



COMMUNITY
INVESTMENT
FOR FAMILIES
DEPARTMENT
Paths to Prosperity

CONSOLIDATED PLANNING DIVISION NEIGHBORHOOD IMPROVEMENT SECTION

NON-PROFIT ORIENTATION

August 2023

AGENDA

1. Welcome / Introductions

1. Purpose/Goal

1. Project Work Flow / Requirements

- ❖ Project Eligibility
- ❖ Contract Execution
- ❖ Procurement
- ❖ Labor Compliance
- ❖ Invoicing
- ❖ Project Close-Out
- ❖ Service Payback



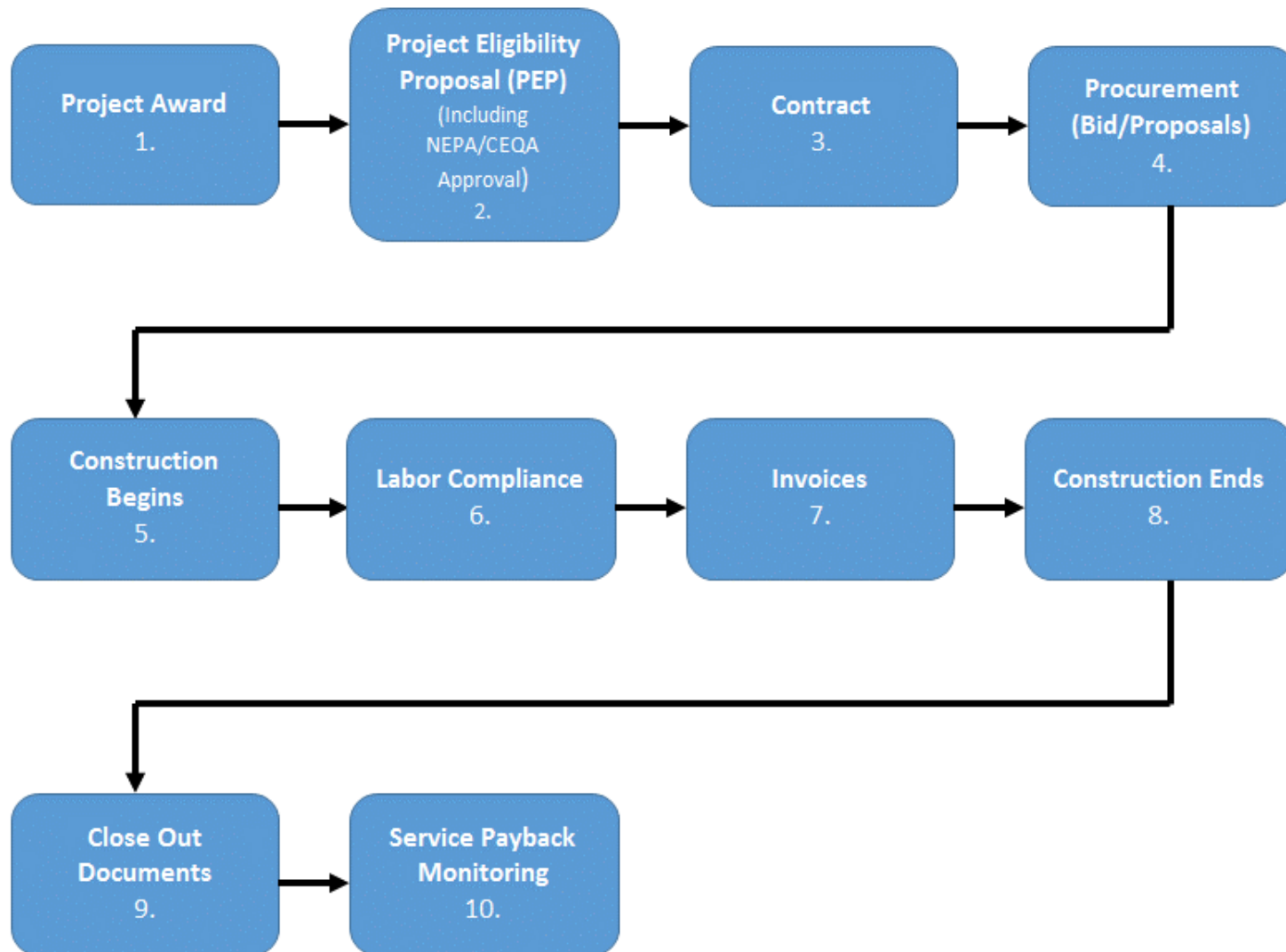
Purpose / Goal

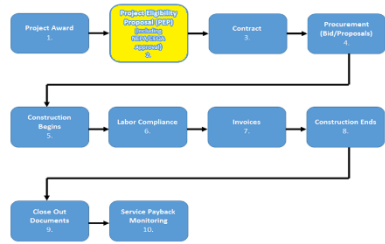
- The purpose of this training is to inform you of CDBG rules, to keep you in compliance, and to help you accomplish your national objective.
- The City's role is to help you with each step.
We want you to be in compliance and succeed.
- Diligently complying with CDBG rules will prevent risks to your funding, and constant dialog with your Program Analyst will help avoid timeliness issues that could lead to funds being reprogrammed and funds being returned to HUD.

Terminology

- The United States Department of Housing and Urban Development (HUD), a federal agency, is the grantor of the Community Development Block Grant (CDBG).
- The City of Los Angeles, through the Community Investment for Families Department (CIFD), is the administrator of the CDBG grant, and also called the grantee or recipient agency.
- The non-profit agency who is directly awarded CDBG funds by City Council is a sub-recipient agency. The non-profit becomes CIFD's contractor.
- The agency that the non-profit will hire to build the project is called the general contractor. As such they will be a CIFD sub-contractor, though they are usually referred to as “the general contractor.” Any lower tier agency hired by the general contractor is known as a sub-contractor.
- **National Objective**: Activities that will benefit low-and-moderate income (LMI) residents, most often through area benefit (LMA) or clientele benefit (LMC).

Project Work Flow

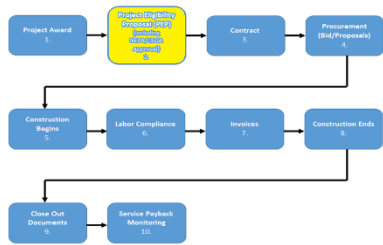




Project Eligibility Proposal (PEP)

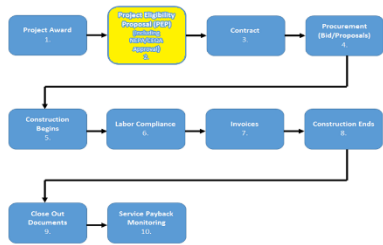
PEP STRUCTURE

- ▶ DUNs Number
- ▶ Project Description
- ▶ Scope of Work
- ▶ How will funds be used/spent
- ▶ Other sources of funding
- ▶ Identify National Objective (LMA or LMC)
- ▶ Performance Measurement -Project Milestones
- ▶ Outcome Indicator - # of clients served
- ▶ Environmental Clearance: NEPA and CEQA review
- ▶ Photos of existing condition



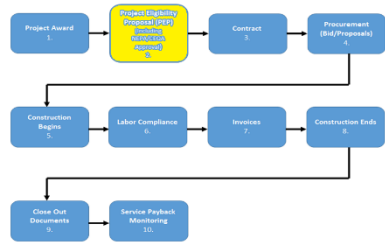
ENVIRONMENTAL REVIEW

- ▶ National Environmental Protection Act (NEPA) review is required if federal funds such as CDBG are used
- ▶ California Environmental Quality Act (CEQA) analysis is required if project qualifies under CEQA definition of a Project
 - ▶ An activity causing either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and any of the following:
 - ▶ (a) Directly undertaken by any public agency.
 - ▶ (b) Supported, in whole or in part, through contracts, grants, subsidies, loans, or assistance from public agency.
 - ▶ (c) Issuance of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies.
- ▶ If construction has started, it needs to **STOP** immediately and resume when PEP is approved. Any costs incurred prior to NEPA review is an ineligible cost.



ENVIRONMENTAL REVIEW

- ▶ Environmental Checklist Form 101
- ▶ Project name, address, description, site photos and contact information
 - ▶ Funding amounts and sources
 - ▶ Phase I and II reports
 - ▶ Historic review
 - ▶ Planning information
 - ▶ CEQA status
 - ▶ Are following activities proposed?
 - ▶ Demolition (Asbestos and Lead reports in built before 1978)
 - ▶ Relocation
 - ▶ New construction (include soil report)
 - ▶ Is any of the following present?
 - ▶ California oak trees, Storage tanks, Transformers
 - ▶ Noise report
 - ▶ Photos of site of work

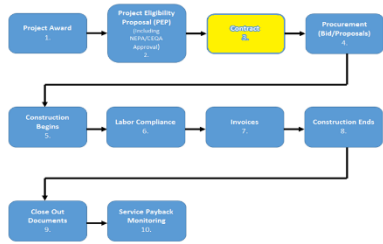


Project Eligibility Proposal (PEP)

THINGS TO REMEMBER

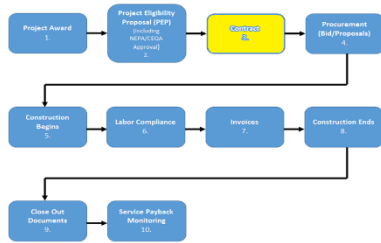
- ▶ PEP is submitted by Program Analyst on behalf of the non-profit
- ▶ PEP needs to be approved BEFORE incurring costs AND signing contract with the City
- ▶ PEP serves as project final review for CDBG eligibility

City Contract with the Non-Profit



- ▶ Program Analyst will supply you with a contract precondition documents checklist
- ▶ Insurance (<https://kwikcomply.org/>)
- ▶ Corporate/Business documents and legal instrument
- ▶ Contract Terms w/ service payback, if applicable
- ▶ State Department of Industrial Relations registration
- ▶ Deed of Trust and Promissory Note

City Contract with the Non-Profit



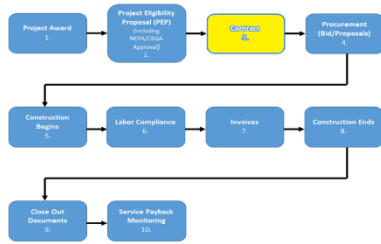
NEIGHBORHOOD IMPROVEMENT PROJECT CONTRACT CHECKLIST



Project Title: _____
Agency Name: _____

	Check Box	Document / Information Needed
1	<input type="checkbox"/>	Approved Project Eligibility Proposal (PEP)
2	<input type="checkbox"/>	Proof of Insurance http://track4la.lacity.org
3	<input type="checkbox"/>	Notice of Exemption or Other CEQA Compliance Document(s)
4	<input type="checkbox"/>	Contractor Contact Information
5	<input type="checkbox"/>	Calif. Corp Status "Active" California Business Search
6	<input type="checkbox"/>	Business Tax Registration or VRN "clear" http://finance.ci.la.ca.us/LATAXReports/Index.html
7	<input type="checkbox"/>	Code of Conduct Certification of Board Resolution
8	<input type="checkbox"/>	Articles of Incorporation or equivalent
9	<input type="checkbox"/>	Corporate or Business By-laws
10	<input type="checkbox"/>	Current Board Roster with Contact Info
11	<input type="checkbox"/>	Certification of Authorities Form
12	<input type="checkbox"/>	Board Resolution – Executorial Authority
13	<input type="checkbox"/>	DUNS # (http://mycredit.dnb.com/search-for-duns-number/)
14	<input type="checkbox"/>	W-9
15	<input type="checkbox"/>	IRS 501 c(3) letter
16	<input type="checkbox"/>	Equal Benefits Ordinance (EBO) Compliance Affidavit and First Source Hiring Ordinance Compliance Affidavit www.labavn.org
17	<input type="checkbox"/>	Slavery Disclosure Ordinance (SDO) Affidavit www.LABAVN.org
18	<input type="checkbox"/>	CRO Questionnaire
19	<input type="checkbox"/>	CRO Pledge of Compliance
20	<input type="checkbox"/>	Promissory Note
21	<input type="checkbox"/>	Deed of Trust and Assignment of Rents
22	<input type="checkbox"/>	Legal Property Description
23	<input type="checkbox"/>	Map
24	<input type="checkbox"/>	Is Service Payback required? Check <input type="checkbox"/> (Y) <input type="checkbox"/> (N)
25	<input type="checkbox"/>	Start of Payback Services within () Months After Project Completion
26	<input type="checkbox"/>	Service Payback Description (Types and Frequency)
27	<input type="checkbox"/>	Days and Hours of Payback Services and # of Clients Served Per Year
28	<input type="checkbox"/>	Contract Term
29	<input type="checkbox"/>	Scope of Work
30	<input type="checkbox"/>	Performance Schedule / Project Timeline
31	<input type="checkbox"/>	3 original Signature Pages

Department Of Industrial Relations (DIR) Registration



Public Works | Awarding Bodies

Awarding Bodies

What Is an Awarding Body?

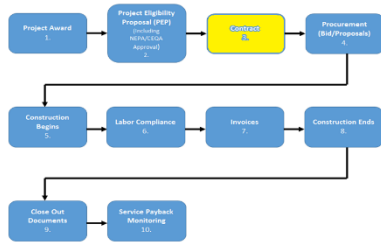
An awarding body is the entity that awards a contract for public works and is sometimes known as the project owner. The awarding body can be any kind of public agency or official (state, county, city, school board, water district, etc.) or a private entity using public funds.

Awarding Body Responsibilities

- ✓ Register public works projects with DIR. [Project registration](#) must be completed within five days of awarding the contract.
- ✓ Obtain [prevailing wage rates](#) from DIR.
- ✓ Notify potential contractors that they must register with DIR and that the project is subject to enforcement by DIR.
- ✓ Require proof of public works contractor registration before accepting a bid or awarding a contract. To find actively registered contractors, use: [Public Works Contractor Registration Search](#).
- ✓ Post or require contractors to post jobsite notices on public works requirements.
- ✓ Ensure that public works contractors pay [prevailing wages](#) and are in compliance with [public works laws](#).
- ✓ Report any suspected public works violations to the Labor Commissioner.

<https://www.dir.ca.gov/Public-works/Awarding-Bodies.html>

Department Of Industrial Relations (DIR) Registration



Awarding Bodies

What Is an Awarding Body?

An awarding body is the entity that awards a contract for public works and is sometimes known as the project owner. The awarding body can be any kind of public agency or official (state, county, city, school board, water district, etc.) or a private entity using public funds.

Awarding Body Responsibilities

- ✓ Register public works projects with DIR. **Project registration** must be completed within 30 days of awarding the contract, but no later than the first day in which a contractor has workers employed upon



California Department of
Industrial Relations

CA.gov | Contact Us | DLSE

Division of Apprenticeship Standard / Division of Labor Standards Enforcement

Home Labor Law Cal/OSHA - Safety & Health Workers' Comp Self Insurance Apprenticeship Director's Office Boards

Home | [External Lookup](#)

Public Works Projects Registration (PWC-100) for all Awarding Agencies

Welcome to the PWC 100 form online application page. The PWC 100 form should be completed by the awarding body. The completion and the submission of this form fulfills the required public works project award notification as required by Labor Code sec. 1773.3 (replacing former DAS-13 notification) and 8 Cal. Code Reg. sec. 16451(a).

An awarding body or body awarding the contract means department, board, authority, officer or agent awarding a contract for public work. In most cases the awarding body is a unit of state or local government, such as a city, county, school district, water district, special district, or a state agency. However, in some cases the body awarding the contract may be a private entity that uses public funds for a public works construction project.

[Browser Support](#)

Please keep your login and password since you may only register once.

Sign In

Username or Email:
E-mail Address

Password:

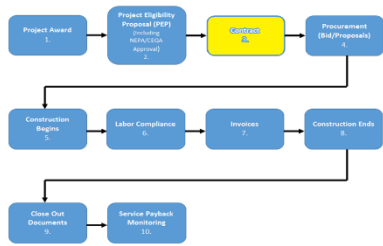
☐ Remember me on this computer

 **Sign In**

 **Forgot Password**

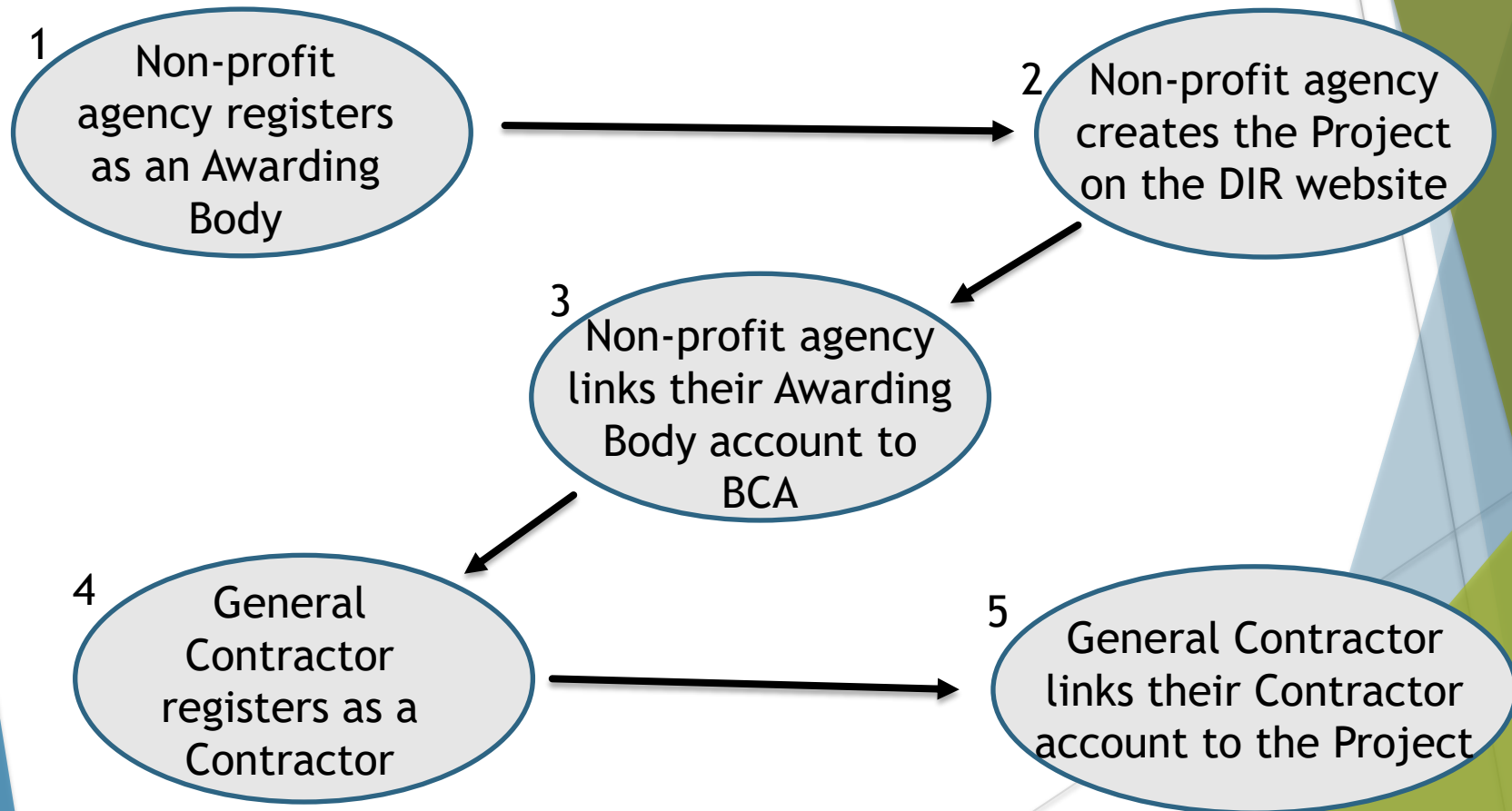
 **First Time User**

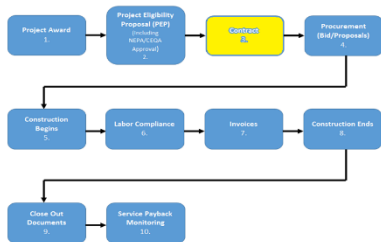
To create an account please select the First Time User button above.
Note that user ID and password are case sensitive.



Department Of Industrial Relations (DIR) Registration

The Five DIR Actions Applicable to Non-Profits





Performance Schedule / Project Timeline

Quarterly Project Progress Report

CONSOLIDATED PLANNING DIVISION NEIGHBORHOOD IMPROVEMENT SECTION

PERFORMANCE SCHEDULE / PROJECT TIMELINE

NAME OF PROJECT: _____

NAME OF CONTRACTOR: _____

MILESTONE	DESCRIPTION	TIME FRAME (If not applicable, write N/A)
Pre-Design	Planning, environmental review & mitigation, relocation, zoning	
Design	Architectural design/plan, CASp, permits, cost review.	
Procurement	HUD Section 3 outreach, bid opening, contractor selection, contract award, bonds, insurance.	
Construction	Physical construction begins, labor compliance, invoices, inspections	
Post-Construction	Certificate of Occupancy, Notice of Completion, related final sign-off	
Close Out	Lien releases, HUD Section 3 Summary Report, final invoice, HCID closeout documents.	
Ready for Use	Date expected to open and serve the public.	



CONSOLIDATED PLANNING DIVISION NEIGHBORHOOD IMPROVEMENT SECTION QUARTERLY PROJECT PROGRESS REPORT

☒ 1st Qtr: July – Sept
(Due Oct 10)

☐ 2nd Qtr: Oct-Dec
(Due Jan 10)

☐ 3rd Qtr: Jan – March
(Due April 10)

☐ 4th Qtr: April – June
(Due July 10)

DATE: [Click here to enter text.](#)

PROJECT TITLE: [Click here to enter text.](#)

PROJECT MANAGER: [Click here to enter text.](#)

PHONE NUMBER: [Click here to enter text.](#)

EMAIL ADDRESS: [Click here to enter text.](#)

REPORT PREPARED BY: [Click here to enter text.](#)

PHONE NUMBER: [Click here to enter text.](#)

EMAIL ADDRESS: [Click here to enter text.](#)

PROJECT PHASE: ☐ PEP/CONTRACT ☐ DESIGN ☐ BID/PROCUREMENT
☐ CONSTRUCTION ☐ CLOSE OUT ☐ COMPLETE

STATUS: Based on the PROJECT PHASE (as indicated above), please discuss the following:

1. Percentage of Current Project Phase Completed:

[Click here to enter text.](#)

2. Anticipated Current Project Phase Completion Date:

[Click here to enter text.](#)

3. Description of Work Completed:

[Click here to enter text.](#)

4. Issues/Concerns/Action Plan:

[Click here to enter text.](#)

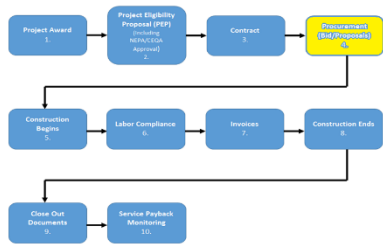
PROJECTED EXPENDITURES IN THE UPCOMING QUARTER: [Click here to enter text.](#)

PROJECT ANTICIPATED COMPLETION DATE: [Click here to enter text.](#)

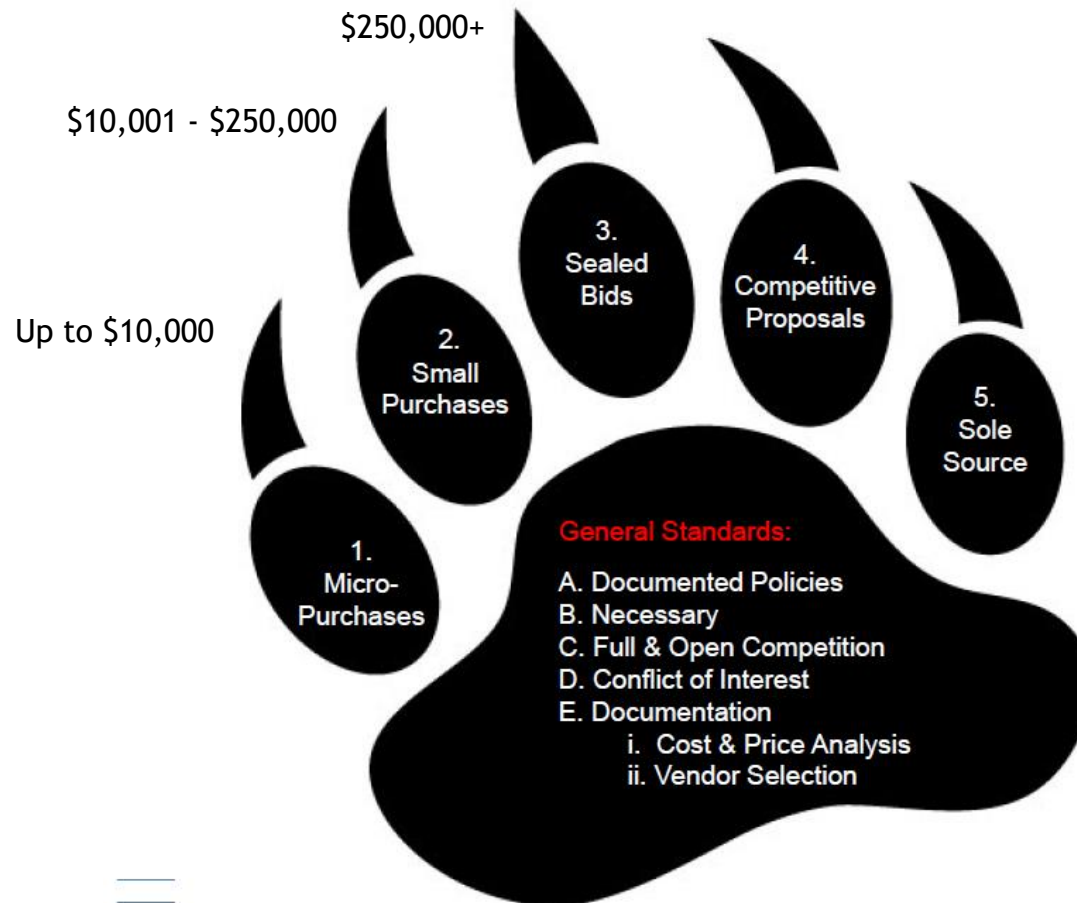
TOTAL EXPENDITURES TO DATE: [Click here to enter text.](#)

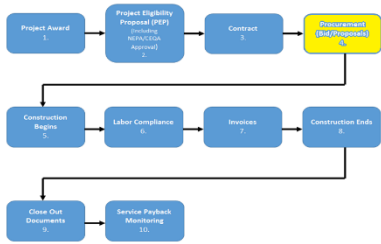
REMINDER: PLEASE SUBMIT INVOICE(S) FOR PAYMENT PROCESSING.

Federal Procurement Regulations



Procurement “Claw” (Sections 200.317-326)

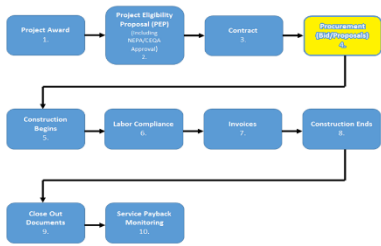




CONSTRUCTION BIDDING

2CFR200.320(c)

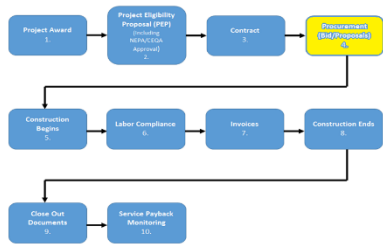
- ▶ Federal regulations require open, fair, competitive bidding process that prevents conflicts of interest and obtains the best value.
- ▶ For bids estimated at >\$250,000, Sealed Bidding
- ▶ For bids estimated at <\$250,000, Sealed Bidding or Informal Bidding.
- ▶ Sealed Bidding is *preferred* for any type of construction work at any dollar amount.
- ▶ Your Project Analyst will provide you with a sample Bid Package.



CONSTRUCTION BIDDING

2CFR200.320(c)

- ▶ Solicitation documents (aka Request for Proposals / Bid Package) must include at a minimum:
 - ▶ Clearly defined scope of items and/or services being procured
 - ▶ Schedule of values (for comparison with other bidders)
 - ▶ Section 3 information
 - ▶ Project is funded using federal funds
 - ▶ Federal and state prevailing wage information.
- ▶ Consider putting “ALTERNATES” on bid package to allow “ADD/DELETE” items to conform with availability of funds.

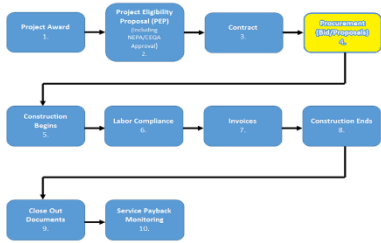


CONSTRUCTION BIDDING

2CFR200.320(c)

The order of operations for Sealed Bidding occurs as follows:
(per 2 CFR 200.320)

1. The non-profit should obtain a Class C (aka sq. ft.) cost estimate, from an architect or other vendor.
1. The non-profit can create their own bid package. They can also edit the City's sample bid package, where necessary. The final bid package must be reviewed and approved by Program Analyst.
1. The non-profit must advertise in local publications, as well as inform local companies on the Section 3 Business Registry of a bidding opportunity. Allow enough time to conduct outreach.
1. At the end of the bidding phase, a public Bid Opening will be held. Provide the City with a copy of the sign in sheet to this public Bid Opening.



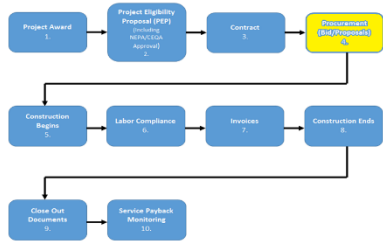
CONSTRUCTION BIDDING

2CFR200.320(c)

5. Discern which bidder is the most responsive and responsible bidder at the lowest price. Provide all bid response to the City. Fill out the City-provided Decision Chart to help demonstrate due diligence.
5. Begin contract negotiations with selected bidder. Prepare a draft contract, which must incorporate the non-profit's contract with the City, the contractor's bid response by reference, and prevailing wage determination. Provide draft contract to Program Analyst for approval.
5. Provide your Program Analyst with a copy of the signed contract. Work with the new contractor to obtain bonds, a dual obligee rider, and insurance before construction begins.
6. Provide Program Analyst your Notice to Proceed document for approval.

Consultant Bidding

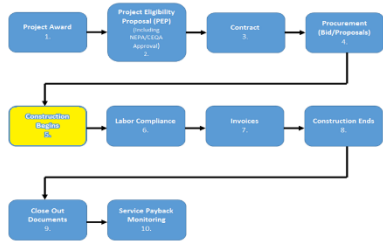
2CFR200.320(b) & (d)



- ▶ If estimated A/E consultant cost < **\$250K**, the process is the same as Construction Bidding without bid publication, labor, bonding, and other non-applicable City bid requirements, but showing that at least three qualified consultants were solicited.
- ▶ If estimated consultant cost > **\$250K**, the process is the same as Construction Bidding without the City contract's labor-related and bonding requirements.
- ▶ A/E Consultant - Certified Access Specialist (CASP) designation. <https://www.dgs.ca.gov/casp>

Section 3 Compliance

<https://www.hud.gov/section3>



HUD Section 3 requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide training, employment, contracting and other economic opportunities to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons.

Applicable to construction projects over \$200,000:

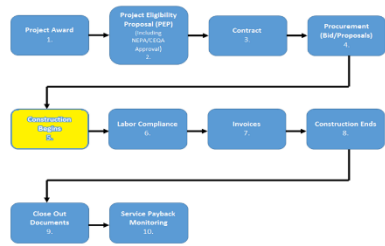
- Low-income residents and Section 3 Business - opportunity to be hired; compete for contracts

Section 3 General Contractors in the LA area are listed on the Section 3 Business Registry at <https://hudapps.hud.gov/OpportunityPortal/searchBusiness.action>

To meet Section 3's Quantitative Goals, contractors must have 25% of total project workers hours conducted by Section 3 Workers (low income workers), and 5% of total project workers hours conducted by Target Section 3 Workers (low income workers who live near the project site or are YouthBuild workers).

If the Quantitative Goals are *not* met, the City, the non-profit, and the general contractor must complete various good faith efforts to employ low-income workers.

These efforts include the use of apprentices, the posting of Economic and Workforce Development Department materials at the work site, and the contacting of local WorkSource and YouthSource Centers run by the City.



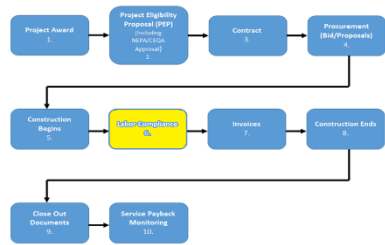
Build America, Buy America

<https://www.madeinamerica.gov/>

Per Sec. 70911 of the Infrastructure, Investment, and Jobs Act of 2021, this project is required to comply with the Build America, Buy America (BABA) regulations.

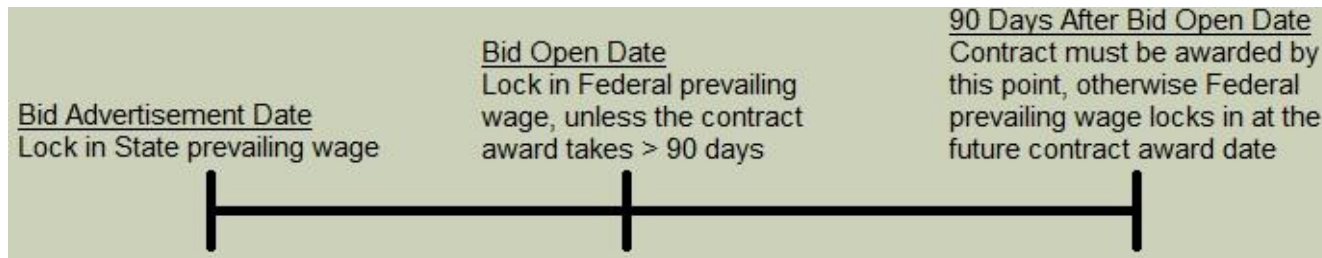
As the CDBG funds in this project originate from the United States Department of Housing and Urban Development (HUD), the guidance from HUD on the implementation of BABA must be used. On March 15, 2023 HUD published Docket [No. 6331-N-10A](#), setting a phased implementation of the BABA requirements for HUD projects.

For *this* CDBG grant for Program Year 49, of the possible BABA categories of 'Iron and Steel,' 'Construction Materials,' and 'Manufactured Products,' **only the following category applies: Iron and Steel**. More information about BABA can be found in the public law, the federal office [working on BABA implementation](#), and HUD's [guidance for BABA implementation](#).

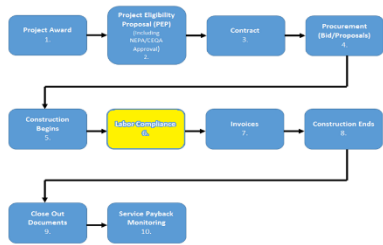


Labor Compliance Federal (Davis-Bacon) & State (DIR)

- ▶ Pay the **higher** of applicable Federal and State labor rates.
- ▶ Pay close attention to the lock-in date timeline. State “locks in” prevailing wage at the beginning of the process, while Federal “locks in” near the end of the process.

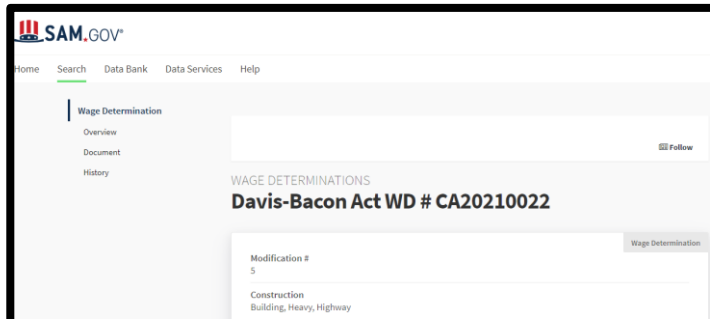


- ▶ The general contractor should be prepared to compare Federal and State wage rates and to identify the higher rate to pay workers.
- ▶ HCID staff will interview construction workers at random to ensure compliance. Results of interviews will be provided to BCA for further action.
- ▶ Labor compliance documents need to be sent or uploaded to BCA



Labor Compliance Federal & State

Federal Wage Rates



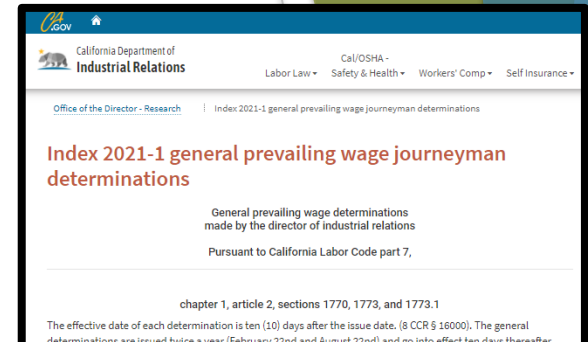
LAB00300-003 07/01/2020

	Rates	Fringes
LABORER (TUNNEL)		
GROUP 1.....	\$ 42.54	21.04
GROUP 2.....	\$ 42.86	21.04
GROUP 3.....	\$ 43.32	21.04
GROUP 4.....	\$ 44.01	21.04
LABORER		
GROUP 1.....	\$ 36.39	21.04
GROUP 2.....	\$ 36.94	21.04
GROUP 3.....	\$ 37.49	21.04
GROUP 4.....	\$ 39.04	21.04
GROUP 5.....	\$ 39.39	21.04

LABORER CLASSIFICATIONS

GROUP 1: Cleaning and handling of panel forms; Concrete screeding for rough strike-off; Concrete, water curing; Demolition laborer, the cleaning of brick if performed by a worker performing any other phase of demolition work, and the cleaning of lumber; Fire watcher, limber, brush loader, piler and debris handler; Flag person; Gas, oil and/or water pipeline laborer; Laborer, asphalt-rubber material

State Wage Rates



GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS PURSUANT TO CALIFORNIA LABOR CODE PART 7, CHAPTER 1, ARTICLE 2, SECTIONS 1770, 1773 AND 1773.1 FOR COMMERCIAL BUILDING, HIGHWAY, HEAVY CONSTRUCTION AND DREDGING PROJECTS

Craft: Laborer and Related Classifications *

Determination:
SC-23-102-2-2020-1

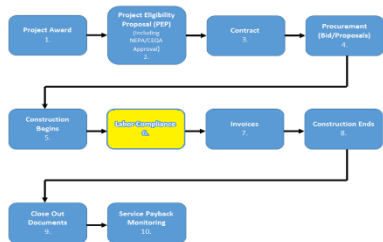
Issue Date:
August 22, 2020

Expiration date of determination:
June 30, 2021** The rate to be paid for work performed after this date has been determined. If work will extend past this date, the new rate must be paid and should be incorporated in contracts entered into now. Contact the Office of the Director - Research Unit for specific rates at (415) 703-4774.

Localities:
All localities within Imperial, Inyo, Kern, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Luis Obispo, Santa Barbara, and Ventura counties.

Wages and Employer Payments:

Classification ^a (Journeyman ^b)	Basic Hourly Rate	Health and Welfare	Pension	Vacation and Holiday ^b	Training	Other	Hours	Total Hourly Rate	Daily Overtime Hourly Rate (1 ½ X) ^c	Saturday Overtime Hourly Rate (1 ½ X) ^{cd}	Sunday/ Holiday Overtime Hourly Rate (2 X)
Group 1	\$36.39	\$8.00	\$9.31	\$4.87	\$0.70	\$0.61	8.0	\$59.88	\$78.075	\$78.075	\$96.27
Group 2	\$36.94	\$8.00	\$9.31	\$4.87	\$0.70	\$0.61	8.0	\$60.43	\$78.900	\$78.900	\$97.37
Group 3	\$37.49	\$8.00	\$9.31	\$4.87	\$0.70	\$0.61	8.0	\$60.98	\$79.725	\$79.725	\$98.47
Group 4	\$39.04	\$8.00	\$9.31	\$4.87	\$0.70	\$0.61	8.0	\$62.53	\$82.050	\$82.050	\$101.57
Group 5	\$39.39	\$8.00	\$9.31	\$4.87	\$0.70	\$0.61	8.0	\$62.88	\$82.575	\$82.575	\$102.27



Semi-Annual Labor Standards Report - HUD 4710

Semi-Annual Labor Standards Enforcement Report - Local Contracting Agencies (HUD Programs)	U.S. Department of Housing and Urban Development Office of Labor Relations	HUD FORM 4710
		OMB Approval Number 2501-0019 (Exp. 09/30/2013)

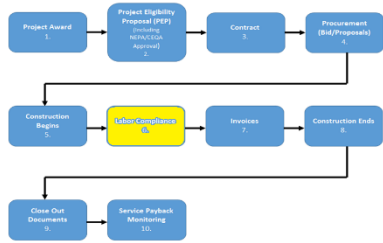
Agency Name: <input type="text"/>	Agency Type: [e.g., CDBG, PHA, TDHEIHA] <input type="text"/>	State: <input type="text"/>	LR2000 Agency ID #: (HUD Use Only) <input type="text"/>
Period Covered: Check One and Enter Year(s)			
<input type="checkbox"/> Period 1: October 1, <input type="text"/> to March 31, <input type="text"/>		<input type="checkbox"/> Period 2: April 1, <input type="text"/> to September 30, <input type="text"/>	
Agency Contact Person: <input type="text"/>		Agency Contact Phone/E-mail: <input type="text"/>	

PART I - CONTRACTING ACTIVITY*

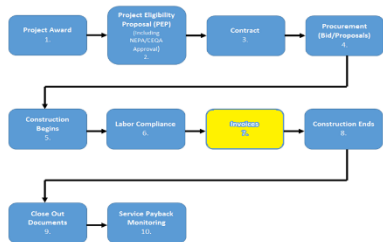
Pertains ONLY to projects awarded during the reporting period.

1.	Number of prime contracts subject to the Davis-Bacon and Related Acts (DBRA) and/or the Contract Work Hours and Safety Standards Act (CWHSSA) awarded this period Note: Do not include contracts included in previous semi-annual reports			<input type="text"/>
2.	Total dollar amount of prime contracts reported in item 1 above			\$ <input type="text"/>
3.	List for each contract awarded this period:			
	Project Name/Number	Contract Amount	Wage Decision Number	Wage Decision Lock-In Date
EXAMPLE:	"Boy's Club Renovation # CD54005-65"	"\$0,000,000.00"	"FL040001/Mod 3, 6/25/04, Building"	"07/02/04 bid open date" ◀ Lock ?
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Budget & Expenditure Plan




- ▶ Project Budget - detailed line item of construction costs (soft and hard costs) for the completion of the project.
- ▶ Identify all sources of funds
- ▶ Expenditure Plan - projected cost the non-profit will spend in carrying out the activities within the budget and performance schedule.
- ▶ Submit budget and expenditure plan before submitting first invoice.



INVOICES

- ❖ Be as clear as possible, using the “Description” column to itemize
- ❖ For long term projects, please submit invoices quarterly, at a minimum
- ❖ Request for payment using CIFI’s Cash Requisition form with two signatures
- ❖ Cost reimbursement only
- ❖ Two-party checks and one-party direct deposits are also available
- ❖ Submit CIFI’s form with cover letter and supporting documents
- ❖ CIFI may retain up to 10% of project funds until all documentation, payrolls, and investigations have been resolved, as indicated in the contract



CASH REQUISITION FORM

FOR NEIGHBORHOOD DEVELOPMENT PROJECTS

For costs related to:
ACQUISITION
PRE-DEVELOPMENT
CONSTRUCTION

CONTRACTOR INFORMATION		PAYMENT OPTIONS	
Contract Number	Requisition Number	PAYMENT OPTIONS <small>FILL IN IF DUAL-PAYEE CHECK ISSUED</small>	
Contractor/Borrower		Other Payee(s)	Amount
Project Title			
Mailing Address			
Travis Number	<input type="checkbox"/> Cash Reimbursement <input type="checkbox"/> Service Reimbursement		
Period Covered			

BUDGET AND EXPENDITURE INFORMATION					
Description <small>Column 1</small>	Budget <small>Column 2</small>	Expenditures to Date <small>Column 3</small>	Less Prior Reimb. <small>Column 4</small>	Cash Req. This Period <small>Column 5 (Col 3 - Col 4)</small>	Balance Available <small>Column 6 (Col 2 - Col 3)</small>
TOTAL					

CERTIFICATION BY CONTRACTOR/BORROWER

We have attached supporting documents for expenditures reported. We hereby certify under the penalty of perjury under the laws of the State of California that this check requisition and its supporting documents, are true in all respects and that all funds are used or will be used solely for the purposes set forth in the agreement entered into by this Contractor/Borrower and the Community Development Department (CDD) and are in compliance with HUD regulations. We also understand that the eligibility of cash requested is subject to final acceptance by CDD and that payroll tax returns are filed timely and applicable payroll taxes are paid.

CONTRACTOR'S NAME (PRINT) AND SIGNATURE* _____ DATE: _____

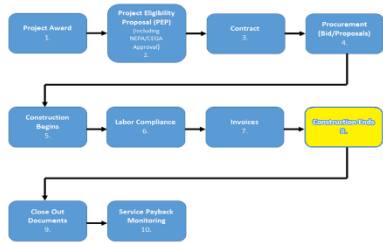
AUTHORIZING REPRESENTATIVE'S NAME (PRINT) AND SIGNATURE* _____ DATE: _____

* Required

FOR CITY USE ONLY	
<p style="text-align: center; font-weight: bold; font-size: 0.8em;">REVIEWED AND APPROVED FOR PAYMENT</p> <p>PROJECT MONITOR _____ DATE _____</p> <p>PROJECT HEAD _____ DATE _____</p> <p style="font-size: 0.7em;">Above authorization certifies that contractor/developer is in compliance with all applicable federal and city contract requirements. Appropriate program monitoring is regularly conducted, and all source documents supporting these costs have been reviewed for eligibility and are maintained as file.</p> <p style="font-size: 0.7em;">INDICATE REASON BELOW IF HELD FOR MORE THAN 150 DAYS</p>	<p style="text-align: center; font-weight: bold; font-size: 0.8em;">ACCOUNTING DIVISION/GRANTS SECTION</p> <div style="display: flex; justify-content: space-between;"> <div> <p><input type="checkbox"/> INSURANCE</p> <p><input type="checkbox"/> CHECKED LOG</p> <p><input type="checkbox"/> UNO</p> </div> <div> <p><input type="checkbox"/> RECEIPT VERIFICATION</p> <p><input type="checkbox"/> STRC/VRN</p> <p><input type="checkbox"/> ESO</p> </div> </div> <p>HOLD RELEASE DATE: _____</p> <p>REASON FOR HOLD: _____</p> <div style="margin-top: 10px;"> <p>Funding Source: _____ Amount _____</p> <p>Payment Voucher Number: _____</p> </div>



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Lien Releases Construction Only

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant: _____
 Name of Customer: _____
 Job Location: _____
 Owner: _____
 Through Date: _____

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: _____
 Amount of Check: \$ _____
 Check Payable to: _____

Exceptions

This document does not affect any of the following:
 (1) Retentions.
 (2) Extras for which the claimant has not received payment.
 (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:
 Date(s) of waiver and release: _____
 Amount(s) of unpaid progress payment(s): \$ _____
 (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Signature

Claimant's Signature: _____
 Claimant's Title: _____
 Date of Signature: _____

CONDITIONAL WAIVER AND RELEASE ON FINAL PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant: _____
 Name of Customer: _____
 Job Location: _____
 Owner: _____

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

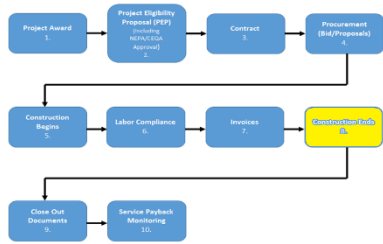
Maker of Check: _____
 Amount of Check: \$ _____
 Check Payable to: _____

Exceptions

This document does not affect any of the following:
 Disputed claims for extras in the amount of: \$ _____

Signature

Claimant's Signature: _____
 Claimant's Title: _____
 Date of Signature: _____



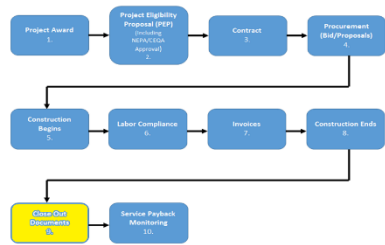
Groundbreaking & Grand Opening

- Construction site and outreach material needs to include information that project is funded by CIFDLA using HUD-CDBG funds.



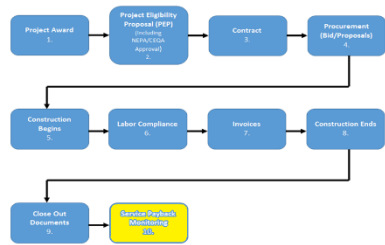
**COMMUNITY
INVESTMENT
FOR FAMILIES
DEPARTMENT**
Paths to Prosperity





Project Close Out

- ▶ FINAL Cash Requisition Form
- ▶ CIFD Accounting Forms
 - ❖ Subrecipient Release
 - ❖ Subrecipient Assignment of Refunds, Rebates & Credits
 - ❖ Contract closeout Tax Certification
- ▶ Certificate of Occupancy, Notice of Completion, City Department Final Sign-Off
- ▶ Labor Compliance Clearance
- ▶ Final lien release of 10% retainage
- ▶ All Section 3 forms (HUD 4736A and 4736C) submitted
- ▶ Pictures of completed construction
- ▶ Project Close Out Letter



Service Payback

- ▶ National Objective: Low-mod client (LMC), low-mod area Benefit (LMA)
- ▶ Minimum of 5 years and amount of funds awarded
- ▶ Quarterly Participant & Maintenance Report (QPR)
- ▶ Annual site visits

References

- ▶ 24 CFR 570 - Community Development Block Grants <https://www.govinfo.gov/content/pkg/CFR-2002-title24-vol3/pdf/CFR-2002-title24-vol3-part570.pdf>
- ▶ 2 CFR 200 - Administrative Requirements, Cost Principles, and Audit Requirements for Federal Grants <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>
- ▶ Basically CDBG - <https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides>
- ▶ Conditional and Unconditional Waiver and Release Forms https://www.cslb.ca.gov/Consumers/Legal_Issues_For_Consumers/Mechanics_Lien/Conditional_And_Unconditional_Waiver_Release_Form.aspx
- ▶ Davis-Bacon and Labor Standards https://www.hud.gov/program_offices/davis_bacon_and_labor_standards
- ▶ HUD Section 3 - hud.gov/section3
- ▶ HUD - OIG INTEGRITY BULLETINS <https://www.hudexchange.info/resource/5065/hud-integrity-bulletins>
- ▶ Making Davis-Bacon Work: A Contractor's Guide to Prevailing Wage Requirements for Federally-assisted <https://www.hud.gov/sites/documents/4812-LRGUIDE.PDF>

Thank you

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