

LUZERNE COUNTY OFFICE OF COMMUNITY DEVELOPMENT
CDBG-DR INFRASTRUCTURE PROJECTS PROCEDURES

LOCAL NEEDS:

The following principles will guide awards, prioritization, and eligibility:

- Projects must be developed as the direct result of damage experienced due to the declared disasters in 2011.
- Disaster recovery funds will only be awarded to those projects that other federal/state resources did not address.
- Project must meet one of the CDBG Disaster Recovery requirements, i.e. at least 51% benefit to low/moderate income persons; eliminate slum and blight; or have a particular urgent need as defined by HUD. **Priority will be given to projects that principally benefit low/moderate income areas/persons.**
- Provide infrastructure improvements.
- Address FEMA flood plain management issues.
- Assist with Housing:
 - Acquisition/Demolition
 - Elevation
 - New Development
- Assist businesses:
 - Acquisition/Demolition
 - Floodproofing

Applications should contain the following information:

- Seven (7) copies of the application, completed in entirety
- Federal agency correspondence of damage record if available.
- Evidence of commitments from other funding sources
- Evidence of Non-profit Status if applicable
- Construction Schedule
- Costs estimates, drawings from contractors/engineers if available

REVIEW OF APPLICATIONS:

Applications will be reviewed by a review committee and presented to the County Manager/Council for approval.

PROJECT FILE SET UP:

Assign the project file a file number made up of the activity, year and municipal number. The project file will be a compilation of five individual files made up of an Application file, Cooperation Agreement file, DRGR file, Payroll file and a Labor Standards file.

Application File This file will contain the Application along with supporting documentation, correspondence concerning the Application, Census Tract information supporting eligibility of the service area.

Cooperation Agreement File If the project is determined to be eligible, a Cooperation Agreement will be provided to the Municipality. This file will contain the documents which solidify the funding between the Municipality and the County. The Cooperation Agreement, General Terms and Conditions, Standard of Conduct, Solicitor's Certification, and any amendments that may be made to the Cooperation Agreement will be filed here. The documents drafts are in Microsoft Word.

DRGR File This file represents the fiscal responsibility of setting up the file for funding. DRGR Set-Up form found in Microsoft Word must be completed and submitted to the Fiscal Department for inclusion in HUD's DRGR System.

This file will also contain a completed Environmental Review of the project. See the Office's Environmental Specialist for guidance on submitting the review.

This file will also contain a completed Activity Summary and Eligibility And National Objective Determination worksheet which may be found in Microsoft Word citing category eligibility, the regulatory citation, national objective category and citation and low/mod income area beneficiaries.

When the project is completed and submitted to the Fiscal Department for final payment, the DRGR Completion form found in Microsoft Word will accompany the final payment and be returned to the file after being entered into DRGR by the Fiscal Department.

Payroll File Public Facilities and Improvements projects are subject to Davis-Bacon prevailing wage rates. The wage rates should be monitored on a weekly basis by accessing the Department of Labor Web Site or www.gpo.gov./davisbacon/pa.html. This file will contain the certified payrolls submitted to the Office from the General Contractor and any Sub Contractors on the project, the applicable wage rate that applied at the time of bidding the project and any on-site interviews of employees that may have been conducted. For reference on incorporating Davis-Bacon into the project file, please see HUD's guide on Making Davis Bacon Work on file in the Office or at www.hud.gov/offices/olr.

Labor Standards File This file will contain the bulk of the paperwork concerning the project. From Microsoft Word obtain the Contract Administration Guide; this will be the guide to the steps involved in carrying out the project. Enter the information on the cover page; the municipality, municipality address, contact person, phone number, fax number, e-mail address, project type, project file number, project location, description of the

project, census tract/block group of project area and the low/mod percentage that was used to determine eligibility of the project either through census information or survey.

The remaining pages of the Contract Administration Guide illustrate the steps in carrying out the project:

PROJECT NAME AND NUMBER: Enter project name and file number.

PERSON TO CONTACT: Enter contact person.

COOPERATION AGREEMENT EXECUTED: Enter date of executed Cooperation Agreement.

MAP/DEED SUBMITTED: Check to insure map is included in file illustrating project and service area. Demolition will require deed to property.

RFP ADVERTISEMENT/SOLICITATION DATE: If applicable, enter the advertisement date and opening date of the proposals.

VERIFICATION OF RFP COMPLIANCE: If the municipality wants to use a portion of the grant funding to pay for engineering/design fees associated with the project, the municipality must undertake a request for proposal process. The Office must supply the municipality with the Responsibility of Municipalities in Procuring an Architect/Engineer for Services When Fee is Anticipated to Exceed \$7,500 or is Anticipated to be Less Than \$7,500 which can be found in Microsoft Word. If the municipality is paying for engineering and design fees with its own finances the RFP process would not apply to the project.

ARCHITECT/ENGINEER: Enter the name of the architect/engineering firm and the contact person.

ARCHITECT/ENGINEER'S CONTRACT PROPOSAL: If the municipality has undertaken the RFP process, the file should contain the documents requested that are listed in the Responsibility of Municipalities. Check if submitted, approved and received.

ARCHITECT/ENGINEER'S CONTRACT AMOUNT: If applicable, enter the amount of the contract between the selected architect/engineering firm and the municipality.

CONTRACT AMENDMENTS: If applicable, enter any amendments/changes to the contract.

DRAWING/SPECIFICATIONS SUBMITTED AND APPROVED: The project architect/engineer will submit a copy of the Specifications for Bid to the Office for review to make sure the Office's inclusionary documents are included in the wording of the advertisement for bid and the applicable Davis-Bacon wage rates and contract documents. The contract bid package for specifications can be found in Microsoft Word.

The most current Davis-Bacon wage rates closest to the advertisement for bid publication date must be included in the specifications. See Payroll File.

ARCHITECT/ENGINEER'S FINAL COST ESTIMATE: Enter the estimated cost of the project as provided by the architect/engineer.

BID OPENING DATE: Enter the bid opening date which is listed in the advertisement for bid/specifications.

CERTIFICATION OF ADVERTISEMENT: The municipality must provide the Office with a copy of the advertisement for bid notarized by the publisher of the newspaper the ads were published in and the dates ran.

BID REVIEW: The municipality will provide the Office with a copy of the awarded bid.

BID TABULATION SUBMITTED: The municipality will provide the Office with a listing of all who bid on the project and their totals.

VERIFICATION OF CONTRACTOR ELGIBILITY FROM HUD: Once the Contractor is selected, the Office must verify that the Contractor is not debarred from participation in Federally funded projects. The Office obtains information on Contractor debarment by consulting www.epls.arnet.gov.

CONTRACTOR: Enter the name of awarded Contractor/Company.

SUBCONTRACTORS: Enter the names of any Sub-Contractors/Companies that will be employed on the project as listed by the Contractor.

CONTRACT SUBMITTED: An executed copy of the contract between the Municipality and the Contractor must be submitted to this Office.

CONTRACT AWARD DATE: Enter the date of the contract

ORIGINAL CONTRACT AMOUNT: Enter the amount of contract.

CHANGE ORDERS: If applicable, enter any change orders that have arisen. You may consult the Fiscal Department for guidance on additional funding added or deducted to the project.

CONTRACT COMPLIANCE: The Office must insure that the contract is executed and the required documents are included.

EEO-SECTION III COMPLIANCE: Included in bid package. Completed by Contractor

BONDING: The Contractor is required to furnish a Bid Bond, Performance & Payment Bond, Labor & Materials Bond and Maintenance Bond if applicable to the project.

INSURANCE: The Contractor is required to carry current insurance and furnish certificates for Workman's Compensation, Liability for Bodily and Property harm and Vehicle Insurance.

CERTIFICATION OF EXECUTIVE ORDER 11246: Included in bid package. Completed by Contractor.

SECTION III COMPLIANCE: Included in bid package. Completed by Contractor.

APPLICABLE WAGE DETERMINATION DECISION: Enter applicable wage determination decision and provide the Payroll File with a copy of such for comparison to certified payrolls.

PRECONSTRUCTION CONFERENCE DATE: Enter the date of the preconstruction conference if applicable. If a preconstruction conference is applicable it will be scheduled before the start of construction and will be attended by a representative of this Office, the Architect/Engineer, the Contractor and representatives of the municipality. The preconstruction conference is where the Architect/Engineer and municipality provide the documents that are filed in the Project File in the appropriate files and any concerns about the project are discussed. A preconstruction check list is provided to the Architect/Engineer prior to the conference illustrating what documents need to be conveyed to this Office for the file. The draft for the Preconstruction Check List can be found in Microsoft Word. A Contractor Package is also provided to the contractor for submission to this Office which is made up of the applicable Davis-Bacon Wage Determination, Pre-Construction Minutes and Pre-Construction Conference which can be found in Microsoft Word, Exhibits I through XI comprised of the Starting Date Letter, Payroll, Statement of Compliance, Contractor's Certification (HUD form 1421), Subcontractor's Certification (HUD form 1422), Notice to Labor Unions, Certification of Executive Order 11246, Section III Forms, Certificate Appointing Officer or Employee to Supervise Payment of Employees, Additional Information, Sample Section III Letter and MBE/WBE Notification which all can be found in the Contractor Package file located in the Office's Wage Rates Filing Cabinet and in Microsoft Word. The Contractor will also be provided with the on-site signage for the project. The signage is stored in the Municipal Projects Office.

CERTIFICATION OF CONTRACTOR/SUBCONTRACTOR: Included in bid package. Completed by Contractor.

CERTIFICATION OF APPRENTICESHIP/TRAINEE PROGRAM: If applicable, completed by Contractor.

START OF CONSTRUCTION DATE: Enter date of the start of construction as indicated by a letter furnished to the Office by the Contractor.

WAGE DECISION, NOTICE TO EMPLOYEES AND SAFETY AND HEALTH PROTECTION ON THE JOB POSTED ON THE JOB SITE: These should be accessible to employees on the job site.

SUBMISSION OF WEEKLY PAYROLLS: Weekly certified payrolls must be submitted to the Office for the project by the Contractor to compare against the Davis-Bacon wage rate that applied to the project. The payrolls should include the IRS Employer Identification Number and each payroll should be numbered from first through final.

PAYMENTS

ARCHITECT/ENGINEER'S CONTRACT AMOUNT: If design fees are funded through the grant enter the amount.

CONTRACT AMENDMENTS: If design fees are funded and there were change orders to the design contract enter the amount.

CONTRACTOR'S CONTRACT AMOUNT: Enter the contract amount of the project.

CHANGE ORDER(S): If change orders were made to the project, enter the amount.

TOTAL PROJECT COST: Enter the sum of the above dollar amounts.

FISCAL DEPT: Check to insure that the Fiscal Department has been provided with a copy of the completed Environmental Review, the Cooperation Agreement and any Amendments made to the project Cooperation Agreement.

ACCOUNT/SUB ACCOUNT: Provided by Fiscal Dept.

FILE NUMBER: Enter file number assigned to the project.

PROJECT TYPE: Enter the type of project.

PROJECT #: Provided by Fiscal Dept.

ACTIVITY #: Provided by Fiscal Dept. found on DRGR Setup.

COMMUNITY DEVELOPMENT GRANT AMOUNT: Enter the total of the grant allotment for the project.

AMOUNT REQUESTED

Community Development Grant Amount: \$ _____

AMOUNT REQUESTED

#	APPROVED SUP.	ARCH./ENG.	CONTRACTOR	OTHER	AMOUNT PAID	BALANCE

SUBTOTAL: \$ _____

BALANCE \$ _____

PAYMENT PROCESS: The municipality may request a partial or final payment for the project. The municipality must provide the Office with a Certification Request for Payment (Microsoft Word) with original signature, the Invoice and any other related documents to the payment request. Upon review of the payment request and the file to ensure all documents requested are included in the project file, the payment can be submitted to the Fiscal Department.

Obtain a Project Draw Certification, a Request for Payment worksheet and if a final payment an DRGR Completion form from Microsoft Word. Enter the required information on the forms and make a copy of the completed forms, the Certification Request for Payment, the Invoice and any other related documents for the project file. Give the originals to the Fiscal Department to process the payment. Use the above table to document the payment(s). Number the payment(s), initial the payment(s), and enter the amount appropriate to category of payment, the amount paid and the balance.