Yes No**
k. Americans with Disabilities Act? **Yes No**
l. Copeland Anti-kickback Act (contracts greater that $2,000)? **Yes No**
m. Davis-Bacon and Related Acts (contracts greater than $2,000)? **Yes No**
n. Contract Work Hours and Safety Standard Act (contracts greater than $2,000)? **Yes No**
o. Section 306 of the Clean Air Act (contracts greater than $100,000)? **Yes No**
p. Section 508 of the Clean Water Act (contracts greater than $100,000)? **Yes No**
q. Executive Order 11738 (contracts greater than $100,000)? **Yes No**
r. EPA Regulation 40 CFR Part 15 (contracts greater than $100,000)? **Yes No**
s. Termination clauses? **Yes No**

CM-12 Does the contract include the appropriate wage rate determination? **Yes No**

CM-13 Has the recipient verified the eligibility of contractors and subcontractors with IDED? **Yes No**

CM-14 Do recipient construction records include the following (in compliance with CDBG limits):

a. bid guarantees? **Yes No**

b. performance bonds? **Yes No**

c. payment bonds? **Yes No**

COMMENTS:

Labor Standards

L-1 Who is the recipient's Labor Standards Compliance Officer?
Name:

L-2 Does the recipient have a labor standards enforcement file for each construction activity?
Yes **No**

L-3 Have contractor payrolls been submitted weekly? **Yes** **No**

a. Has the Labor Standards Compliance Officer reviewed and accepted all payrolls? **Yes** **No**

Contractor/ Subcontractor Name	Payroll Number	Date of Payroll	Comments

L-4 Did the recipient interview construction employees to ensure contractors were paying appropriate wages? Yes No

a. Were employee interviews cross-referenced with the applicable weekly payroll? Yes No

b. Are fringe benefits being paid according to the wage rate determination and in compliance with labor standards? **Yes** **No**

c. Is overtime computed on the basic hourly rate shown on the wage rate determination? **Yes** **No**

L-5 Describe any wage discrepancies/violations of labor standards and how they were resolved.

L-6 Are any contractors or subcontractors using apprentices? **Yes** **No**

If yes, does the recipient have on file the required Department of Labor Bureau of Apprenticeship and Training Certificate for each apprentice? **Yes** **No**

COMMENTS:

Civil Rights (including Section 3, EEO, Fair Housing & MBE/WBE)

CR-1 Is the recipient maintaining beneficiary demographic data? **Yes** **No**

CR-2 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? **Yes** **No**

a. Have program contractors hired local, low-income persons to work specifically on program activities? **Yes** **No**

b. Has the recipient made contractors aware of Section 3 requirements? **Yes** **No**

CR-3 Does the recipient have a current Equal Employment Opportunity Policy? **Yes** **No**

a. When was the EEO Policy adopted?
Date:

b. Does the policy prohibit discrimination on the bases of race, sex, color, national origin, age, religion, disability and familial status? **Yes** **No**

c. How was the policy made public?

d. Who is the local official responsible for implementation of the EEO policy?
Name:

e. How does the recipient advertise job vacancies?

f. Do job advertisements contain equal employment opportunity language? **Yes** **No**

CR-4 Does the recipient have 15 or more employees? **Yes** **No**
If yes, then:

a. If so, does the recipient have a current workforce analysis? **Yes** **No**

b. Does the recipient have an affirmative action plan? **Yes** **No**

c. Is the recipient meeting affirmative action goals? **Yes** **No**

d. If any employment discrimination complaints were filed against the recipient, have they been satisfactorily resolved? **Yes** **No**

CR-5 What actions has the recipient taken to affirmatively further fair housing?

a. Adopted an Affirmative Fair Housing Policy **Yes** **No**

b. Member of a Fair Housing Authority? **Yes** **No**

c. Other:

COMMENTS:

Acquisition and Relocation (if applicable)

AR-1 If the recipient acquired any real property, including temporary and permanent easements, was the real estate transaction **VOLUNTARY** or **INVOLUNTARY**? *(if voluntary, go to AR-2, if involuntary, go to AR-3).*

AR-2 **(VOLUNTARY)** Did the recipient advise property owners of their rights under the Uniform Act either by certified return receipt mail or hand delivery? **Yes No**

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

Yes No

b. Did the recipient notify seller in writing that the property would not be taken through condemnation if negotiations fail? **Yes No**

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

Yes No

d. If not, was the seller allowed to withdraw from the purchase agreement once notified of the fair market value? **Yes No**

AR-3 **(PROPERTY DONATION)** Did the recipient advise property owners of their rights under the Uniform Act either by certified return receipt mail or hand delivery? **Yes No**

a. Was an appraisal conducted? **Yes No**

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

Yes No

AR-4 **(INVOLUNTARY)** Did the recipient advise property owners of their rights under the Uniform Act either by certified return receipt mail or hand delivery? **Yes No**

AR-5 Was the property appraised by a qualified appraiser prior to negotiations? **Yes No**

a. When was the appraisal conducted?

Date:

b. When was the review appraisal conducted?

Date:

c. What appraisal method was used?

d. Were appraisal standards followed? **Yes No**

AR-6 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? **Yes No**

AR-7 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? **Yes No**

AR-8 Was the written offer equal to the appraised fair market value? **Yes No**

a. Was a summary statement issued with the written offer? **Yes No**

AR-9 Was the written offer greater than the appraised fair market value? **Yes No**

a. 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? **Yes No**

AR-10 Was the offer negotiated after the offer to purchase was made? **Yes No**

AR-11 Did the recipient exercise its power of eminent domain to acquire the property? **Yes No**

AR-12 Was the purchase payment made prior to the property owner transferring the property to the agency? **Yes No**

AR-13 Is there a final closing cost summary sheet showing the recipient reimbursed property owner for

a. recording fees, transfer taxes, title opinions, etc.? **Yes No**

b. prepayment penalty on a mortgage? **Yes No**

c. the pro rata share of property taxes? **Yes No**

d. litigation expenses? **Yes No**

AR-14 Was the acquired property vacant *(if no, go to AR-14)*? **Yes No**

a. 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? **Yes No**

AR-15 Did the recipient inform the occupant of the basic eligibility requirements and relocation benefits? **Yes No**

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

AR-16 Did the relocatee receive

a. a fixed payment for moving expenses? **Yes No**

b. actual moving expenses? **Yes No**

c. 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)? **Yes No**

d. 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? **Yes No**

e. a payment for actual reasonable expenses in searching for a replacement business or farm? **Yes No**

f. a re-establishment payment for expenses of re-establishing the business not to exceed $10,000? **Yes No**

AR-17 Did the recipient determine that the displacee was eligible for alternative assistance (under Section 104(d) of the Uniform Act)? **Yes No**

a. What was the type of assistance provided ?

b. What was the level of assistance ?

AR-18 If the recipient provides Relocation Assistance Advisory Services are they adequate? **Yes No** *(Describe)*

AR-19 If the recipient provided "housing as a last resort," was it with IDED approval?

Yes No

AR-20 If relocation was carried out under a third-party contract, how was it done?

COMMENTS:

Property Management (if applicable)

PM-1 If the recipient acquired any equipment (nonexpendable personal property) with an aggregate purchase price of $5,000 or more, did it first receive authorization from IDED? **Yes No**

PM-2 Does the recipient maintain records on equipment purchased with federal funds?

Yes No

PM-3 Did the recipient dispose of any equipment acquired with CDBG funds? **Yes No**

a. 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 IDED reimbursed an appropriate share? **Yes No**

PM-4 Did the recipient dispose of any real property acquired with CDBG funds? **Yes No**

a. If so, did the recipient request and follow disposition instructions from IDED? **Yes No**

COMMENTS:

Buyout Monitoring Checklist for Individual Project Files

Contract Number: _____

Recipient Entity: _____
Buyout Property Owner: _____
Buyout Property Address: _____
Service Point ID: _____

National Objective

1. What National Objective does the property satisfy? Urgent Need Low-Moderate Income
   (Circle One)

2. If Low-Moderate Income, what is the homeowner's AMI percentage?

Comments: _____

Eligibility

A. How does the property qualify for the buyout? (Circle one or more) 100 year flood plain
Substantially Damaged
Health/Safety Risk

B. Documentation is in the file that supports the property qualifier? _____
Acceptable documentation:
Flood Plain Map
Substantially damaged estimate letter from contractor
Health/safety risk letter from inspector

C. Buyout applicant is a US Citizen or qualified alien? Yes No

D. Documentation is in the file that supports citizenship? _____
Acceptable documentation:
Ownership and Benefit Affidavit
Driver's License, etc.

Comments:

_____
_____
_____

Income Review

A. The applicant's gross annual income is? _____
B. Source documents for verifying applicant's income:

_____
_____
_____

C. Number of household members? _____

D. Percent of AMI Calculated? _____

E. Does the AMI calculated in the file match the AMI calculated on the Verification of Benefits?

_____

Comments:

Required Documents for file Submission to IDED

A. The file contains the following required documents?
   - _____ Voluntary Transaction statement
   - _____ CDBG Buyout Insurance Affidavit
   - _____ Buyout Consent and release form (scan signed copy and attach to Service point record)
   - _____ Ownership and Benefit Affidavit
   - _____ Household Income Certification form
   - _____ Income Verification Form
   - _____ Income Supporting Documentation

B. Are all of the above documents signed by the buyout applicant? Yes No

C. Buyout Consent and Release Form uploaded to the file's Service Point entry? Yes No Comments:

Property Documentation

A. The City's initial offer to purchase the property? _____
(Found on the front of the Ownership and Benefit Affidavit)

B. The tax assessment card found in the file? Yes No

C. Type of property? (Circle One) Vacant Lot Commercial Residential

D. The City's offer matches ____% of the total assessed value for the property? Yes No
Land _____ x multiplier _____ = _____
Dwelling_____ x multiplier _____ = _____
(These values are found on the assessor's page)

If no: Why not?

E. Buyout applicant is the owner of the property? Yes No

F. Documentation supports that the applicant owned the buyout property?

G. Is the buyout applicant a pre or post-flood owner of the home? _____

H. Documentation supports the date of ownership for the buyout property?

I. The property owner appealed the fair market value of their property? Yes No

a. If yes, is the appraisal in the file? Yes No

Comments:

_____

_____

_____

Environmental Review

A. The file contains the following documentation?

_____Statutory Checklist for site specific locations (if applicable)
_____Map with property identified
_____Certifications for contractors handling hazardous materials
_____SHPO documentation
_____Deed Restriction

B. The correct level of environmental review done for the property? Yes No

Comments:

_____

_____

_____

Duplication of Benefits

A. File contains documentation of the following benefits received (Check all that apply)

_____Flood Insurance

_____Homeowner insurance

_____Disaster Housing Grant (Federal Jumpstart Repair & Express)

_____State Housing Grant (State Jumpstart Repair)

_____Hazard Mitigation Grant

_____Small Business Administration (SBA Loan)

_____Home Buyer Assistance Received

_____Down payment Assistance Received

_____IMA Federal

_____IMA State

_____Single Family New Production Received

_____Amount received from other Governmental Sources

_____Specify Governmental Source _____

a. _____Amount Received from other Non-Governmental Sources

_____Specify Governmental Source _____

_____Total FEMA Assistance Received for Repair and Replacement

Other _____

B. The applicant submitted receipts to be reviewed? Yes No

C. File contains documentation of receipt review and calculation of eligible receipts? Yes No

D. Receipts are for repair or for rent? (Circle One/Both) Repair Rent

E. Proof of payment provided and easily identified? Yes No

Comments:

_____

_____

_____

Replacement Housing

A. Homeowner applied for a replacement housing award? Yes No

B. HUD1 settlement statement in the file for the replacement home? Yes No

C. Cost to Acquire in Service Point matches line 120 of the HUD1? Yes No
If No, explain:

_____

(Eligible costs to include are those costs necessary to correct decent, safe and sanitary deficiencies as well as those expenses that are reasonable costs actually incurred by the displaced person incident to the purchase of a replacement dwelling, and that are customarily paid by the buyer including: Legal, closing and related costs, including title search, preparing conveyance instruments, notary fees, preparing surveys and plats and recording fees, appraisal fees and professional home inspection fees to include termite inspection)

a. If the homeowner added repair costs to bring the replacement home to DSS, there repair receipts in the file? _____

b. There is an inspection in the file that determines issues needed to make the replacement home decent, safe, and sanitary? Yes No

D. How did the applicant qualify for replacement housing? LMI 100 Year Flood Plain

E. The payment for replacement housing to the homeowner matches what the Verification of Benefits says the applicant is eligible to receive? Yes No

a. If No, explain:

_____

_____

Relocation Assistance under Uniform Relocation Act (URA)

A. The buyout property included tenants? Yes No

B. **If No**: Documentation in the file shows that URA guidelines were followed and that no tenants were eligible? Yes No

Describe documentation: _____

_____

_____

If A is No: This section does not apply. Continue to the Financial Management Section

C. The recipient informed the occupant(s) of the basic eligibility requirements and relocation benefits? Yes No

   a. Notification was hand delivered or mailed by certified/return receipt mail circle?

_____

D. The relocatee(s) received:

   b. a fixed payment for moving expenses? Yes No

   c. actual moving expenses? Yes No

   d. a housing payment (rental assistance payment of up to $5,250 for 90-day tenants or owner-occupants or a replacement housing payment of up to $22,500 for 180-day owner-occupants)? Yes No **If yes:** What was the amount of their payment? _____

E. The recipient provided Relocation Assistance Advisory Services that are adequate *(Describe)?*

_____

F. The recipient provided "housing as a last resort" with IDED approval? Yes No

Comments:

_____

_____

Financial Management

A. There is a Verification of Disaster Benefits Received in the file? Yes No

B. What is the CDBG Buyout Award amount? _____

C. There is a copy of the check paid to homeowner in file? Yes No
   If yes, list all checks in file:

   a. Date of Check: _____
   b. Amount of Check:
   c. Date of Check: _____
   d. Amount of Check: _____
   e. Date of Check: _____
   f. Amount of Check:

D. The homeowner has an SBA DOB? Yes No

   a. If yes, is the check written to the homeowner and the SBA? Yes No

   b. Documentation in file to support an SBA DOB? Yes No
      Comments:

      Project Manager _____ Date _____

Buyout Monitoring Checklist for Demolition Property Management Files

Contract Number: _____
Recipient Entity: _____
Buyout Property Owner: _____
Buyout Property Address: _____
GPN: _____

Part I: City/County Officials

A. A property management file has been established? **Yes** **No**

B. A notice of demolition has been provided? **Yes** **No**

   a. The notice was posted on the property? **Yes** **No**

   b. Documentation of the notice was found in the file? **Yes** **No**

C. State Historical Preservation Office (SHPO) 106 review documentation found in the file? **Yes** **No**

D. Statutory checklist for environmental review found in the file? (if applicable) **Yes** **No** **NA**

E. Letter of Agreement found in the file? (if applicable) **Yes** **No** **NA**

F. Photographs of the site before demolition found in the file? **Yes** **No**

Part II: Legal Documentation

A. Tax assessor information found in file? **Yes** **No**

   a. Owner of parcel: _____

   b. Restrictive deed in place for the property? **Yes** **No**

      i. Documentation of deed: _____

B. City/County provided public notification of demolition? **Yes** **No**

   a. Copy of the publication in local newspaper found in the file? **Yes** **No**

Part III: Building Official

A. Building inspection completed? **Yes** **No**

   a. Documentation of building inspection:

_____

B. Public health inspection completed? (If applicable) **Yes** **No** **NA**

   a. Documentation of public health inspection:

C. Fire inspection completed? (If applicable) **Yes** **No** **NA**

a. Documentation of fire inspection:

D. Personal property has been removed from the property? **Yes** **No**

a. Documentation of removal:

E. Notice to proceed found in the file? **Yes** **No**

VI: Approval to Proceed with Demolition from IDED

A. File contains contract procurement documents sent to IDED for approval? Yes No

B. File contains approval from IDED to demolish property? Yes No

C. Date approval given from IDED: _____

V: Contractor

A. City/County verified that the structure is unoccupied? Yes No

a. Documentation in file for occupancy verification:

B. Easements and underground utilities have been marked? Yes No

a. Documentation for easements/underground utilities:

C. Utility meters were removed? Yes No

a. Documentation for removal of utility meters:

D. Well/water/sewer/septic lines were capped? Electric/Gas services disconnected? Yes No

a. Documentation for disconnection of services:

E. Contractor obtained consent from City/County to proceed with demolition? **Yes** **No**

a. Documentation for approval from City/County:

F. Tests showed the asbestos, lead-based paints, or other hazardous materials were present in the structure? **Yes** **No**

If yes: Asbestos, lead-based paints, other hazardous materials have been removed?

Yes **No**

a. Documentation that materials were removed:

G. Tests showed that household hazardous waste was present in the structure? **Yes** **No**

If yes: Household hazardous waste has been removed? **Yes** **No**

a. Documentation that materials were removed:

Part VI: City/County Officials

A. Photographs of site after demolition were found in the file? **Yes** **No**

B. Documentation of actual demolition and removal of debris found in file? **Yes** **No**

C. City/County verified that backfilling & final grade is up to local standards? Yes No

a. Documentation that materials were removed:

D. Site re-inspected within 60 days to verify soils have not sunken? **Yes** **No** **NA**

a. Documentation that soils have not sunken:

Comments:

Project Manager:
Date Monitored:

DISASTER RECOVERY CONTRACT
106 PLANNING GRANT – PROJECT CLOSEOUT

The Section 106 Planning Grants were awarded by IEDA to communities that had significant Adverse Effects to Historic Properties as a result of federally funded buy-outs and demolitions in response to flood recovery efforts. In all cases, a Letter of Agreement (LOA) was executed to stipulate the agreed upon mitigation measures that would be completed to off-set the adverse effects to historic properties in accordance with the *Programmatic Agreement Among the Iowa Department of Economic Development, Iowa State Historic Preservation Officer and the Advisory Council on Historic Preservation in response to Iowa's Statewide Natural Disasters of 2008*. Each contract is unique and the quantity and content of mitigation measures is also unique to each contract. Please complete this form to the best of your ability.

CDBG AWARD – General IEDA Contract Information:

CDBG Recipient: _____ Contract Number: _____, Activity Number: 2

IEDA Contract Award Date: _____, Date LOA Executed: _____, LOA Duration:_____

CDBG Project Award Amount: _$_____, CDBG Project Admin Award Amount: _$_____
(not including Admin)

Amount of CDBG Funds Drawn to Date:
Activity 2: _$_____ Admin: _$_____

Summary of Amendments to IEDA Contract: _____

Citizen Participation
These contracts are based on the Letter of Agreement (LOA), which in accordance with the Disaster PA required a level of public participation in the identification of historic properties and the negotiation among interested parties to seek ways to mitigate the loss of such properties through mitigation treatment measures.

Required Forms
E-1 Did recipient complete the Environmental Determination of Level of Review? ☐**Yes** ☐**No**
E-2 Does recipient have a Policy on the Prohibition of the Use of Excessive Force? ☐**Yes** ☐**No**

Financial Management
FM-1 How many reimbursement claims (Draws) were submitted: _____

Civil Rights (including Section 3, EEO, Fair Housing & MBE/WBE)
CR-1 Does the recipient have a current Equal Employment Opportunity Policy? ☐**Yes** ☐**No**
a. When was the EEO Policy adopted? _____
b. Does the policy prohibit discrimination on the bases of race, sex, color, national origin, age, religion, disability and familial status? ☐**Yes** ☐**No**
c. How was the policy made public? _____
d. Who is the local official responsible for EEO policy? _____
e. How does the recipient advertise job vacancies? _____
f. Do job advertisements contain equal employment opportunity language? ☐**Yes** ☐**No**
CR-2 Does the recipient have 15 or more employees? ☐**Yes** ☐**No**
a. If so, does the recipient have a current workforce analysis? ☐**Yes** ☐**No**
b. Does the recipient have an affirmative action plan? ☐**Yes** ☐**No**
c. Is the recipient meeting affirmative action goals? ☐**Yes** ☐**No**
d. If any employment discrimination complaints were filed against the recipient, have they been satisfactorily resolved? ☐**Yes** ☐**No** ☐**Not applicable**
CR-5 What actions has the recipient taken to affirmatively further fair housing?
_____

Contract Management (Administration)

CM-1 Did the recipient contract for administrative services? ☐**Yes** ☐**No**

CONTRACT:

Complete pages 2-3 for each separate contract for services

Mitigation Treatment Measure: _____
(Which mitigation treatment measure item from the LOA)

Project Description: _____
(Provide a brief summary of the treatment measure project)

Procurement

P-1 Does the recipient have written procurement procedures? **Please send in** ☐**Yes** ☐**No**

P-2 Does the recipient have a written code of conduct? **Please send in** ☐**Yes** ☐**No**

P-3 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? ☐**Yes** ☐**No**

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

P-4 Did the recipient solicit proposals for consulting services? ☐**Yes** ☐**No**

a. Were an adequate number of proposals solicited through RFP? ☐**Yes** ☐**No**

b. How was the RFP publicized? – RFQ sent to planning association, 2 local newspapers,

c. Were proposals evaluated on established criteria? ☐**Yes** ☐**No**

P-5 Did recipient receive IEDA approval for any sole source procurement? ☐**Yes** ☐**No**

Did this project go through a procurement process for professional services: ☐**Yes** ☐**No**

If Yes, provide a brief description of procurement:
(include how the project was advertised, how many responses were received, and what the selection process consisted of.)

_____

Contract Management (Other Professional Services)

CM-7 Did the recipient contract for any other professional services? ☐**Yes** ☐**No**

Please submit to IEDA a copy of the contract between the recipient and the consultant.

a. With whom is the contract for professional services? _____

b. What is the executed date of the contract for professional services? _____

c. What is the contract maximum or "not to exceed" amount? $_____

CM-8 Does the contract include all the following required language: ☐**Yes** ☐**No** ☐**Did Not Contract**

- allowing access to pertinent records by recipient and appropriate government agencies?
- providing for maintenance of records for five years after project close-out?
- Title VI of the Civil Rights Act of 1964?
- Section 109 of the Housing and Community Development Act of 1974? (if f. then not g. or h.)
- Age Discrimination Act of 1975?
- Section 504 of the Rehabilitation Act of 1973 as amended?
- Section 3 of the Housing and Urban Development Act of 1968?
- Executive Order 11246 (if contract is greater than $10,000)?
- Americans with Disabilities Act?
- Termination clauses?

CM-9 Are the terms of the contract appropriate? ☐**Yes** ☐**No** ☐**Did Not Contract**
(not "percentage of cost" or "cost plus percentage of cost")

a. Does the contract specify an hourly rate? ☐**Yes** ☐**No**

b. Does the contract provide for optional services at additional costs? ☐**Yes** ☐**No**
(hourly, lump sum or actual)

Where there any Change Orders to the Contract: ☐**Yes** ☐**No**

If Yes, summarize Change Orders including dates and amounts:

_____

_____

_____

Total amount billed by contractor for completed services: _$_____

Did the contractor provide a copy of their insurance for the project file: ☐**Yes** ☐**No**

Was the Contractor required to be bonded: ☐**Yes** ☐**No**

If Yes is there a copy of the Contractor's bond insurance in the project file: ☐**Yes** ☐**No**

Was the contractor checked against Iowa's list of debarred, suspended and ineligible contractors for contractor clearance:
☐**Yes** ☐**No**

I, _____ authorize that the information provided in this form is true and accurate and that all required documentation is on file to support the information provided here in:

_____ _____

Signature Date

REQUIRED ATTACHMENTS:

- Documentation of Final Product (copies of publication, photographs of completed work, etc.)
- One Draw with Supporting Invoices
- Completed Section 3 Form (This is required for **ALL** federally funded contracts. If no jobs were created as a result of this contract just complete the form with zeros)

CDBG WATERSHED MANAGEMENT PLAN GRANT MONITORING CHECKLIST

General Information

Recipient Name and Address (and project address if different):

Contract Number:

Monitoring Visit Date:
Project Manager:
Person(s) Checklist Sent To:
CDBG Award Amount: **$**
Local Funds Amount and Source(s): **$**
Total Program Amount: **$**
Contract Effective Date:
Contract Expiration Date:
Summary of Amendments:
Watershed Management Plan Done: ☐**Yes** ☐**No**
Copy of Plan Submitted Electronically to IEDA ☐**Yes** ☐**No**
Watershed Management Authority Formed: ☐**Yes** ☐**No**

Program Overview
The purpose of the award is to support the completion of a watershed management plan to reduce flooding and improve water quality.

Citizen Participation
Did the recipient undertake actions resulting in quality citizen participation in the planning process?

COMMENTS:

Required Forms
E-1 Did recipient complete Environmental Determination of Level of Review? ☐**Yes** ☐**No** ☐**NA**
E-2 Did recipient complete Request for Release of Funds? ☐**Yes** ☐**No** ☐**NA**
E-3 Did IEDA issue Release of Funds Letter? ☐**Yes** ☐**No** ☐**NA**
E-4 Does recipient have a Policy on the Prohibition of the Use of Excessive Force? ☐**Yes** ☐**No**

COMMENTS:

Financial Management

FM-1 How many reimbursement claims were submitted and was documentation obtained to support claims?

COMMENTS:

Draw #	Date Received	Payee/Contractor	Invoice Date	Invoice Amount	Approval Date	Payment Date	Check #	Breakdown of Funds	
								Local $	CDBG $

Procurement

P-1 Does the recipient have written procurement procedures? **Please send in** ☐**Yes** ☐**No**

P-2 Does the recipient have a written code of conduct? **Please send in** ☐**Yes** ☐**No**

P-3 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? ☐**Yes** ☐**No**

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

P-4 Did the recipient solicit proposals for consulting services? ☐**Yes** ☐**No**

a. Were an adequate number of proposals solicited through RFP? ☐**Yes** ☐**No**

b. How was the RFP publicized? – RFQ sent to planning association, 2 local newspapers,

c. Were proposals evaluated on established criteria? ☐**Yes** ☐**No**

P-5 Did recipient receive IDED approval for any sole source procurement? ☐**Yes** ☐**No**

COMMENTS:

Contract Management (Administration)

CM-1 Did the recipient contract for administrative services? ☐**Yes** ☐**No**

a. With whom is the contract for administrative services?

b. What is the executed date of the contract for administrative services?

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

CM-2 Does the contract include all required language: ☐**Yes** ☐**No** ☐**Did Not Contract**

a. allowing access to pertinent records by recipient and appropriate government agencies?

b. providing for maintenance of records for five years after project close-out?

c. Title VI of the Civil Rights Act of 1964?

d. Title VIII of the Civil Rights Act of 1968? (housing)

e. Executive Order 11063? (housing)

f. Section 109 of the Housing and Community Development Act of 1974? (if f. then not g. or h.)

g. Age Discrimination Act of 1975?

h. Section 504 of the Rehabilitation Act of 1978?

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

j. Executive Order 11246 (if contract is greater than $10,000)?

k. Americans with Disabilities Act?

l. Termination clauses?

CM-3 Are the terms of the contract appropriate (not "percentage of cost" or "cost plus percentage of cost")? ☐**Yes** ☐**No** ☐**Did Not Contract**

a. Does the contract specify an hourly rate? ☐**Yes** ☐**No**

b. Does the contract provide for optional services at additional costs (hourly, lump sum or actual)? ☐**Yes** ☐**No**

COMMENTS:

Contract Management (Other Professional Services)

CM-7 Did the recipient contract for any other professional services? ☐**Yes** ☐**No**

Please submit a copy of professional services contract between Marion and the service provider(s).

a. With whom is the contract for professional services?

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

c. What is the contract maximum or "not to exceed" amount? **$**

CM-8 Does the contract include all required language: ☐**Yes** ☐**No** ☐**Did Not Contract**

a. allowing access to pertinent records by recipient and appropriate government agencies?

b. providing for maintenance of records for five years after project close-out?
c. Title VI of the Civil Rights Act of 1964?
d. Title VIII of the Civil Rights Act of 1968? (housing)
e. Executive Order 11063? (housing)
f. Section 109 of the Housing and Community Development Act of 1974? (if f. then not g. or h.)
g. Age Discrimination Act of 1975?
h. Section 504 of the Rehabilitation Act of 1978?
i. Section 3 of the Housing and Urban Development Act of 1968?
j. Executive Order 11246 (if contract is greater than $10,000)?
k. Americans with Disabilities Act?
l. Termination clauses?

CM-9 Are the terms of the contract appropriate (not "percentage of cost" or "cost plus percentage of cost")? ☐**Yes** ☐**No** ☐**Did Not Contract**

a. Does the contract specify an hourly rate? ☐**Yes** ☐**No**
b. Does the contract provide for optional services at additional costs (hourly, lump sum or actual)? ☐**Yes** ☐**No**

COMMENTS:

<u>Civil Rights (including Section 3, EEO, Fair Housing & MBE/WBE)</u>

CR-1 Does the recipient have a current Equal Employment Opportunity Policy? ☐**Yes** ☐**No**
a. When was the EEO Policy adopted?
b. Does the policy prohibit discrimination on the bases of race, sex, color, national origin, age, religion, disability and familial status?
c. How was the policy made public?
d. Who is the local official responsible for EEO policy?
e. How does the recipient advertise job vacancies?
f. Do job advertisements contain equal employment opportunity language?

CR-2 Does the recipient have 15 or more employees? ☐**Yes** ☐**No**

a. If so, does the recipient have a current workforce analysis? ☐**Yes** ☐**No**
b. Does the recipient have an affirmative action plan? ☐**Yes** ☐**No**
c. Is the recipient meeting affirmative action goals? ☐**Yes** ☐**No**
d. If any employment discrimination complaints were filed against the recipient, have they been satisfactorily resolved? ☐**Yes** ☐**No** ☐**Not applicable**

CR-5 What actions has the recipient taken to affirmatively further fair housing?
COMMENTS:

CDBG DISASTER RECOVERY INFRASTRUCTURE FOR WATERSHEDS
GENERAL MONITORING CHECKLIST

Recipient: **Contract Number:**

Elected Official
Address:

Phone #:
Administrator:
Address:
Phone #:

Subrecipient:
Monitoring Visit Date: _____
Monitoring Conducted By: Jeff Geerts

Person(s) Interviewed:_____

CDBG Award Amount: $_____Source of CDBG Funds:_____
Are CDBG funds being used as required local match to a federal program? Yes No

Local Funds Amount and Source(s): $_____
Total Program Amount: $_____
Contract Effective Date:
Contract Expiration Date:
Project Activity: watershed construction
National Objective of the project (circle one):
LMI Slum and Blight Urgent Need

If project benefits LMI how was it determined (circle one):
Local Income Survey U.S. Census Data Other (specify): _____

Do project files include adequate documentation to support LMI determination: **Yes** **No**

Does this project require a survey at project completion **Yes** **No**
If yes, what was the result of the LMI survey:

Is the project complete: **Yes** **No**
If no, what is the project progress and estimated completion date:

Citizen Participation

CP-1 Did you provide residents with ongoing access to information about the use of grant funds? **Yes** **No**
CP-2 What methods were used to keep citizens informed about the project?

If project was discussed at public meetings:

d. Name of the building:
e. Is this location accessible to persons with disabilities? **Yes No**
f. If necessary, did recipient make reasonable accommodations to enable persons with disabilities to participate in public meetings? **Yes No Not requested**
If yes, describe accommodations:

CP-3 Did the city provide translation services for non-English speaking persons who requested them in order to participate in public meetings? **Yes No Not requested**

CP-4 Did the recipient provide citizens the name and address of a CDBG contact person? **Yes No**
Name:

CP-5 Does the recipient have a process for providing written responses to complaints and grievances within 15 days of receipt? **Yes No**

COMMENTS:

Environmental

E-1 Did recipient set up an environmental file? **Yes No**

E-2 Did recipient conduct the correct level of environmental review? **Yes No**

E-3 Does the environmental file contain (indicates dates if applicable)

a. An environmental assessment? **Yes No**
Does the Environmental Assessment contain:

- Project description with a specific site identified? **Yes No**
- Evidence that the federal laws and authorities listed in 24 CFR 58.5 have been addressed along with other criteria? **Yes No**
- Review EA to make certain there is adequate documentation for each criteria, particularly:
  - Historic Properties - Section 106: SHPO submittal and tribal letters **Yes No**
  - Floodplains: FEMA Flood Map **Yes No**
  - Wetlands: Hydric Soils list and soil map **Yes No**
  - Endangered species: List cross referenced with project habitat **Yes No**
- Have authoritative sources been used to support conclusions and ratings? **Yes No**

b. Published Concurrent Notice of Finding of No Significant Impact on the Environment and Notice of Intent to Request Release of Funds? **Yes No**

c. Request for Release of Funds? **Yes No**
Date of release of funds:_____

d. IEDA Release of Funds Letter? **Yes No**
Date of IEDA letter: _____

E-4 Was any part of the project carried out in the 100-year flood plain or in a Wetland? **Yes No**
If yes, was the 8 step process followed? **Yes No**

E-5 Did recipient adequately respond to any comments made on the environmental assessment? **Yes No Not Necessary**

COMMENTS:

Financial Management

FM-1 Does the recipient maintain an adequate financial management system?

a. Is the system in compliance with all requirements outlined in the CDBG Management Guide? **Yes No**

b Are local effort funds incorporated into budget and accounting records? **Yes No**

c. Are expenditures made according to the CDBG/local effort ratio shown in the contract? **Yes No**

d. Does the recipient disburse funds within 10 working days of receipt? **Yes No**

FM-2 Does the recipient provide for adequate internal control and segregation of duties? **Yes No**

a. Who is responsible for receiving funds?

b. Who is responsible for approving bills?

c. Who is responsible for preparing checks or warrants?

d. Who is authorized to sign checks?

e. Who is the bookkeeper?

f. Who reconciles the bank statements?

FM-3 Was program income received? **Yes No**

b. What was the source of program income?

b. Was it recorded as a receipt in program records?

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

FM-4 If land was part of the local effort, how was the value of the land determined?

FM-5 Is force account labor being used? **Yes No**
If yes, do time sheets document time allocated to the CDBG program? **Yes No**

FM-6 Are all CDBG records being maintained in compliance with OMB Circular A-102, Attachment C? **Yes No**

COMMENTS:

Draw #	Date Received IEDA Check	Vendor	Invoice Date	Invoice Amount	City/County Approval Date	Vendor Payment Date	Warrant/ Check #	Breakdown of Funds	
								CDBG $	Local $

Procurement

P-1 Does the recipient have written procurement procedures? **Yes** **No**
Date adopted:

P-2 Does the recipient have a written code of conduct? **Yes** **No**
Date adopted:

P-3 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? **Yes** **No**
If so, were price or rate quotations obtained from a number of qualified sources? **Yes** **No**

P-4 Did the recipient solicit proposals for administrative services (or other professional services)? **Yes** **No**

a. Were an adequate number of proposals solicited through a Request for Proposals? **Yes** **No**
b. How was the RFP publicized?
c. Were proposals evaluated on established criteria? **Yes** **No**

P-5 Did the recipient solicit qualifications for engineering/architectural services? **Yes** **No**

a. Were an adequate number of qualifications solicited through a Request for Qualifications? **Yes** **No**
b. How was the RFQ publicized?
c. Were qualifications evaluated on established criteria? **Yes** **No**
d. Did the recipient negotiate fair and reasonable compensation with selected engineer/architect? **Yes** **No**

P-6 Did the recipient used competitive sealed bids? **Yes** **No**

a. Were an adequate number of bids solicited? Yes No
b. Name of the paper the bid was publicized in:
c. Were contracts awarded to the lowest responsible bidders? **Yes** **No**
d. Are there bid tabulation sheets? **Yes** **No**

P-7 Did recipient receive IEDA approval for any sole source procurement? **Yes** **No**

P-8 Did the recipient send bid notification to the clearinghouses for minority- and women-owned businesses? **Yes** **No**
If no, what other actions did the recipient take to solicit participation:

COMMENTS:

Contract Management (Administration)

CM-1 Did the recipient contract for administrative services? **Yes** **No**

a. With whom is the contract for administrative services?
Entity name:
Contact name:
b. What is the executed date of the contract for administrative services?
Date:
c. What is the contract maximum or “not to exceed” amount?

CM-2 Does the contract include all required language: **Yes to all**

Including:

a. access to pertinent records by recipient and government agencies? **Yes No**
b. providing for maintenance of records for five years after project close-out?**Yes No**
c. Title VI of the Civil Rights Act of 1964? **Yes No**
d. Title VIII of the Civil Rights Act of 1968? (housing) **Yes No**
e. Executive Order 11063? (housing) **Yes No**
f. Section 109 of the Housing and Community Development Act of 1974? **Yes No**
(If f, then g or h not required)
g. Age Discrimination Act of 1975? **Yes No**
h. Section 504 of the Rehabilitation Act of 1973? **Yes No**
i. Section 3 of the Housing and Urban Development Act of 1968? **Yes No**
j. Executive Order 11246 (if contract is greater than $10,000)? **Yes No**
k. Americans with Disabilities Act? **Yes No**
l. Termination clauses? **Yes No**

CM-3 Are the terms of the contract appropriate (not "percentage of cost" or "cost plus percentage of cost")? **Yes No**

a. Does the contract specify an hourly rate? **Yes No**

b. Does the contract provide for optional services at additional costs (hourly, lump sum or actual)? **Yes No**

COMMENTS:

Contract Management (Architectural/Engineering)

CM-4 Did the recipient contract for architectural/engineering services? **Yes No**

a. With whom is the contract for architectural/engineering services?

b. What is the executed date of the contract for architectural/engineering services?
Date:

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

CM-5 Does the contract include all required language: **Yes to all**
Including:

a. access to pertinent records by recipient and government agencies? **Yes No**
b. providing for maintenance of records for five years after project close-out?**Yes No**
c. Title VI of the Civil Rights Act of 1964? **Yes No**
d. Title VIII of the Civil Rights Act of 1968? (housing) **Yes No**
e. Executive Order 11063? (housing) **Yes No**
f. Section 109 of the Housing and Community Development Act of 1974? **Yes No**

(If f, then g or h not required)

g. Age Discrimination Act of 1975? **Yes No**
h. Section 504 of the Rehabilitation Act of 1973? **Yes No**
i. Section 3 of the Housing and Urban Development Act of 1968? **Yes No**

j. Executive Order 11246 (if contract is greater than $10,000)? **Yes No**
k. Americans with Disabilities Act? **Yes No**
l. Termination clauses? **Yes No**

CM-6 Are the terms of the contract appropriate (not "percentage of cost" or "cost plus percentage of cost")? **Yes No**
a. Does the contract specify an hourly rate? **Yes No**
b. Does the contract provide for optional services at additional costs (hourly, lump sum or actual)? **Yes No**

COMMENTS:

Contract Management (Other Professional Services)

CM-7 Did the recipient contract for any other professional services? **Yes No**

a. With whom is the contract for professional services?
b. What is the executed date of the contract for professional services?
c. What is the contract maximum or "not to exceed" amount?

CM-8 Does the contract include all required language: **Yes to all**
Including:
a. access to pertinent records by recipient and government agencies? **Yes No**
b. providing for maintenance of records for five years after project close-out?**Yes No**
c. Title VI of the Civil Rights Act of 1964? **Yes No**
d. Title VIII of the Civil Rights Act of 1968? (housing) **Yes No**
e. Executive Order 11063? (housing) **Yes No**
f. Section 109 of the Housing and Community Development Act of 1974? **Yes No**
(If f, then g or h not required)
g. Age Discrimination Act of 1975? **Yes No**
h. Section 504 of the Rehabilitation Act of 1978? **Yes No**
i. Section 3 of the Housing and Urban Development Act of 1968? **Yes No**
j. Executive Order 11246 (if contract is greater than $10,000)? **Yes No**
k. Americans with Disabilities Act? **Yes No**
l. Termination clauses? **Yes No**

CM-9 Are the terms of the contract appropriate (not "percentage of cost" or "cost plus percentage of cost")? **Yes No**

a. Does the contract specify an hourly rate? **Yes No**

b. Does the contract provide for optional services at additional costs (hourly, lump sum or actual)? **Yes No**

COMMENTS:

Contract Management (Construction)

CM-10 With whom is the construction contract?
Name:

a. What is the executed date of the contract?
Date:

b. What is the contract amount?
$

CM-11 Does the contract include all required language?: **Yes to all**
Including:
a. access to pertinent records by recipient and government agencies? **Yes No**
b. providing for maintenance of records for five years after project close-out? **Yes No**
c. Title VI of the Civil Rights Act of 1964? **Yes No**
d. Title VIII of the Civil Rights Act of 1968? (housing) **Yes No**
e. Executive Order 11063? (housing) **Yes No**
f. Section 109 of the Housing and Community Development Act of 1974? **Yes No**
(If f, then g or h not required)
g. Age Discrimination Act of 1975? **Yes No**
h. Section 504 of the Rehabilitation Act of 1978? **Yes No**
i. Section 3 of the Housing and Urban Development Act of 1968? **Yes No**
j. Executive Order 11246 (if contract is greater than $10,000)? **Yes No**
k. Americans with Disabilities Act? **Yes No**
l. Copeland Anti-kickback Act (contracts greater than $2,000)? **Yes No**
m. Davis-Bacon and Related Acts (contracts greater than $2,000)? **Yes No**
n. Contract Work Hours and Safety Standard Act (contracts greater than $2,000)? **Yes No**
o. Section 306 of the Clean Air Act (contracts greater than $100,000)? **Yes No**
p. Section 508 of the Clean Water Act (contracts greater than $100,000)? **Yes No**
q. Executive Order 11738 (contracts greater than $100,000)? **Yes No**
r. EPA Regulation 40 CFR Part 15 (contracts greater than $100,000)? **Yes No**
s. Termination clauses? **Yes No**

CM-12 Does the contract include the appropriate wage rate determination? **Yes No**

CM-13 Has the recipient verified the eligibility of contractors and subcontractors with IEDA? **Yes No**

CM-14 Do recipient construction records include the following (in compliance with CDBG limits):

a. bid guarantees? **Yes No**

b. performance bonds? **Yes No**

c. payment bonds? **Yes No**

COMMENTS:

Labor Standards

L-1 Who is the recipient's Labor Standards Compliance Officer?
Name:

L-2 Does the recipient have a labor standards enforcement file for each construction activity?
Yes No

L-3 Have contractor payrolls been submitted weekly? **Yes No**

a. Has the Labor Standards Compliance Officer reviewed and accepted all payrolls? **Yes No**

Contractor/ Subcontractor Name	Payroll Number	Date of Payroll	Comments

L-4 Did the recipient interview construction employees to ensure contractors were paying appropriate wages? Yes No

b. Were employee interviews cross-referenced with the applicable weekly payroll? Yes No

b. Are fringe benefits being paid according to the wage rate determination and in compliance with labor standards? **Yes No**

c. Is overtime computed on the basic hourly rate shown on the wage rate determination? **Yes No**

L-5 Describe any wage discrepancies/violations of labor standards and how they were resolved.

L-6 Are any contractors or subcontractors using apprentices? **Yes No**
If yes, does the recipient have on file the required Department of Labor Bureau of Apprenticeship and Training Certificate for each apprentice? **Yes No**

COMMENTS:

Civil Rights (including Section 3, EEO, Fair Housing & MBE/WBE)

CR-1 Is the recipient maintaining beneficiary demographic data? **Yes No**

CR-2 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? **Yes No**

a. Have program contractors hired local, low-income persons to work specifically on program activities? **Yes No**

b. Has the recipient made contractors aware of Section 3 requirements? **Yes No**

CR-3 Does the recipient have a current Equal Employment Opportunity Policy? **Yes No**

a. When was the EEO Policy adopted?
Date:

b. Does the policy prohibit discrimination on the bases of race, sex, color, national origin, age, religion, disability and familial status? **Yes No**
c. How was the policy made public?
d. Who is the local official responsible for implementation of the EEO policy?
Name:
e. How does the recipient advertise job vacancies?
f. Do job advertisements contain equal employment opportunity language? **Yes No**

CR-4 Does the recipient have 15 or more employees? **Yes No**
If yes, then:
a. If so, does the recipient have a current workforce analysis? **Yes No**
b. Does the recipient have an affirmative action plan? **Yes No**
c. Is the recipient meeting affirmative action goals? **Yes No**
d. If any employment discrimination complaints were filed against the recipient, have they been satisfactorily resolved? **Yes No**

CR-5 What actions has the recipient taken to affirmatively further fair housing?
d. Adopted an Affirmative Fair Housing Policy **Yes No**
e. Member of a Fair Housing Authority? **Yes No**
f. Other:

COMMENTS:

Acquisition and Relocation *(if applicable)*

AR-1 If the recipient acquired any real property, including temporary and permanent easements, was the real estate transaction **VOLUNTARY** or **INVOLUNTARY**? *(if voluntary, go to AR-2, if involuntary, go to AR-3).*

AR-2 **(VOLUNTARY)** Did the recipient advise property owners of their rights under the Uniform Act either by certified return receipt mail or hand delivery? **Yes No**
e. Did the recipient meet all the qualifying criteria to use a voluntary transaction? **Yes No**
f. Did the recipient notify seller in writing that the property would not be taken through condemnation if negotiations fail? **Yes No**
g. Was notification of fair market value provided prior to the signing of a purchase offer? **Yes No**
h. If not, was the seller allowed to withdraw from the purchase agreement once notified of the fair market value? **Yes No**

AR-3 **(PROPERTY DONATION)** Did the recipient advise property owners of their rights under the Uniform Act either by certified return receipt mail or hand delivery? **Yes No**
c. Was an appraisal conducted? **Yes No**
d. If no, did the recipient get an approved waiver of appraisal statement from property owners? **Yes No**

AR-4 **(INVOLUNTARY)** Did the recipient advise property owners of their rights under the Uniform Act either by certified return receipt mail or hand delivery? **Yes No**

AR-5 Was the property appraised by a qualified appraiser prior to negotiations? **Yes No**
c. When was the appraisal conducted?
Date:
d. When was the review appraisal conducted?
Date:
c. What appraisal method was used?
d. Were appraisal standards followed? **Yes No**

AR-6 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? **Yes No**

AR-7 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? **Yes No**

AR-8 Was the written offer equal to the appraised fair market value? **Yes No**

a. Was a summary statement issued with the written offer? **Yes No**

AR-9 Was the written offer greater than the appraised fair market value? **Yes No**

a. 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? **Yes No**

AR-10 Was the offer negotiated after the offer to purchase was made? **Yes No**

AR-11 Did the recipient exercise its power of eminent domain to acquire the property? **Yes No**

AR-12 Was the purchase payment made prior to the property owner transferring the property to the agency? **Yes No**

AR-13 Is there a final closing cost summary sheet showing the recipient reimbursed property owner for

a. recording fees, transfer taxes, title opinions, etc.? **Yes No**

b. prepayment penalty on a mortgage? **Yes No**

c. the pro rata share of property taxes? **Yes No**

d. litigation expenses? **Yes No**

AR-14 Was the acquired property vacant *(if no, go to AR-14)*? **Yes No**

a. 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? **Yes No**

AR-15 Did the recipient inform the occupant of the basic eligibility requirements and relocation benefits? **Yes No**

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

AR-16 Did the relocatee receive

a. a fixed payment for moving expenses? **Yes No**

b. actual moving expenses? **Yes No**

c. 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)? **Yes No**

d. 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? **Yes No**

e. a payment for actual reasonable expenses in searching for a replacement business or farm? **Yes No**

f. a re-establishment payment for expenses of re-establishing the business not to exceed $10,000? **Yes No**

AR-17 Did the recipient determine that the displacee was eligible for alternative assistance (under Section 104(d) of the Uniform Act)? **Yes No**

a. What was the type of assistance provided ?

b. What was the level of assistance ?

AR-18 If the recipient provides Relocation Assistance Advisory Services are they adequate? **Yes No** *(Describe)*

AR-19 If the recipient provided "housing as a last resort," was it with IEDA approval? **Yes No**

AR-20 If relocation was carried out under a third-party contract, how was it done?

COMMENTS:

Property Management *(if applicable)*

PM-1 If the recipient acquired any equipment (nonexpendable personal property) with an aggregate purchase price of $5,000 or more, did it first receive authorization from IEDA? **Yes No**

PM-2 Does the recipient maintain records on equipment purchased with federal funds? **Yes No**

PM-3 Did the recipient dispose of any equipment acquired with CDBG funds? **Yes No**

a. 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? **Yes No**

PM-4 Did the recipient dispose of any real property acquired with CDBG funds? **Yes No**

a. If so, did the recipient request and follow disposition instructions from IEDA? **Yes No**

COMMENTS:

APPENDIX F:
Programmatic Agreement Between IDED, ACHP and SHPO
Executed January 2009
Amendment #1 March 2010
Amendment #2 April 2012
Amendment #3 January 2014

JAN 2 3 2009
C809 00108

PROGRAMMATIC AGREEMENT AMONG THE IOWA DEPARTMENT OF ECONOMIC DEVELOPMENT, IOWA STATE HISTORIC PRESERVATION OFFICER, AND THE ADVISORY COUNCIL ON HISTORIC PRESERVATION IN RESPONSE TO IOWA'S STATEWIDE NATURAL DISASTERS OF 2008

WHEREAS, numerous cities and counties in the State of Iowa experienced catastrophic damage during natural disaster events that occurred in the year 2008 (see Appendix A); and,

WHEREAS, the U.S. Department of Housing and Urban Development (hereinafter, HUD) has allocated supplemental Community Development Block Grant funds (hereinafter, CDBG) to the Iowa Department of Economic Development (hereinafter, IDED) under the Supplemental Appropriations Act (Public Law 110-252) for the purposes of disaster relief and any supplemental appropriations intended for 2008 disaster recovery; and,

WHEREAS, HUD has unique statutory authority to delegate its environmental compliance responsibilities promulgated at 24 CFR Part 58 to State, tribal, and local governments (hereinafter, Responsible Entities or REs), including obligations under Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. §§ 470 *et seq*, hereinafter, Act) and its implementing regulations 36 CFR Part 800; and,

WHEREAS, IDED, in keeping with its agency mandate to administer the equitable distribution of supplemental CDBG funding to eligible entitlement and non-entitlement REs and to maintain regulatory oversight of the REs once funds have been awarded, hereby represents all REs in the formulation and signatory execution of this agreement and in any future amendments thereto; and,

WHEREAS, upon acceptance of supplemental funding all REs, pursuant to 24 CFR Part 58, 36 CFR Part 800, and other relevant legislation, bind themselves to the roles, responsibilities, and terms of this agreement and its appendices; and,

WHEREAS, IDED, on behalf of the REs, has consulted with the Iowa State Historic Preservation Officer (hereinafter, SHPO) and the Advisory Council on Historic Preservation (hereinafter, ACHP) and has determined that certain disaster recovery actions (hereinafter, Undertakings) enabled by supplemental CDBG funding program have the potential to cause effects to historic properties while others do not; and,

WHEREAS, given the magnitude of Iowa's recovery effort and the immediate need for governmental assistance, IDED, SHPO, and ACHP have agreed that consultation and compliance for undertakings enabled by supplemental CDBG funding program should be addressed programmatically and in accordance with procedures outlined in this agreement and its attachments in order to affectively and expeditiously meet regulatory obligations; and,

WHEREAS, IDED, SHPO, and ACHP encourage REs to enter into lead federal agency agreements pursuant to 36 CFR Part 800.2(a)(2) when such an agreement is mutually advantageous and of net benefit to the ultimate recipient of federal aid; and,

WHEREAS, IDED has contacted federally recognized tribes (Appendix B) on behalf of the REs, notifying them of HUD's involvement in Iowa's disaster recovery, of the collective desire and intent of the signatories to address section 106 compliance programmatically, to notify them of the types of undertakings pursued under the disaster recovery program and to solicit their views on which types of undertakings may have potential to affect properties of interest to them and how they wish to be consulted upon them, and finally to review and comment upon the programmatic agreement in the capacity of a concurring party; and,

WHEREAS, IDED, SHPO, and ACHP agree that the REs will identify other interested parties including but not limited to Certified Local Governments (hereinafter CLGs) and initiate consultation with them on a case-by-case basis, and the REs shall involve the Public by disseminating information about those undertakings and their effects on historic properties in a proper and timely fashion and will seek public participation by utilizing HUD procedures for soliciting public involvement found at 24 CFR Part 58.43; 58.45-46; 58.59 and other applicable sections of that part.

NOW THEREFORE, Iowa Department of Economic Development on behalf of the Responsible Entities, the State Historic Preservation Officer, and the Advisory Council on Historic Preservation as signatories, agree that, upon execution of this Programmatic Agreement, the disaster recovery undertakings enabled by supplemental CDBG funds shall be implemented in accordance with the following stipulations and conditions in a timely manner and with adequate resources in order to take into account the effects of these undertakings on historic properties.

STIPULATIONS

I. IDED RESPONSIBILITIES

A. IDED shall represent the REs in the administrative functions of this Agreement, particularly in its formulation and signatory execution, amendment, dispute resolution, termination, and period review (see Stipulations IV.D. and VI-X, below).

B. IDED shall require all REs by contract to follow the requirements set forth in this programmatic agreement.

C. IDED shall serve as the primary technical assistance contact for the REs in matters concerning the interpretation of this agreement and the routine execution of its terms. IDED, at their discretion, may consult directly with the SHPO and ACHP when issues of a complex nature arise.

D. IDED shall employ the professional support staff necessary to fulfill its obligations under Stipulation I.A-B.

E. In accordance with Stipulation IX, IDED shall monitor the RE's compliance with the terms of this agreement and shall compile an annual report detailing the types and

numbers of projects involving consultation with the SHPO and those that are excluded from SHPO review. IDED shall ensure that the criteria for exclusion from SHPO review, as outlined in Appendix C, are being applied accurately and consistently.

II. RESPONSBILITIES OF THE REs.

A. The REs shall ensure that the procedures for project-specific consultation, historic properties identification and evaluation, assessment of effects, mitigation of adverse effects, and treatment of historic properties are implemented in accordance with procedures outlined in Appendix C.I.

B. The RE's shall ensure that appropriate interim controls, as allowed by 24 CFR Part 35.1330, shall be implemented in lieu of full lead-based paint abatement in all historic properties when such procedures are deemed by the RE and the SHPO to be practicable and feasible."

C. The REs shall ensure that all historic properties investigations, evaluations, and data recovery efforts conducted pursuant to this agreement shall be performed by or under the direct supervision of an individual that meets the Secretary of the Interior's Qualifications Standards (48 FR 44738-9, September 29, 1983); and, shall be performed in a manner that is consistent with Secretary of the Interior's Standards and the *Guidelines for Archaeological Investigations in Iowa*, and all other federal or State standards as appropriate.

D. The REs shall ensure that documentation submitted to SHPO for review meets or exceeds the standards outlined at 36 CFR 800.11. The documentation standards with examples of submittals are attached as Appendix D. Pursuant to Section 304 of the Act (16 U.S.C. 470w-3) and Chapter 22 7(22) of the Iowa Code, the REs shall withhold from disclosure to the public, information relating to the location or character of historic resources when it has been determined that disclosure of such information may create a substantial risk of harm, theft, or destruction to such resources or to the area or place where such resources are located.

E. The REs shall ensure that all archeological reports resulting from actions pursuant to this agreement shall be responsive to contemporary professional standards and to the Department of the Interior's Format Standards for Final Reports of Data Recovery Program (42 FR 5377-79). Precise location data should be provided only in a separate appendix if it appears that release of such data could jeopardize archeological deposits.

F. The REs shall ensure that artifacts and records resulting from historic properties investigation made pursuant to this agreement shall be curated at a facility in the State of Iowa that meets or exceeds the Secretary of the Interiors Standards (36 CFR Part 79).

G. The REs shall consult directly with the SHPO and National Park Service (hereinafter NPS) on all undertakings involving National Historic Landmarks in accordance with 36 CFR 800.10.

H. The REs shall provide letter notification to IDED and SHPO of its intent to enter into a lead federal agency agreement. The notification shall specifically identify the HUD

undertaking, partnering agencies, and indicate the REs lead or subordinate role under the agreement.

I. The RE's shall invite the participation of consulting parties. This applies to all undertakings with the exception of those that are exempt under HUD regulations (24 CFR Part 58.34) or are categorically excluded as being not subject to review of the laws listed at 24 CFR Part 58.5 in accordance with 24 CFR Part 58.35(b), and those exempt from SHPO review as itemized at Part 2 of Section I, Appendix C. Parties that have a consultative roll in the Section 106 process include, but are not limited to the following: Federally recognized Indian tribes, representatives of local governments, county and municipal historic preservation commissions including those established under the Certified Local Governments program, the Public, and individuals and organizations who, due to the nature of their legal or economic relation to the undertaking, or their concern with the undertaking's effects on historic properties, demonstrate a legitimate interest.

III. RESPONSIBILITIES OF SHPO AND ACHP

A. SHPO shall comment on all undertakings designated for their review in a timely and efficient manner and in accordance with procedures outlined in Appendix C. I.

B. ACHP shall participate in cases in which dispute resolution among parties is required as indicated in Stipulation VI, below and in instances when the criteria for Council Involvement in Reviewing Individual section 106 cases (36 CFR 800, Appendix A) are met.

IV. TIMING OF CONSULTATION

A. *Consultation on Flood Recovery Projects.* The REs shall ensure that consultation pursuant to this agreement has been completed prior to the approval of any individual or block grant.

B. *Retroactive Review of Categorically Excluded Activities.* There is no SHPO consultation for categorically excluded activities listed in Appendix C.II that are begun prior to grant approval. The RE shall cite the applicable exclusion within the environmental document and proceed as directed by 24 CFR Part 58.

C. *Retroactive Consultation and Resolution of Adverse Effects on Previously Documented Historic Properties.* The REs shall consult directly with the SHPO and other consulting parties to resolve adverse effects caused by recovery actions implemented by grant recipients prior to the approval of a grant. Reversal of the effects to restore National Register eligibility shall be the preferred mitigation strategy when judged to be prudent and feasible. The REs and SHPO shall consider other approaches to mitigation when reversal is not an option including allowance under Stipulation IV.D., below.

D. *Retroactive Consultation and Resolution of Adverse Effects on Undocumented Historic Properties.* The signatories to this agreement recognize the inevitability of adverse effects on undocumented historic properties caused by actions taken by recipients prior

to grant approval. The SHPO and IDED on behalf of the REs have agreed to devise acceptable mitigation for the collective, unidentified adverse effects within one year of the execution of this agreement. The final terms shall be memorialized in a Letter of Agreement among the SHPO and IDED.

V. UNANTICPATED DISCOVERIES

A. *Human remains.* Iowa law protects all human burials regardless of their historical age, sex, or cultural/ethnic affiliation. The REs shall ensure that the following procedures are observed in the event that human remains are encountered during construction or archaeological investigations.

1. In the event that human remains or burials are encountered during archeological investigations or construction activities, work shall cease in the area, appropriate steps shall be taken to secure the site, and officials at the Burials Program at the University of Iowa - Office of the State Archaeologist (OSA, Shirley Schermer, 319-384-0740) and the SHPO shall be notified.

2. If the remains appear to be ancient (i.e., older than 150 years), the Burials Program at OSA shall have jurisdiction to ensure that the appropriate procedures in accordance with Chapter 263 of the Iowa Code are observed.

3. Human remains less than 150 years old are protected under Chapter 566 of the Iowa Code. In the event that human remains appearing less then 150 years in age are encountered the REs shall ensure that appropriate law enforcement authorities and the Iowa Department of Health are notified.

B. *Archaeological material (non-mortuary related).* The REs shall ensure that the following procedures are observed in the event that previously undetected non-mortuary-related archeological materials are encountered.

1. All activities in the area of the resource shall cease immediately, appropriate steps shall be implemented to secure the site, and the SHPO shall be notified of the discovery.

2. An archaeologist retained by IDED or the RE will inspect the work site and determine the extent of the affected archeological resource within 48 hours of its discovery. Construction work may then continue in the area outside the archeological resource as it is defined by the archaeologist in consultation with the SHPO.

3. Before work can resume in the area of any unanticipated discovery, the RE must determine the NRHP eligibility of the archeological resource in consultation with the SHPO.

4. Upon a determination of eligibility, the RE shall submit a plan for avoidance, protection, recovery of information, or destruction without data recovery to the SHPO for review and comment. The RE will notify all consulting parties of the unanticipated discovery and provide the proposed treatment plan for their

consideration. The SHPO and consulting parties will have seven (7) calendar days to provide comments on the proposed treatment plan upon receipt of the information. The RE may implement the proposed treatment plan if SHPO fails to respond within the allotted timeframe.

5. Work in the affected area shall resume upon either:

   a. The development and implementation of an appropriate data recovery plan, other recommended mitigation procedures, or agreement among the RE and the SHPO that the site does not warrant mitigation; or,

   b. Agreement by SHPO and the RE that the newly located archeological materials are not eligible for inclusion on the NRHP.

C. Ad*verse effects upon Architectural Properties.* The REs shall ensure that the following procedures are observed in the event that post-review effects to historic buildings, objects, or districts are identified.

1. Work in the affected area shall cease and the RE shall notify IDED and SHPO of the discovery.

2. An architectural historian retained by IDED or the RE will inspect the work site and determine the extent and magnitude of the effects upon the property within 48 hours of its discovery. The RE shall provide it determination of effect and report of the consulting historian's findings to the SHPO who shall have 7 working days to provide comments.

3. Upon assessment of adverse effect, the RE shall submit a plan for after-the-fact mitigation to the SHPO for review and comment. The RE will notify all consulting parties of the unanticipated discovery and provide the mitigation proposal for their consideration. The SHPO and consulting parties will have seven (7) calendar days to provide comments on the mitigation proposal upon its receipt. The RE may implement the proposed mitigation plan if SHPO fails to respond within the allotted timeframe.

4. Work in the affected area shall resume upon either upon:

   a. Agreement by the RE and SHPO that the effects are not adverse; or,

   b. The development and implementation of an appropriate mitigation plan, or agreement among the RE and the SHPO that the site does not warrant mitigation.

VI. DISPUTE RESOLUTION.

A. IDED shall represent itself and REs petitioning singly or as a group in all dispute resolution situations.

B. Should any signatory to this agreement or RE (represented by IDED) object at any

time to any actions proposed or the manner in which the terms of this agreement are implemented, IDED shall consult with such party to resolve the objection.

C. If IDED determines that such objection cannot be resolved, then the IDED will:

1. Forward all documentation relevant to the dispute, including the IDED's proposed resolution, to the Council. The Council shall provide the IDED with its advice on the resolution of the objection within fifteen (15) days of receiving adequate documentation. Prior to reaching a final decision on the dispute, IDED shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the Council and/or signatories and provide them with a copy of this written response. IDED will then proceed according to its final decision.

2. If the Council does not provide its advice regarding the dispute within the fifteen (15) day period, then the IDED may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, IDED shall prepare a written response that takes into account any timely comments regarding the dispute from the signatories to the agreement, and provide them and the Council with a copy of such written response. IDED's final decision on the dispute will be provided on a schedule compatible with all internal and external review as may be determined necessary by IDED.

3. The responsibilities of the PA signatories to carry out all other actions subject to the terms of this agreement that are not the subject of the dispute remain unchanged.

VII. AMENDMENT

A. IDED shall represent itself and REs petitioning singly or as a group in all requests for amendments to this agreement.

B. Any of the signatories to this Agreement, or REs represented by IDED, may request that any or all of its articles be amended subsequent to the Agreement's execution, whereupon the other signatories will consult in accordance with 36 CFR Part 800.13, to consider such amendment. IDED must notify the Council of its intent to amend the Agreement and invite the Council's review and comment. The amendment will be effective on the date a copy signed by all of the signatories is filed with the Council. IDED shall ensure that copies of the amended Agreement are provided to all of the signatories.

C. Revisions to the appendices shall not require notification of and review by the Council. However IDED shall ensure that the Council is provided file copies of finalized versions that reflect all revisions.

VIII. TERMINATION AND DURATION

A. IDED shall represent itself and all REs when the latter petition as a unanimous body to terminate this agreement.

B. If any signatory to this agreement determines that its terms will not or cannot be carried out, that party shall immediately consult with the other parties to attempt to develop an amendment per Stipulation VII, above or other form of resolution. If within thirty (30) days resolution through amendment or other means cannot be reached, any signatory may terminate the agreement upon written notification to the other signatories.

C. Once the agreement is terminated or becomes null and void, and prior to work continuing on undertakings referenced in this PA, IDED must either execute a new agreement pursuant to 36 CFR § 800.6, or, request, take into account, and respond to the comments of the Council under 36 CFR § 800.7. IDED shall notify the signatories as to the course of action it will pursue.

D. This agreement will become void if its terms are not carried out within five (5) years from the date of its execution. Prior to such time, IDED may consult with the other signatories to reconsider the terms of the agreement and amend it in accordance with Stipulation VII, above.

IX. PERIOD REVIEW

IDED shall monitor the RE's full compliance with this agreement and shall provide the SHPO with an annual report by January 1, 2010, and once every year thereafter while this Agreement remains in effect. The report shall account for projects that are both excluded from and subject to SHPO review and will include individual project numbers and names, level of historic property investigation, historic properties identified, and determinations of effect.

X. EXECUTION OF THE AGREEMENT

Execution of this agreement by IDED on behalf of HUD's recipient Responsible Entities, the Iowa State Historic Preservation Officer, and the Advisory Council on Historic Preservation and the implementation of its terms evidence that HUD has taken into account program effects on historic properties and has afforded the SHPO and Council an opportunity to comment.

SIGNATORIES:

Iowa Department of Economic Development (IDED)

BY: _____ Date: 1/16/09
Henry Manning, CDBG Program Team Leader

BY: _____ Date: 1/16/09
Terry Vestal, Housing Team Leader

State Historic Preservation Office (SHPO)

BY: _____ Date: 16 Jan 2009
Barbara A. Mitchell, Deputy State Historic Preservation Officer

Advisory Council on Historic Preservation (ACHP)

BY: _____ Date: 1/23/09
John M. Fowler, Executive Director

CONCURRING PARTIES

Iowa Historic Preservation Alliance

BY: Rod Scott _____ Date: 2-3-09

Rod Scott, Chairman

CONCURRING PARTIES

University of Iowa, Office of the State Archaeologist

BY: _____ Date: _____
John Doershuk, State Archaeologist

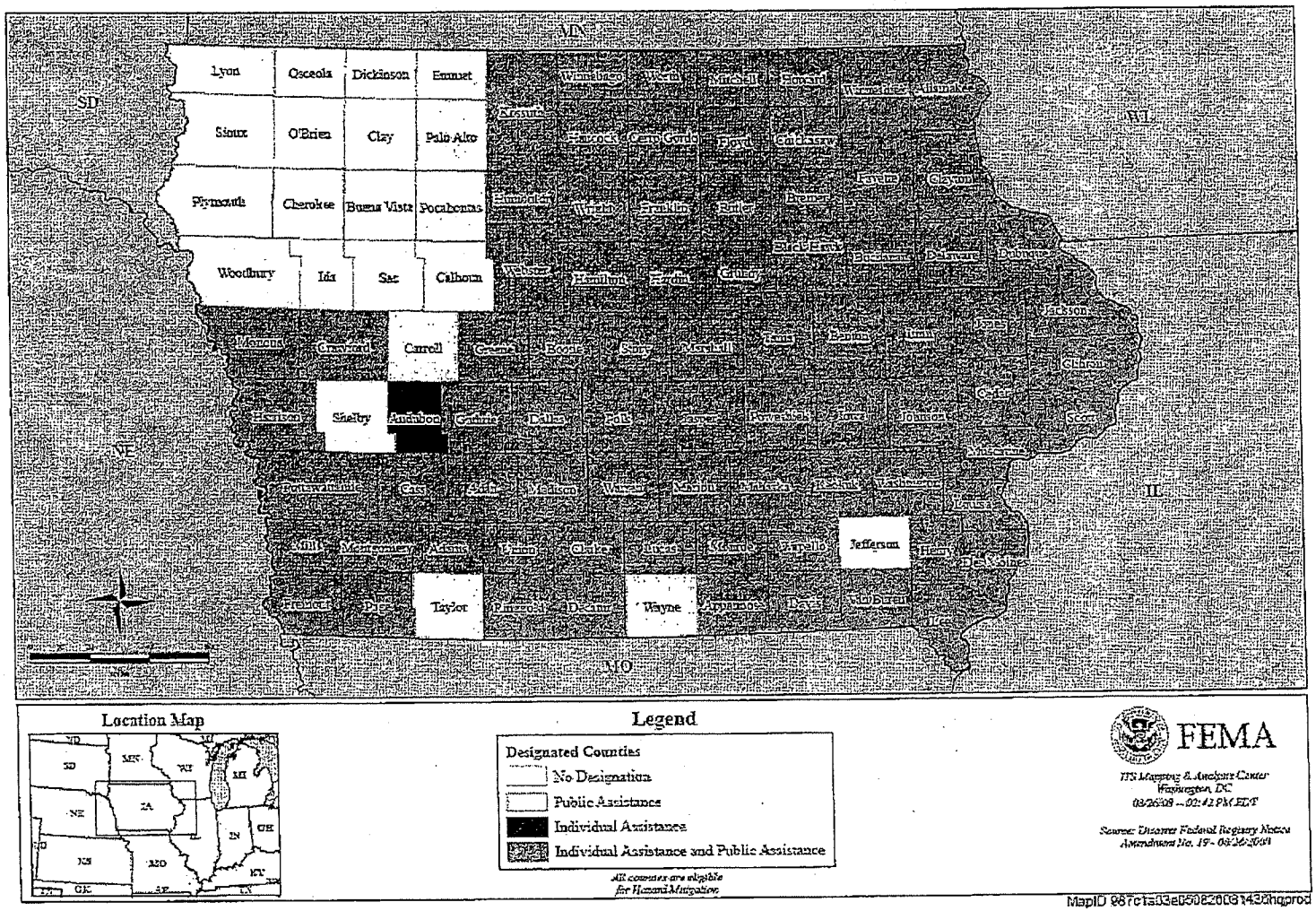
CONCURRING PARTIES

National Trust for Historic Preservation

BY: _____ Date: _____
Royce Yeater, Director, Midwest Office

APPENDIX A

FEMA-1763-DR, Iowa
Disaster Declaration as of 08/26/2008



APPENDIX B
List of Tribes Notified

A. Flandreau Santee Sioux Ex. Com.
Attn: Mr. Leonard Eller
P.O. Box 283
Flandreau, SD 57028

B. HO-Chunk Nation
Attn: Mr. George W. Garvin
W9814 Airport Road, P.O. Box 667
Black river Falls, WI 54615

B. HO-Chunk Nation
Attn: Mr. Troy Swallow
W9814 Airport Road, P.O. Box 667
Black River Falls, WI 54615

B. HO-Chunk Nation
Attn: Mr. George R. Lewis
W9814 Airport Road, P.O. Box 667
Black River Falls, WI 54615

C. Iowa Tribe of Kansas & Nebraska
Attn: Mr. Louis De Roin
3345 B Thrasher Road
White Cloud, KS 66094

D. Iowa Tribe of Oklahoma
Attn: E. Bernadette Huber
RR 1, Box 721
Perkins, OK 74059

E. Lower Sioux Indian Com. Council
Attn: Ms. Ann Larsen
39527 RES Highway 1, Box 308
Morton, MN 56270

F. Omaha Tribal Council
Attn: Mr. Donald grant
P.O. Box 368
Macy, NE 68039

G. Otoe-Missouri Tribe of Indians
Attn: Ms. Mildred Hudson
612 South 9th Street
Ponca City, OK 74601

H. Prairie Island Community Council
Attn: Ms. Doreen Hagen
5636 Sturgeon Lake Road
Welch, MN 55089

I. Sac & Fox Nation in Kansas
Attn: Ms. Freida Perkins
305 North Main Street
Reserve

K. Sac & Fox Tribe of the Mississippi in Iowa
Attn: Mr. Johnathan Buffalo
349 Meskwaki Road
Tama, IA 52339

L. Santee Sioux Tribe of Nebraska
Attn: Mr. Roger Trudell
425 Frazier Ave N, suite 2
Niobrara, NE 6876

M. Sisseton-Wahpeton Dakota Nation
Attn: Mr. James "JC" Crawford
P.O. Box 509
Agency Village, SD 57262

N. Spirit Lake Tribal Council
Attn: Mr. Valentino White
P.O. Box 359
Fort Totten, ND 58335

O. Upper Sioux Community of MN
Attn: Mr. Tom V. Ross
P.O. Box 147
Granite Falls, MN 56241

P. Winnebago Tribal Council
Attn: Mr. David Lee Smith
LPTC P.O. Box 270
Winnebago, NE 68071

Yankton Sioux Tribal Business & Claims Committee
Attn: Ms. Madonna Archambeau
P.O. Box 248
Marty, SD 57361

S. Sac & Fox Nation of Oklahoma
Attn: Ms. Kay Rhoads
Route 2, Box 246
Stroud, OK 74079

T. Sac & Fox Nation of Missouri
Attn: Mr. Edmore Green
Rural Route 1, Box 60
Reserve, KS 66434

APPENDIX C

Part I. PROCEDURES FOR PROJECT REVIEW (See Chart 1).

The process for standard project reviews covered under this agreement has been distilled down to the four principal steps discussed below. Other steps may be involved depending on the nature, location, and complexity of the project and the types of historic properties involved. The objective here is to establish a streamlined review process that utilizes standardized protocols and documentation. Deviation from these when unnecessary may slow and complicate what is intended to be a straightforward and seamless procedure. Occasionally, exceptions will appear. However, these will be dealt with on a case-by-case basis.

The Historic Preservation Specialists (HPS) at the Iowa Department of Economic Development will serve as the primary point of contact for the RE's for routine technical assistance and shall provide quality control of documentation through pre-review screening. IDED at its discretion may defer to or consult with the SHPO, HUD, or ACHP in complex procedural matters.

STEP 1. DETERMINE IF THE ACTION IS EXCLUDED FROM SECTION 106 REVIEW.

The signatories have agreed that certain defined and undefined activities have no potential to affect historic properties and therefore may be excluded from further consideration under Section 106.

The first step in the review process is to determine whether or not a project is excluded from review. For the purposes of this agreement, excluded activities fall into three categories. The first are itemized in Part II, Section 1, below, and comprise activities relating to administrative costs and non-brick and mortar financial assistance. These activities by their nature have no potential to cause effects. The second category is discussed in Part II, section 2 below, and includes undertakings involving earthmoving. The third category, covered in Part II, section 3, includes activities involving architectural and other historical resources.

The last two categories include both specific and non-specific activities. Specific excluded activities are those that by their *nature* have no potential to adversely affect historic properties, for example, the re-lining of water and/or sewer pipes and caulking and weather stripping. A non-specific excluded activity could be any action that, by its *circumstances*, has no potential to affect historic properties. A project must meet certain pre-defined criteria in order to qualify as a non-specific project exclusion. For example, any activity involving a building of any type that is less than 50 years in age and that does not involve earthmoving satisfies the non-specific exclusion on criteria under Section 3. Similarly, the construction of a new water treatment plant involving no buildings, districts, objects, structures, sites, or landscapes greater than 50-years in age, and located in an area that has been profoundly disturbed by past earthmoving activities, such as borrowing, satisfies the non-specific exclusion criteria under Section 2.

If a project qualifies as an excluded activity, then the Responsible Entity (RE) shall document his/her findings by completing the EXCLUDED FROM SHPO REVIEW, PROJECT DETERMINATION FORM (Appendix D – Exhibit A) and attaching it to the project's environmental assessment document. A copy of this form shall be submitted to IDED's Historic Preservation Specialist for compliance monitoring and record keeping purposes. This concludes the RE's responsibilities for complying with the terms of the programmatic agreement. If the project *does not* fulfill the exclusion

criteria under Sections 1 -3, then the Responsible Entity shall proceed to Step 2 of the process. Decision-making charts are included in Sections 2 and 3 to assist the RE in determining the exclusion status of a project. The RE should direct any questions regarding the completion of Step 1 to IDED's HPS.

STEP 2. DEFINE THE PROJECT SCOPE AND DETERMINE THE PROJECT AREA OF POTENTIAL EFFECTS (APE).

It is important to properly define the scope of the undertaking in its entirety at the very outset to ensure that all the review and compliance obligations are met in a timely and efficient manner. Incomplete or inaccurate project scoping can extend the consultation process unnecessarily resulting in project delays and cost overruns. Additionally, comprehensive project scoping is critical in accurately defining the project area of potential effects.

The rules governing the Section 106 process define 'Area of Potential Effects' or APE as, "..the geographical area or areas within which an undertaking may directly or indirectly cause alterations in the character of use of historic properties, if any such properties exist. The areas of potential effects is influenced by the scale and nature of an undertaking and may be different for different kinds of effects caused by the undertaking' [36CFR Part 800.16(d)].

The area of potential effects is three dimensional meaning that it has length, width, and depth. Defining the APE is very important because it establishes the physical parameters for historic properties identification procedures outlined in Step 3. In many cases, the APE will be quite localized, and, depending on the scope of the project, will include just the area directly affected by the project activities. One example would be property lines or lot boundaries in instances of infill construction or house rehabilitation when planned activities are confined by those physical boundaries.

In other instances, however, the APE may be defined in larger terms to include neighborhoods, districts, or other areas with arbitrary, non-physically boundaries - once again, depending on the scope of the undertaking. For instance, the footprint of a new telecommunication facility is relatively small so its potential for direct physical impacts on historic properties is correspondingly small. However, its potential to cause indirect, adverse, visual effects on historic properties that lie beyond its footprint, lot line, or property line is far greater and increases in magnitude with its height and relative proximity to those historic properties.

The APE of a project must encompass the areas of any activity or ancillary project whose construction, while not federally funded, is integrally connected to the federally funded undertaking and which could not exist but-for the federal undertaking. For instance, a road built by a developer within a sub-division using private funds, becomes a federal undertaking when that developer accepts federal funds to construct a bridge connecting the two sections of the road, because the road would not exist without the bridge. Privately funded actions executed in anticipation of a federal undertaking may also become part of the undertaking. For instance, the privately funded demolition of a building to make way for a new building whose construction is federally funded becomes part of the federal undertaking.

For routine projects, the RE should direct any questions regarding the completion of Step 2 to IDED's HPS. The RE and IDED's HPS are encouraged to consult directly with the SHPO early in the planning process when scoping complex or multiple-phase projects and when defining their APEs.

STEP 3. IDENTIFY AND EVALUATE HISTORIC PROPERTIES WITHIN THE PROJECT APE AND ASSESS PROJECT EFFECTS.

Once the scope and APE of an undertaking have been defined, the RE must investigate for the presence of historic properties within the APE. Historic property means '...any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places...' [36 CFR Part 800.16(l)]. The location of a project, along with its scope and its magnitude to cause effects on historic properties should be taken into account when determining level of investigation pursued.

Records review is the most basic level of investigation and in some instances may be all that is necessary to confirm the presence/absence of historic properties within the APE. The RE is advised to consult *I-SitesPro Archaeological Sites and Surveys Databases* maintained by the University of Iowa, Office of the State Archaeologist (OSA) to determine if all or part of the APE has been previously surveyed and if there are any recorded sites present. Access to *I-SitesPro* is restricted to professional archaeologists holding a licensing agreement with the OSA. However, the results of a site file search may be obtained for a fee by applying directly to the OSA Site File Manager.

The RE should also consult the *Iowa Site Inventory* maintained by the State Historic Preservation Office. The *Iowa Site Inventory* contains information on over 140,000 rural and municipal properties and districts in the State of Iowa. The *Inventory* may provide information regarding the age, history, and National Register eligibility status on a particular property or district under consideration.

At this point the RE should also be seeking input from other parties that may have a particular interest in the undertaking and may have information to offer regarding the history of the APE and any historic properties that may be affected within. Potential consulting parties include, but are not limited to, Native American Tribes or other ethnic groups or organizations, historic preservation commissions of certified local governments, local historical and genealogical societies, local governing bodies, and the public at large.

Project proponents often find that it is in their best interest to retain the services of a professional historic preservation consultant to conduct the records review, also known as a reconnaissance-level survey, and compile a report detailing their findings and recommendations on whether or not additional investigation is warranted. The next level of investigation, known as an intensive level survey, involves a field investigation component where the consulting archaeologist, architect, or historian performs an on-the-ground inspection of the APE. There are instances where the project proponent may find it to be more cost-effective to by-pass the reconnaissance survey and order an intensive-level survey at the outset. The RE should seek the opinion of IDED's HPS when determining the appropriate level of investigation.

Once the historic properties investigation has been completed and the results are known, the RE must make a determination of effect and then prepare a documentation submittal to support that determination. The submittal will include a copy of all archaeological or architectural survey reports completed for the project, descriptions of the project scope and APE, and a description of the impacts including depths of excavations. It will also include a completed REQUEST FOR SHPO COMMENT ON PROJECT form (Appendix D – Exhibit B) with attachments. For projects involving existing buildings, structures, and districts, the submittal must include a completed IOWA SITE INVENTORY form for each within the APE (Appendix D – Exhibit C). Any questions regarding the preparation of a submittal packet should be directed to IDED's HPS.

The completed submittal is sent to the IDED HPS for pre-review screening, who then forwards it to the SHPO for 30-day review and comment if it is found to be complete (For an example, See Appendix D – Exhibit D). The submittal is returned to the RE if it is found to be incomplete or is otherwise unacceptable along with instructions on how to correct the deficiency. The revised submittal is then returned to IDED HPS for final vetting and delivery to SHPO.

In cases where the RE has determined that there an no historic properties present within the APE or when there are no effects on historic properties and the SHPO concurs, then the RE shall document his/her finding and attach it to the project's environmental assessment document, concluding the Section 106 process.

If historic properties will be affected by project activities, then the RE must apply the Criteria of Adverse Effect as defined at 36 CFR Part 800.5 in order to determine their magnitude. The RE is encouraged to consult directly with the IDED HPS when assessing project effects on historic properties. If, having taken into account the results of unbiased professional assessments and comments by other consulting parties, the RE concludes that the project will result in no adverse effects, then he/she shall prepare a documentation packet supporting that determination and submit it to the IDED HPS for pre-review screening and delivery to SHPO for 30-day review. If the SHPO concurs, the RE shall document his/her finding and attach it to the project's environmental assessment document, concluding the 106 process.

If the RE concludes that the project will result in adverse effects, then he/she must proceed to Step 4 in the process.

If the SHPO disagrees with the RE's definition of the project scope or APE or with the RE's finding of effect, no matter what it might be, then the RE and SHPO shall appeal to IDED to seek resolution under Stipulation VI of the programmatic agreement.

STEP 4. RESOLVE ADVERSE EFFECTS & IMPLEMENTATION OF MITIGATION MEASURES

The majority of projects covered under this agreement will not advance to Step 4. However, some will. If at the conclusion of Step 3 the RE determines that the project will result in adverse effects on historic properties, then measures must be implemented to avoid, minimize, or mitigate those effects. This will involve the direct consultation of the SHPO, the RE, the Applicant, the University of Iowa – Office of the State Archaeologist, Iowa Historic Preservation Alliance, the National Trust for Historic Preservation and other consulting parties such as Tribes or a local Historic Preservation Commission.

It is impossible to suggest stock mitigation strategies here owing to the diversity of projects covered under this agreement, the incalculable degree of their effects, and the variety of historic properties that might be involved. Cases involving adverse effects of necessity must be handled individually and based upon their own merits.

In some instances, it may be possible to redesign the project to avoid historic properties altogether or to reduce the level of effects to a degree that they are no longer adverse. Other cases may require a more involved approach to the mitigation of effects -- such as architectural documentation or archaeological data recovery -- when avoidance or design alternatives are judged to be impractical, unfeasible, or

undesirable. Timely and inclusive consultation invites diverse points of view and potential for a broad range of alternatives including thoughtful consideration to the merits and weaknesses of each.

Once the the RE, IDED and SHPO have consulted with all interested parties and the RE, IDED, and SHPO have agreed upon the most appropriate measures to address project adverse effects, they shall be formalized in a Letter of Agreement (LOA) drafted by the RE with the assistance of the IDED HPS and signed by the RE, IDED, and SHPO. Once the LOA has been executed, the mitigation measures shall be implemented according to the terms of the LOA. Copies of the fully executed LOA shall be provided to all of the signatory parties. The RE's Section 106 compliance obligations will have been met upon successful implementation of the mitigation measures as stipulated by the LOA.

Part II. CATEGORICALLY EXCLUDED ACTIVITIES

In addition to projects and activities that are either exempt under HUD regulations (24 CFR Part 58.34) or are categorically excluded as being not subject to review of the laws listed at 24 CFR Part 58.5 in accordance with 24 CFR Part 58.35(b), the signatories agree that the following types of activities do not have the potentia to cause adverse effects on historic properties, assuming such historic properties are present, and therefore the Responsible Entity has no further obligations under Section 106.

Section 1. *Administrative Costs and Non –Brick and Mortar Financial Assistance*

a. Economic development activities including equipment purchase, inventory financing, interest subsidy, operating expenses, and similar costs on associated with construction or expansion of existing operations where physical improvements, if any, will be limited to those listed in Excluded Activity 3.1—3, below;

b. Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction, including closing costs and down payments assistance, interest buydowns, interim mortgage assistance, and similar activities that result in the transfer of title where no change in use will occur and physical improvements, if any, will be limited to those listed in Excluded Activities 3.1 –3, below;

c. Building acquisition where physical improvements, if any, will be limited to those listed in Excluded Activity 3.1 – 3, below.

Section 2. *Undertakings Involving Ground Disturbance (see Chart 2)*

Non-Specific Activities.

If the project will **NOT** involve buildings, districts, objects, structures, sites, or landscapes that are 50 years or age or older in the Area of Potential Effects, **AND** either of the following conditions is met, SHPO does not need to review the project regardless of activity. Document how the project meets the qualifying criteria on an Excluded from SHPO Review Form for submittal to IDED.

Qualifying Criteria:

a. The Area of Potential Effects (APE) was intensively surveyed after 1989, determined by the federal agency not to contain historic properties, and this finding was accepted by the Iowa SHPO. This requires consultation with Office of the State Archaeologist or *I-SitesPro* online databases to determine.

b. The APE has been profoundly disturbed. *Profound disturbance* as it relates to the APE occurs when a past activity or activities have physically altered the *three-dimensional* APE of an undertaking *in its entirety* to the point where there is no potential for an archaeologically significant property to remain.

Specific Excluded Activities

When the following ground disturbing activities are proposed for any project locations not meeting the Qualifying Criteria, they will be considered excluded from further review by the SHPO or ACHP, because the activities have limited potential to adversely affect historic properties (some exceptions noted in *italics* below):

a. Photoscopic pictures of water and/or sewer pipe.

b. Re-lining of water and/or sewer pipe.

c. Point repairs of water and/or sewer pipe.

d. Hydrant replacements.

e. Manhole cover replacements.

f. New/replacement service lines and related appurtenances involving boring or slit trenches up to one (1) foot in width.

g. Equipment replacement, purchase, removal, and/or installation.

h. Disturbances confined to the current footprint of an existing facility compound, such as water and/or sewer treatment plants.

i. Directional boring of utility lines without sending and receiving pits.

j. Connecting pits relating to directional boring for utility lines no bigger than 10 feet by 10 feet.

k. In-place replacement of water and/or sewer mains, if no known National Register of Historic Places listed or eligible properties, including sites and historic districts, are within the Area of Potential Effects.

l. Wells in existing well fields.

m. Test boring/well sites to determine soil suitability, if no recorded archeological sites are in the vicinity.

n. Replacement of concrete or asphalt sidewalks.

o. Replacement of water towers on the same parcel when that parcel is less than one (1) acre in size, if water tower to be demolished is less than 50 years old and the new tower is not more than a 10% increase in capacity or an increase of more than 20 feet in height as compared to the existing water tower.

p. Utility upgrades without land disturbance.

q. Parking lot rehabilitation or construction of less than one (1) acre in size, located on row-cropped agricultural land, provided that any ground disturbance activities will be confined to the plowzone, which generally extends 10 to 12 inches below the surface.

r. Overhead power line replacement.

s. Resurfacing and/or rehabilitation of existing concrete or asphalt roads, drives, or entries where the area is within both existing horizontal and vertical alignment. *This does not apply to roads found eligible for listing on the National Register of Historic Places.*

t. Conversion of an existing gravel road to concrete or asphalt where the area is within both existing horizontal and vertical alignment. *This does not apply to roads found eligible for listing on the National Register of Historic Places.*

u. Pavement widening and/or shoulder construction and the addition of auxiliary lanes, such as turn lanes or climbing lanes where the area is within both existing horizontal and vertical alignment of an existing right of way. *This does not apply to roads found eligible for listing on the National Register of Historic Places.*

Section 3. *Undertakings Involving Architectural/Historical Resources (see Chart 3)*

Non-Specific Excluded Activities

If any of the following conditions are met, SHPO does not need to review the architectural portion of a project regardless of activity. Document how the project meets the qualifying criteria on an Excluded from SHPO Review Form for submittal to IDED.

Qualifying Criteria:

a. The Project will involve a building of any type that is less than 50 years old.

b. The Area of Potential Effect (APE) has been intensively surveyed by a professional historian or architectural historian within the last 10 years, determined not to contain historic properties, and the finding was accepted by the Iowa SHPO.

c. The APE was subject to a reconnaissance survey conducted by a professional historian or architectural historian as a result of the 2008 natural disasters (e.g., those surveys conducted through the Iowa Homeland Security and Emergency Management for FEMA undertakings), determined not to contain historic properties, and the Iowa SHPO accepted the finding.

d. The Project will involve a building that has been reviewed by the SHPO within the last 10 years and found to be "not eligible" for listing on the National Register of Historic Places.

Specific Excluded Activities

When the following activities are proposed for any architectural properties not meeting the Qualifying Criteria, they will be considered excluded from further review by the SHPO, because the activities have limited potential to adversely affect historic properties (some exceptions noted in *italics* below). Document how the project meets the qualifying criteria on an Excluded from SHPO Review Form for submittal to IDED.

1. Exterior Rehabilitation
   a. Caulking and weather stripping in a color complementary to the adjacent surfaces
   a. Scraping, extremely low-pressure (less than 100 psi) washing, and/or repainting of exterior cladding. *This does not apply to destructive surface preparation treatments, such as water blasting, sand or other particle blasting, power sanding, or chemical cleaning.*
   b. Repair or in-kind replacement of windows (i.e., new windows will duplicate the material, dimensions, design, detailing, and operation of the extant or known historic windows), as

follows *(this does not apply to the replacement of existing archaic, decorative, or architectural/structural glass)*:

i. Repair, scrape, paint, and re-glaze existing windows.
ii. Repair or in-kind replacement of window sash, glass, and/or hardware, including jam tracks. Consideration should be given first to identifying ways to repair rather than replace damaged historic materials.
iii. Repair or in-kind replacement of damaged and non-operable transoms. Consideration should be given first to repair rather than replacement of damaged historic materials.

c. Installation of storm windows and doors, provided that they conform to the shape and size of the historic windows and doors. The meeting rail of storm windows must coincide with that of the existing sash. Color should complement trim; mill finish aluminum is not acceptable.
d. Repair or in-kind replacement (i.e., the new features will duplicate the extant material, dimensions, and detailing) of the following features *(consideration should be given first to identifying ways to repair rather than replace damaged historic materials)*:
   i. Porches - railings, post/columns, brackets, cornices, steps, flooring, ceilings, and other decorative treatments.
   ii. Roofs.
   iii. Siding.
   iv. Exterior architectural details and features.
   v. Doors, including cellar/bulkhead doors.
   vi. Gutters and downspouts.
e. Repair or reconstruction of concrete/masonry walls, parapets, chimneys, or cornices, provided any new masonry or mortar matches the color, strength, composition, rake, and joint width of existing walls, and no power tools are used on historic materials. *(Work on historic masonry must follow the guidance provided in Preservation "Brief #2: Repointing Mortar Joints in Historic Masonry Buildings," currently found online at http://www.nps.gov/history/hps/tps/briefs/brief02.htm.)*
f. Bracing and reinforcing of chimneys and fireplaces, provided the bracing and reinforcing are either concealed from exterior view or removable in the future.
g. Construction or replacement of wheelchair ramps, provided the ramps are on secondary façades and will not directly impact the material fabric of the building.
h. Installation of temporary wheelchair ramps on any façade.
i. Substantial repair or in-kind replacement of signs or awnings. *This does not apply to historic sign—painted, neon, or otherwise.*

2. Interior Rehabilitation
   a. Non-destructive or concealed testing for damage assessment or identification of hazardous materials (e.g., lead paint, asbestos, etc.).
   b. Plumbing rehabilitation/replacement, including pipes and fixtures when no structural alteration is involved. *This does not apply to historic fixtures, which must be repaired for this allowance to apply.*

   c. HVAC system rehabilitation, replacement, and/or cleaning, including furnaces, pipes, ducts, radiators, or other HVAC units when no structural alteration or exposed new ductwork is involved. *This does not apply to historic fixtures, which must be repaired for this allowance to apply.*
   d. Electrical wiring, including switches and receptacles. *This Allowance does not apply to exposed wiring such as surface mounted wiring, conduits, piping, or to the installation of new systems where they will affect significant interior features.*

e. Replacement of interior fire detection, fire suppression, or security alarm systems. *This Allowance does not apply to exposed wiring such as surface mounted wiring, conduits, piping, or to the installation of new systems where they will affect significant interior features.*
f. Restroom improvements for handicapped accessibility, provided the work is contained within existing restroom and significant interior features (e.g., historic trim or architectural details) are not altered.
g. Repair or in-kind replacement of interior floors, walls, and ceilings. This applies to the repair of interior finishes, including plaster and wallboard, provided the repair is restricted to the damaged area and does not affect adjacent materials. *This does not apply to historic architectural finishes such as decorative plaster or plaster substrates for decorative materials such as murals, gold leaf, etc.*
h. Installation of drywall over existing wall surface, provided no decorative plaster or other decorative features are being covered.
i. Installation of insulation in ceilings, attic spaces, and crawl spaces.
j. Installation of insulation in wall spaces, provided an appropriate interior vapor barrier or vapor barrier paint is used and historic exterior clapboards are removed and reinstalled carefully. *This does not apply to the installation of urea formaldehyde foam insulation or any other thermal wall insulation containing water.*
k. Repair or pouring of concrete cellar floor in an existing cellar.
l. Repair or replacement of cabinets and countertops. *Historic "built-in" cabinets must be repaired for this to apply.*

3. Site Improvements
   a. Repair or in-kind replacement of driveways, parking lots, and walkways, although consideration should be given first to repair rather than replacement of damaged historic materials whenever feasible.
   b. Repair or in-kind replacement of non-historic landscaping and utilities, such as paving, planters, trellises, irrigation, and lighting.
   c. Repair or in-kind replacement of fencing and other exterior retaining or freestanding walls, provided masonry and mortar matches the color, strength, composition, rake, and joint width of historic wall and no power tools are used on historic materials. *(Work on historic masonry must follow the guidance provided in Preservation "Brief #2: Repointing Mortar Joints in Historic Masonry Buildings," currently found online at http://www.nps.gov/history/hps/tps/briefs/brief02.htm.)*

APPENDIX D

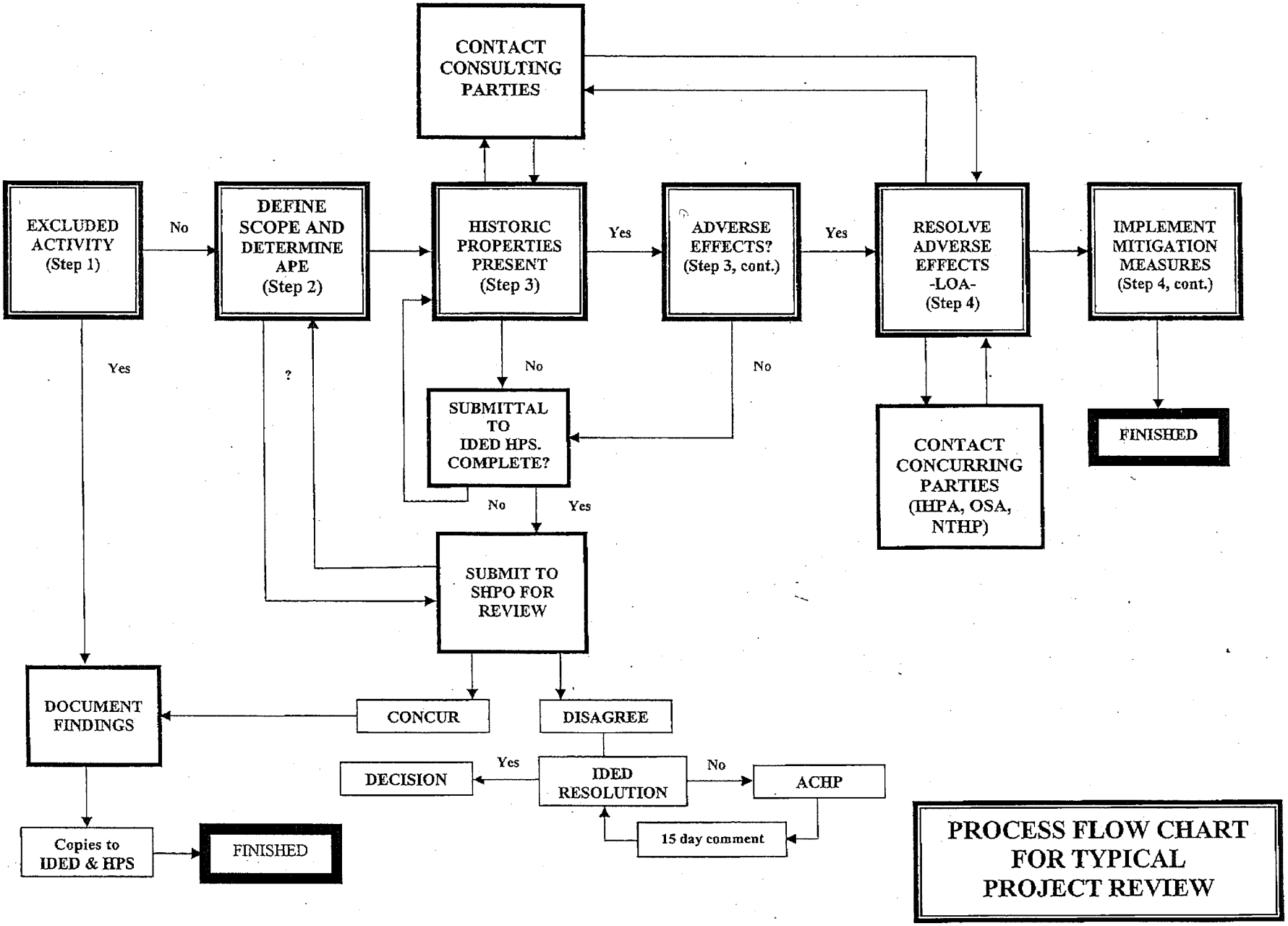
Exhibit A. FLOW AND DECISION-MAKING CHARTS.

Exhibit B. EXCLUDED FROM SHPO REVIEW, PROJECT DETERMINATION FORM

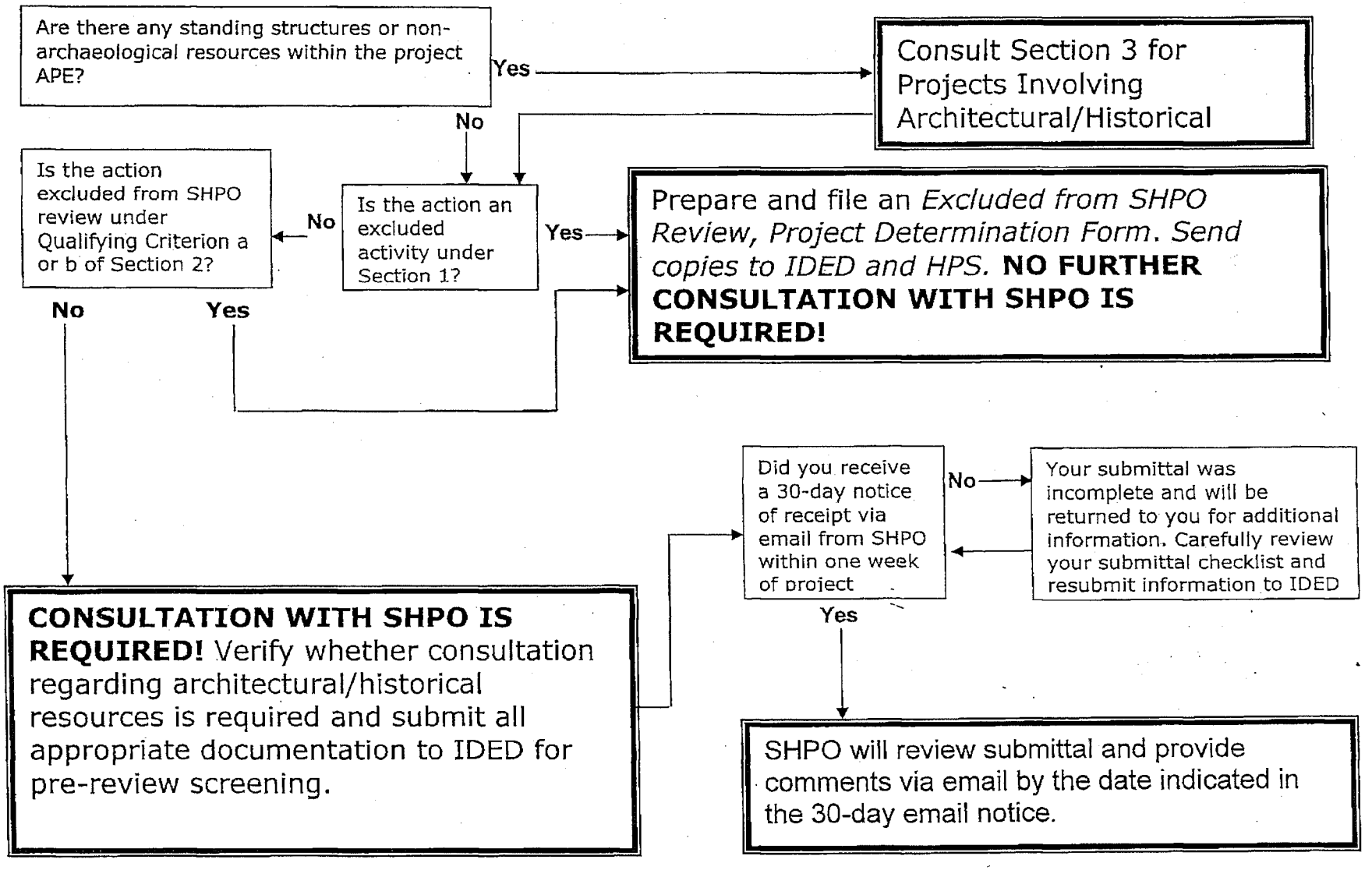
Exhibit C. REQUEST FOR SHPO COMMENT ON PROJECT FORM

Exhibit D. IOWA SITE INVENTORY FORM

Exhibit E. EXAMPLE OF COMPLETED DOCUMENT SUBMITTAL


CONTACT CONSULTING PARTIES
EXCLUDED ACTIVITY (Step 1)
No
DEFINE SCOPE AND DETERMINE APE (Step 2)
HISTORIC PROPERTIES PRESENT (Step 3)
Yes
ADVERSE EFFECTS? (Step 3, cont.)
Yes
RESOLVE ADVERSE EFFECTS -LOA- (Step 4)
IMPLEMENT MITIGATION MEASURES (Step 4, cont.)
Yes
?
No
No
SUBMITTAL TO IDED HPS. COMPLETE?
No
Yes
CONTACT CONCURRING PARTIES (IHPA, OSA, NTHP)
FINISHED
SUBMIT TO SHPO FOR REVIEW
DOCUMENT FINDINGS
CONCUR
DISAGREE
DECISION
Yes
IDED RESOLUTION
No
ACHP
15 day comment
Copies to IDED & HPS
FINISHED
PROCESS FLOW CHART FOR TYPICAL PROJECT REVIEW

DECISION-MAKING CHART FOR ACTIVITIES INVOLVING EARTHMOVING



DECISION-MAKING CHART FOR ARCHITECTURAL / HISTORICAL RESOURCES

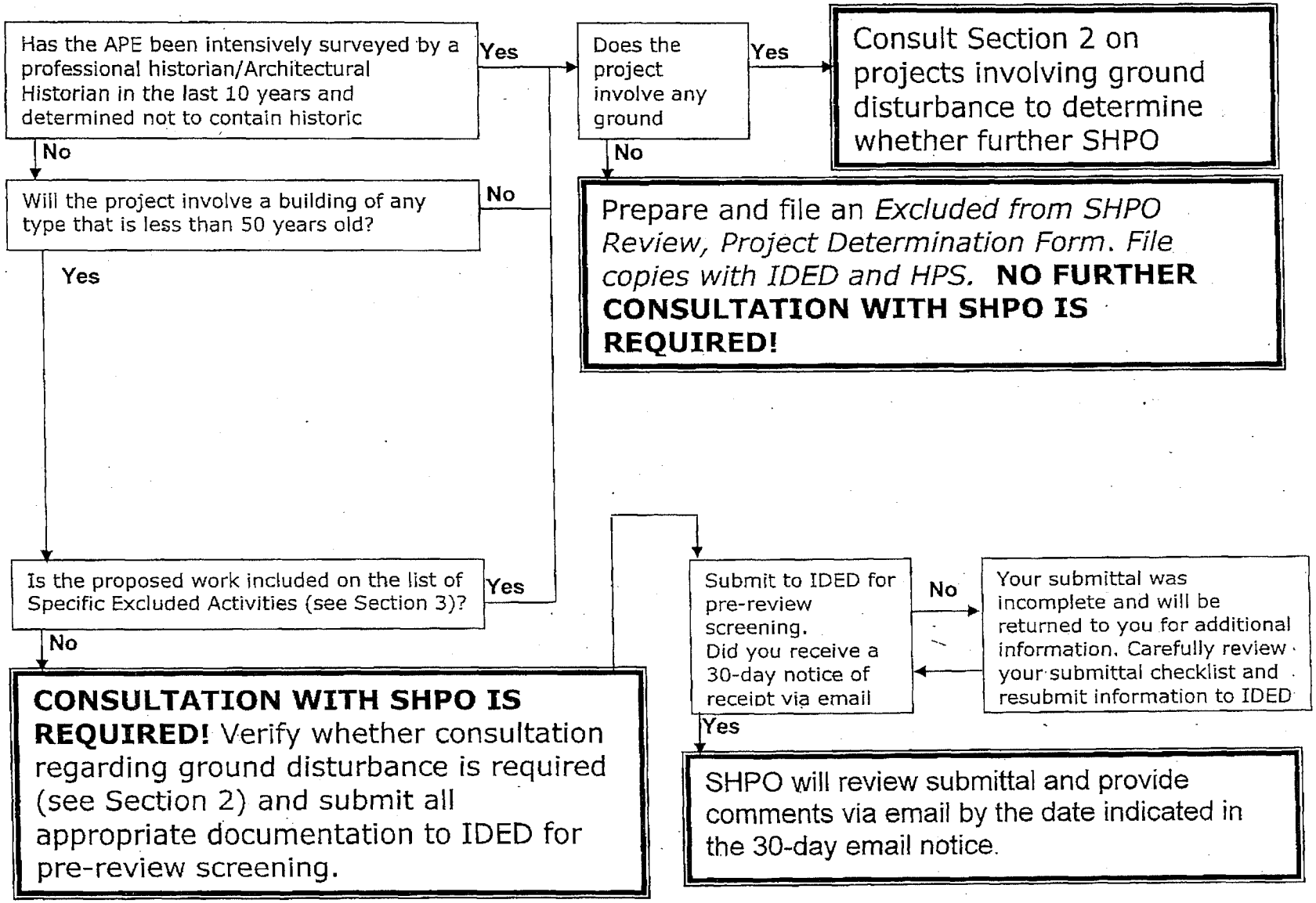


Exhibit A: B

Excluded from SHPO Review, Project Determination Form

After referencing Part II. Categorically Excluded Activities of the Natural Disasters of 2008 Programmatic Agreement between Iowa Department of Economic Development and the Iowa State Historic Preservation Officer, verify that the project activity does not need to be reviewed by SHPO, use this form to document compliance with the SHPO consultation portion of Section 106. This form will be should be put into your environmental review record.

As an example, here are the steps you would take:

- Start Environmental Review
- See if SHPO needs to review the project: Reference Part II. Categorically Excluded Activities of the Natural Disasters of 2008 Programmatic Agreement between Iowa Department of Economic Development and the Iowa State Historic Preservation Officer
- If the project activity is included fill out this form and include it in your environmental review record.
- Complete the rest of the Environmental Review

Recipient Name: **Contract Number:**
Recipient Address:

For information on this request, contact:
Contact Name: **Contact Phone Number:**

Project Description:

Project Address (Street, City, Zip):

Project County:

Reason Project Activity is Exempt from SHPO Review: reproduce reason from Part II. Categorically Excluded Activities of the Natural Disasters of 2008 Programmatic Agreement between Iowa Department of Economic Development and the Iowa State Historic Preservation Officer.

Pictures: Take a before picture of the primary façade of any buildings directly impacted by project activities. Attach them to this form.

Applicant Certification:
As the duly designated certifying official of the recipient, I also certify that: I am authorized to and do consent to assume the status of responsible federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.

_____
Signature and Title of the Certifying Officer of Applicant

Exhibit B C.

REQUEST FOR SHPO COMMENT ON A HUD PROJECT

☐ This is a new submittal
☐ This is more information relating to SHPO R&C #:

Instructions for completing this form are available in the User's Manual, found online at www.iowahistory.org/preservation under "Review and Compliance". If you have questions while completing the form, please reference the User's Manual before contacting your IDED project administrator. Please attach a copy of the lead federal agency statement and/or the signature authorization form to your submittal, if applicable.

Cover Letter: Please include a cover letter with a comprehensive description of the Area of Potential Effect (APE) and project activities. The APE should include the project area, all easements, borrow areas, equipment and material storage, and staging areas. If applicable, describe excavation and other earthmoving activities including 3-dimensional parameters (length, width, and depth).

I. GENERAL INFORMATION

a. Project name and/or Property Owner: _____
b. Property Street & Number: _____
c. County: _____ City: _____ Zip: _____
d. Lead Federal Agency: _____ CDBG Contract No: _____
e. Federal Funding Program: CDBG If HUD; check one: ☐ 24 CFR Part 50 or ☒ 24 CFR Part 58
f. Contact Person on Project: _____
Contact Address: _____ City: _____ State: _____ Zip: _____
e-mail: _____ Phone: _____

II. IDENTIFICATION OF HISTORIC PLACES

Please check box indicating whether you are requesting an archaeological and/or architectural review of your project and include each of the items requested.

☐ ***Archaeology***
- ☐ 7.5 min Quad U.S.G.S. (1-mile radius) with quad name and APE outlined (maps on-line at http://ortho.gis.iastate.edu/)
- ☐ *Site plan showing limits of proposed activities or general layout (engineering)*
- ☐ *Aerial photo: zoom to project area (photos on-line at http://ortho.gis.iastate.edu/)*
- ☐ *Description of width and depth of proposed excavation and current conditions of project area*
- ☐ *OSA site file search, Phase IA, or Phase I (whichever is appropriate per Users Manual)*
- ☐ Number of acres in project: _____
- ☐ *Legal location: Section(s)* _____ *Township(s)* _____ *Range(s)* _____

☐ ***Architecture***
- ☐ Date of original construction for the building: _____
- ☐ Previous site information available (contact Iowa Site Inventory Coordinator)
- ☐ Updated or new Iowa site Inventory Form (available online at www.iowahistory.org/preservation)
- ☐ Clear photos of property and surrounding area (see Users Manual)
- ☐ Location map (no bigger than 11x17) with APE clearly defined (Quad map or city plat map - see Users Manual)
- ☐ Copy of county or city assessor's card record or other appropriate property information (see Users Manual)
- ☐ Detailed description of proposed action, including copy of project specifications, if applicable

III. APPLICANT CERTIFICATION (Check Either Adverse Effect or No Adverse Effect for Historic Property Affected category)

Determination of Effect (Check One)

☐ **No historic properties will be affected** (i.e., none are present or there are historic properties present but the project will have no effect upon them)
☐ **No Adverse Effect to a historic property** (i.e., a historic property is present and affected. However, the project either has no adverse effect on the historic property, or the applicant or other federally authorized representative will consult with the SHPO to modify the project or impose conditions to avoid adverse effects.)
☐ **Adverse Effect to a historic property** (i.e., a historic property is present and adversely affected. The applicant, or other federally authorized representative, will consult with the SHPO and other consulting parties to resolve the adverse effect.)

I understand that the SHPO has 30 days from receipt to object to the finding, after which the SHPO waives its opportunity to comment on this undertaking.
Federally Authorized Signature: _____ Date: _____
Type name and title below ➔

Submit one copy with *each* property for which our comment is requested. Please print or type.
Return to: Review and Compliance Coordinator, State Historic Preservation Office, 600 E. Locust St, Des Moines, IA 50319-0290

Exhibit C. D

Site Inventory Form

State Historical Society of Iowa
(November 1, 2004)

State Inventory No. ____ ☐ New ☐ Supplemental
☐ Part of a district with known boundaries (enter inventory no.) ____
Relationship: ☐ Contributing ☐ Noncontributing
☐ Contributes to a potential district with yet unknown boundaries
National Register Status:(any that apply) ☐ Listed ☐ De-listed ☐ NHL ☐ DOE
9-Digit SHPO Review & Compliance (R&C) Number ____
☐ Non-Extant (enter year) ____

1. Name of Property

historic name ____

other names/site number ____

2. Location

street & number ____
city or town ____ ☐ vicinity, county ____
Legal Description: (If Rural) Township Name ____ Township No. ____ Range No. ____ Section ____ Quarter of Quarter ____
(If Urban) Subdivision ____ Block(s) ____ Lot(s) ____

3. State/Federal Agency Certification [*Skip this Section*]

4. National Park Service Certification [*Skip this Section*]

5. Classification

Category of Property (Check only one box)
☐ building(s)
☐ district
☐ site
☐ structure
☐ object

Number of Resources within Property

If Non-Eligible Property Enter number of:		*If Eligible Property, enter number of:* Contributing	Noncontributing
___	buildings	___	___ buildings
___	sites	___	___ sites
___	structures	___	___ structures
___	objects	___	___ objects
___	Total	___	___ Total

Name of related project report or multiple property study (Enter "N/A" if the property is not part of a multiple property examination).
Title ____ *Historical Architectural Data Base Number* ____

6. Function or Use

Historic Functions (Enter categories from instructions)

____
____
____

Current Functions (Enter categories from instructions)

____
____
____

7. Description

Architectural Classification (Enter categories from instructions)

____
____
____

Materials (Enter categories from instructions)

foundation ____
walls ____
roof ____
other ____

Narrative Description (☒ SEE CONTINUATION SHEETS, WHICH MUST BE COMPLETED)

8. Statement of Significance

Applicable National Register Criteria (Mark "x" representing your opinion of eligibility after applying relevant National Register criteria)

☐ Yes ☐ No ☐ More Research Recommended	A	Property is associated with significant events.
☐ Yes ☐ No ☐ More Research Recommended	B	Property is associated with the lives of significant persons.
☐ Yes ☐ No ☐ More Research Recommended	C	Property has distinctive architectural characteristics.
☐ Yes ☐ No ☐ More Research Recommended	D	Property yields significant information in archaeology or history.

County ___ Address ___ Site Number
City ___ District Number

Criteria Considerations

☐ A Owned by a religious institution or used for religious purposes.
☐ B Removed from its original location.
☐ C A birthplace or grave.
☐ D A cemetery
☐ E A reconstructed building, object, or structure.
☐ F A commemorative property.
☐ G Less than 50 years of age or achieved significance within the past 50 years.

Areas of Significance (Enter categories from instructions)

_____

_____

Significant Dates
Construction date
_____ ☐ check if circa or estimated date
Other dates, including renovation
_____

Significant Person
(Complete if National Register Criterion B is marked above)
_____

_____

Architect/Builder
Architect
_____
Builder
_____

Narrative Statement of Significance (☒ SEE CONTINUATION SHEETS, WHICH MUST BE COMPLETED)

9. Major Bibliographical References

Bibliography ☒ See continuation sheet for citations of the books, articles, and other sources used in preparing this form

10. Geographic Data

UTM References *(OPTIONAL)*

	Zone	*Easting*	*Northing*		*Zone*	*Easting*	*Northing*
1	___	_____	_____	2	___	_____	_____
3	___	_____	_____	4	___	_____	_____

☐ See continuation sheet for additional UTM references or comments

11. Form Prepared By

name/title _____

organization _____ date _____

street & number _____ telephone _____

city or town _____ state _____ zip code _____

ADDITIONAL DOCUMENTATION (Submit the following items with the completed form)

FOR ALL PROPERTIES

1. ***Map:*** showing the property's location in a town/city or township.
2. ***Site plan:*** showing position of buildings and structures on the site in relation to public road(s).
3. ***Photographs:*** representative black and white photos. If the photos are taken as part of a survey for which the Society is to be curator of the negatives or color slides, a photo/catalog sheet needs to be included with the negatives/slides and the following needs to be provided below on this particular inventory site:

Roll/slide sheet # ____ Frame/slot # ____ Date Taken ____
Roll/slide sheet # ____ Frame/slot # ____ Date Taken ____
Roll/slide sheet # ____ Frame/slot # ____ Date Taken ____

☐ See continuation sheet or attached *photo & slide catalog sheet* for list of photo roll or slide entries.
☐ Photos/illustrations without negatives are also in this site inventory file.

FOR CERTAIN KINDS OF PROPERTIES, INCLUDE THE FOLLOWING AS WELL

1. ***Farmstead & District:*** (List of structures and buildings, known or estimated year built, and contributing or noncontributing status)
2. ***Barn:***
   a. A sketch of the frame/truss configuration in the form of drawing a typical middle bent of the barn.
   b. A photograph of the loft showing the frame configuration along one side.
   c. A sketch floor plan of the interior space arrangements along with the barn's exterior dimensions in feet.

State Historic Preservation Office (SHPO) Use Only Below This Line

Concur with above survey opinion on National Register eligibility: ☐ *Yes* ☐ *No* ☐ *More Research Recommended*
☐ *This is a locally designated property or part of a locally designated district.*

Comments: _____

Evaluated by (name/title): _____ *Date:* _____

Iowa Department of Cultural Affairs
State Historical Society of Iowa

Iowa Site Inventory Form

Site Number

Related District Number

Continuation Sheet

Page

Name of Property

County

Address

City

Exhibit 5.

EXAMPLE SUBMITTAL - Architectural

~~Exhibit D.~~

Putting the "Fun" back in Government!
432 Eisenaugen Avenue, Suite 45, Zoar, Iowa 55555
p. 319.334.9000 f. 319.334.9001

March 18, 2005

State Historical Society of Iowa
State Historic Preservation Office
600 E Locust St
Des Moines. IA 50319

Re: Request for Comment on Smith House, 1230 Main Avenue, Clearly
CDBG Grant #04-HSG-001

To Whom It May Concern:

Enclosed is a Request for SHPO Comment on a Project Form and associated information for 1230 Main Avenue in Clearly, Iowa. This house on the property is to be rehabilitated using CDBG grant funds awarded to the City of Clearly, through the Iowa Department of Economic Development. This is the fifth of ten houses to be rehabilitated as part of this project.

The Area of Potential Effects (APE) for this undertaking is confined to the building parcel: Original Town, Block 10, Lot 10 (see attached map). The property includes the circa 1920 house with an attached garage (built circa 1950).

Rehabilitation of the house will include:

- replacement vinyl windows and steel doors,
- new vinyl siding,
- new composition shingle roofing,
- new interior flooring,
- mechanical improvements,
- new plumbing and electrical improvements.

Full project specifications are attached as part of this submittal. Although city sidewalks and the property's driveway will be replaced, these actions are included on the Exempt Activities list for ground disturbance within the PMOU. No other ground disturbance is planned as part of this undertaking.

A list of previously recorded properties within Clearly was obtained from SHPO Inventory Coordinator Berry Bennett on January 3, 2005. No Clearly properties are currently listed in or considered eligible for listing in the National Register of Historic Places. No previous site information is available for 1230 Main Avenue and none of the surrounding properties has been found eligible (please see attached database report).

AMENDMENT TO
PROGRAMMATIC AGREEMENT AMONG THE
IOWA DEPARTMENT OF ECONOMIC DEVELOPMENT
IOWA STATE HISTORIC PRESERVATION OFFICER, AND THE
ADVISORY COUNCIL ON HISTORIC PRESERVATION
IN RESPONSE TO IOWA'S STATEWIDE NATURAL DISASTERS OF 2008

WHEREAS the Agreement was executed in January 2009;

WHEREAS in the course of resolving obligations for release of federal funding for disaster recovery assistance, it has become clear that facilitation of expeditious use of funds to provide relief to intended recipients is needed by allowing for a phased review of historic properties, allowing for the acquisition of those properties by the Responsible Entity, as described in Title 24 of the Code of Federal Regulations;

NOW THEREFORE, in accordance with Stipulation VII of the Agreement, Iowa Department of Economic Development, Iowa State Historic Preservation Officer, and the Advisory Council on Historic Preservation agree to amend the Agreement as follows:

1. Insert the following language in Stipulation IV so it reads as follows:

E. *Property Buyout.* The signatories to this Agreement acknowledge that the government buyout of disaster affected properties in and of itself has no potential to cause effects when no other action is pursued apart from reasonable maintenance intended to stabilize the property against further deterioration and protect it from vandalism. However, consultation in accordance with the terms of Appendix C of this Agreement or with 36 CFR Part 800 in the event that this agreement is no longer in force, shall precede any action that may result in effects, including but not limited to rehabilitation, relocation, demolition, or conveyance. In meeting the requirements of Section 110 of the National Historic Preservation Act, the Responsible Entity, shall stabilize all historic buildings upon their acquisition by implementing appropriate procedures outlined in the National Park Service's *Preservation Brief 31: Mothballing Historic Buildings* (see Appendix D, Exhibit F).

Signatories

Iowa Department of Economic Development

BY: _____ Date: 3-16-10
Tim Waddell
Division Administrator, Community Development Division

State Historical Society of Iowa

BY: Barbara A Mitchell Date: March 16, 2010
Barbara A. Mitchell
Deputy State Historic Preservation Officer

Advisory Council on Historic Preservation

BY: John M. Fowler Date: 3/25/10
John M. Fowler
Executive Director

AMENDMENT NUMBER 2
TO THE PROGRAMMATIC AGREEMENT AMONG THE
IOWA DEPARTMENT OF ECONOMIC DEVELOPMENT (A.K.A. IOWA ECONOMIC DEVELOPMENT AUTHORITY),
IOWA STATE HISTORIC PRESERVATION OFFICER,
AND
THE ADVISORY COUNCIL ON HISTORIC PRESERVATION
IN RESPONSE TO IOWA'S STATEWIDE NATURAL DISASTERS OF 2008

WHEREAS, the Programmatic Agreement (PA) was executed on January 23, 2009; and

WHEREAS, an amendment to the PA is needed to ensure the Iowa Department of Economic Development (A.K.A. Iowa Economic Development Authority) and the Responsible Entitles (Res) clearly interpret the provision related to the retroactive review process outlined in Stipulation IV;

NOW, THEREFORE, in accordance with stipulation VII of the PA, the Iowa Department of Economic Development (A.K.A. Iowa Economic Development Authority), the SHPO and the Advisory Council on Historic Preservation (ACHP) agree to amend the PA as follows:

1. Insert the following language into Stipulation IV, Timing of Consultation:

   A. *Consultation of Flood Recovery Projects.* **The REs shall ensure that consultation pursuant to this agreement takes place once a project assumes a federal identity and shall be concluded prior to the commencement of that federal activity or the commitment of HUD funds to the undertaking (i.e. signing a construction contract, purchasing real property, or other choice limiting actions). A federal identity is assumed once an applicant submits an official request for HUD disaster funds to the IEDA or Recipient.** Pursuant to Section 110(k) of the NHPA, IEDA will not provide assistance to a grantee who, with the intent to avoid the requirements of Section 106, has intentionally significantly adversely affected a historic property to which the grant would relate. Retroactive reviews and consultation as outlined in Stipulations IV.B-D below will apply only to actions taken prior to September 23. 2008. Consultation for all other disaster recovery undertakings initiated after September 23, 2008 will adhere to the protocols and procedures outlined in this agreement and included in Appendix C.

2. **Change all Iowa Department of Economic Development (IDED) references to Iowa Economic Development Authority (IEDA).**

Signatories:

IOWA DEPARTMENT OF ECONOMIC DEVELOPMENT (A.K.A. IOWA ECONOMIC DEVELOPMENT AUTHORITY)

By: _____ Date: 4-2-12
Timothy Waddell, Administrator, Community Development Division

IOWA STATE HISTORIC PRESERVATION OFFICER

By: _____ Date: 3/26/2012
Jerome Thompson, Interim State Historic Preservation Officer

ADVISORY COUNCIL ON HISTORIC PRESERVATION

By: _____ Date: 4/12/12

John M. Fowler, Executive Director

AMENDMENT NUMBER 3
TO THE PROGRAMMATIC AGREEMENT AMONG
THE IOWA ECONOMIC DEVELOPMENT AUTHORITY
(FORMERLY, IOWA DEPARTMENT OF ECONOMIC DEVELOPMENT),
IOWA STATE HISTORIC PRESERVATION OFFICER
AND
THE ADVISORY COUNCIL ON HISTORIC PRESERVATION
IN RESPONSE TO IOWA'S STATEWIDE
NATURAL DISASTERS OF 2008

WHEREAS, The Programmatic Agreement (PA) was executed on January 23, 2009, amended March 2010 and amended again April 2012; and

WHEREAS, Stipulation VIII. of the PA states that the agreement will become void if its terms are not carried out within five (5) years from the date of its execution, unless amended in accordance with Stipulation VII of the agreement; and

NOW THEREFORE, in accordance with Stipulation VII., the Iowa Economic Development Authority, the Iowa State Historic Preservation Officer and the Advisory Council on Historic Preservation agree to amend the PA as follows:

STIPULATION
VII. Termination and Duration

D. This agreement, as amended, will become void if its terms are not carried out within **eight (8)** years from the date of its original execution. Prior to such time, IEDA may consult with the other signatories to reconsider the terms of the agreement and amend it in accordance with Stipulation VII of the agreement.

Signatories:

IOWA ECONOMIC DEVELOPMENT AUTHORITY

By: _____ Date: 12-23-13
Timothy Waddell, Administrator, Community Development Division

IOWA STATE HISTORIC PRESERVATION OFFICE

By: _____ Date: 20 DEC 2013
Steve King, State Historic Preservation Officer

ADVISORY COUNCIL ON HISTORIC PRESERVATION

By: _____ Date: 1/9/14
John M. Fowler, Executive Director