

## **RFP for CDBG Application and Administration**

The City of Elkhart is requesting proposals for grant application and administration services to assist with a project funded with Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA).

The City of Elkhart is looking to complete the following project: Stormwater Improvements Project, Phases II and III. This project is specifically designed to improve drainage throughout the city.

The selected contractor will work with the City of Elkhart to ensure compliance with CDBG Program requirements.

The following outlines work specifications and the request for proposals:

**I. Scope of Work:** The scopes of services that the consultant must be prepared and qualified to provide are as follows:

a. Prepare and submit CDBG application.

If awarded a grant:

a. Prepare Environmental Review Record and submit all other items required to clear the Contract Conditions outlined in the City of Elkhart's CDBG contract, within the timeframe specified by IEDA.

b. Prepare draw/disbursement requests to ensure consistency with the procedures established for the CDBG Program.

c. Ensure that the City of Elkhart has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.

d. Establish project files in the local government's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the community's files.

e. With the assistance of the City of Elkhart, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.

f. Assist the City of Elkhart in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc.) as necessary.

g. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.

h. Secure the Department of Labor's federal wage decisions and include those in the bid documents.

i. Prepare construction contracts that comply with state and federal regulations and include necessary language. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 2 CFR 200, EO 11246 (for contracts over \$10,000) and Build America, Buy America Act (BABA).

j. Obtain contractor clearance(s) from IEDA.

k. Check weekly payrolls to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.

l. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.

m. Attend and assist the City of Elkhart during the IEDA's project monitoring visit(s). Prepare City of Elkhart response to all monitoring findings and coordinate efforts to provide additional information as needed to IEDA.

n. Assist City of Elkhart with meeting state/federal affirmatively furthering fair housing requirements.

o. Assist in a final inspection of the project and in the issuance of a final acceptance of work.

p. Assist City of Elkhart in meeting the state's financial reporting requirements.

q. Prepare close-out documents as needed by IEDA.

**II. Statement of Qualifications.** Proposals to the City of Elkhart should include the minimum information:

- Description of experience with IEDA's CDBG program
- Description of past grant administrative services provided
- Description of organizational capacity to complete all necessary grant administration activities, including resumes of all employees who will be or may be assigned to this project
- References from previous clients of related work within the past five years

**III. Proposed cost of services.** Proposals to the City of Elkhart should include the proposed cost to accomplish all scope of work for activities outlined above.

**IV. Evaluation criteria.** The City of Elkhart will evaluate and rank proposals received according to the following criteria:

	<u>Maximum</u>
Experience with the state's CDBG program:	30 points
Previous work performance:	30 points
Capacity to complete scope of work:	20 points
Proposed cost:	<u>20 points</u>
<b>Total:</b>	100 points

**V. Deadline for submission.** Proposals must be submitted no later than Tuesday, February 17, 2026 at 4:00pm. Proposals should be submitted to Katie Wilson at [kwilson@cityofelkhart.com](mailto:kwilson@cityofelkhart.com) or in person at 260 NW Main Street, Elkhart, IA, 50073.

Questions regarding this request for proposals should be directed to Katie Wilson at [kwilson@cityofelkhart.com](mailto:kwilson@cityofelkhart.com) or 515-367-4735 extension 2.

### **Section 3 Clause**

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

C. The contractor agrees to post copies of a notice advising workers of the Contractor's commitments under Section 3 in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to provide written notice of employment and contracting opportunities to all known Section 3 Workers and Section 3 Businesses.

E. The contractor agrees to employ, to the greatest extent feasible, Section 3 workers or provide written justification to the recipient that is consistent with 24 CFR Part 75, describing why it was unable to meet minimum numerical Section 3 Worker hours goals, despite its efforts to comply with the provisions of this clause.

F. The contractor agrees to maintain records documenting Section 3 Workers that were hired to work on previous Section 3 covered projects or activities that were retained by the contractor for subsequent Section 3 covered projects or activities.

G. The contractor agrees to post contract and job opportunities to the Opportunity Portal and will check the Business Registry for businesses located in the project area.

H. The contractor agrees to include compliance with Section 3 requirements in every subcontract for Section 3 projects as defined in 24 CFR part 75, and agrees to take appropriate action, as provided in an

applicable provision of the subcontract upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

I. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

J. The contractor will certify that they have followed prioritization of effort in 24 CFR part 75.19 for all employment and training opportunities. The contractor will further certify that it meets or exceeds the applicable Section 3 benchmarks, defined in 24 CFR Part 75.23, and if not, shall describe in detail the qualitative efforts it has taken to pursue low- and very low-income persons for economic opportunities.

K. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

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J. The contractor will certify that they have followed prioritization of effort in 24 CFR part 75.19 for all employment and training opportunities. The contractor will further certify that it meets or exceeds the applicable Section 3 benchmarks, defined in 24 CFR Part 75.23, and if not, shall describe in detail the qualitative efforts it has taken to pursue low- and very low-income persons for economic opportunities.

K. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.