

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

The City of Boone is applying to receive funds for public improvements for a water transmission main.

The selected contractor will work with the City of Boone to ensure compliance with CDBG Program requirements. Activities will include, but are not limited to, grant application writing, project reporting, preparation of disbursement requests, and other activities required under the State of Iowa's CDBG Program. A full description of the work specifications is available online, at www.boonegov.com or at City Hall, 923 8th Street, Boone, Iowa.

Proposals to the City of Boone should include the minimum information:

- Experience with IEDA's CDBG program
- Demonstrated compliance with IEDA's Certified Grant Administrator Policy
- Description of past grant administrative services provided
- A Grant Administration Staffing Plan, detailing the capacity to complete all necessary grant administration activities
- References from previous clients of related work within the past five years
- A proposed schedule that aids the City of Boone's proposed project in meeting CDBG program constraints
- Proposed estimate for Cost of Services

Proposals must be submitted no later than by 5:00 p.m. on May 12, 2026. Proposals should be submitted to City of Boone, 923 8th Street, PO Box 550, Boone, Iowa.

Questions regarding this request for proposals should be directed to Ondrea Elmquist (515) 432-4211 ext. 1103



Request for Proposals Grant Administration Services

The City of Boone is requesting proposals for grant application writing and grant administration services to assist with projects to be potentially funded with Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA).

The City is seeking potential funds for public improvements for a water transmission main.

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

The following outlines work specifications and the request for proposals:

Scope of Work

The scopes of services that the consultant must be prepared and qualified to provide are as follows:

- Prepare and write grant application.
- Comply with IEDA's Certified Grant Administrator Policy, [IEDA Certified Grant Administrator Policy](#) inclusive of attendance in all 'Mandatory Participant' monthly trainings.
- Prepare, or cause to be prepared, a Project Plan that outlines the deliverables of the funding program requirements with schedule milestones, inclusive of targeted dates for adoption of plans, resolutions, document execution, release of funds, construction, etc.
- Prepare Environmental Review Record and submit all other items required to clear the Contract Conditions outlined in the City's CDBG contract, within the timeframe specified by IEDA.
- Designate a Labor Compliance Officer for DBRA-covered projects, and ensure project remains in compliance with all applicable laws and procedures, inclusive of certified payroll reviews, wage rate interviews, assessment of wage restitutions, etc.
- Prepare draw/disbursement requests to ensure consistency with the procedures established for the CDBG Program.
- Ensure that the City 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.
- Establish project files in the local government's office to align with the data contained within IowaGrants project file. 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.
- Assist the City with conduct public notifications & hearings in accordance with [Iowa Code 362.3](#), [24 CFR 570.486\(a\)](#) & IEDA's [Citizen Participation Plan](#). This includes, but

is not limited to, preparation of public notices, preparation of resolution language, preparation of necessary signature documents, etc.

- Assist City in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc.) and Uniform Relocation Assistance as necessary.
- Assist the project architect/engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations. Include all [required State and Federal funding language](#) and associated attachments such as wage decisions, BABA specifications and Section 3 compliance (as applicable).
- Obtain contractor clearance(s) from IEDA, inclusive of UEI #'s of all participating vendors in the project.
- Monitor city vendor performance to ensure contract performance with project scheduled and cross-cutting compliance requirements, such as equal opportunity, labor standards provisions, Section 3, BABA.
- Attend and assist the City during the IEDA's project monitoring visit(s). Prepare City's response to all monitoring findings and coordinate efforts to provide additional information as needed to IEDA.
- Assist City with meeting state/federal affirmatively furthering fair housing requirements.
- Ensure that a final inspection of the project has occurred and that the City has issued final acceptance of work.
- Assist City in meeting the state's financial reporting requirements.
- Prepare close-out documents as needed by IEDA.

Statement of Qualifications

- Proposals to the City should include the minimum information:
- Description of experience with IEDA's CDBG program;
- Demonstrated evidence proposed Project Team Members are on IEDA's Certified Grant Administrator Program;
- 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;
- Description of past grant administrative services provided, with vignettes;
- References from previous clients of related work within the past five years

Proposed Cost of Services

Proposals to the City should include the proposed cost to accomplish all scope of work for activities outlined above. According to IEDA Policy, these costs should not exceed 10% of the program costs and should also align with any further limitations as cited in the Program Guidelines.

Evaluation Criteria

The City will evaluate and rank proposals received according to the following criteria:

Respondent is on IEDA's Certified Grant Administrator list: GO / NO GO
(Unscored item)

	<u>Maximum</u>
Quality of Proposal:	10 Points
Experience of specific Project Team Members with CDBG	20 points
Performance on similar projects	30 points
Capacity to complete scope of work:	20 points
Proposed cost:	<u>20 points</u>
Total:	100 points

Deadline for Submission

Proposals must be submitted no later than 5:00 p.m. on May 12, 2026. Proposals should be submitted to:

Ondrea Elmquist, (515) 432-4211, or clerk@booneiowa.gov .

Questions regarding this request for proposals should be directed to:

Ondrea Elmquist, (515) 432-4211 ext. 1103, or oelmquist@booneiowa.gov

Addendum I – State of Iowa and Federal Program Language:

❖ Access to Maintenance of Records

“The Contractor must maintain records, including supporting documentation, for the greater of three years after the date the Recipient is notified that the State CDBG contract has been closed with HUD. “

“At any time during normal business hours and as frequently as is deemed necessary, the Contractor shall make available to the Iowa Economic Development Authority, the State Auditor, the General Accounting Office, and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this contract”

❖ Notice of Awarding Agency Requirements and Regulations Pertaining to Reporting

“The Contractor must provide information as necessary and as requested by the Iowa Economic Development Authority for the purpose of fulfilling all reporting requirements related to the CDBG program.”

❖ Certification regarding government-wide restriction on lobbying:

All contracts utilizing CDBG funds must contain the following certification concerning restriction of lobbying:

"The Recipient certifies, to the best of his or her knowledge and belief, that:

o 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.

o 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.

o 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 CDBG REQUIRED LANGUAGE FOR CONTRACTS 3 contracts under grants, loans, and cooperative agreements) and that all subrecipients 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."

❖ Clean Air and Water Acts: (for all contracts over \$100,000)

- o Section 306 of the Clean Air Acts (42 U.S.C. 1857(h)).*
- o Section 508 of the Clean Water Act (33 U.S.C. 1368).*
- o Executive Order 11738 (Providing administration of the Clean Air & Water Acts)*

Clean Air and Water Acts - required clauses in all contracts involving projects subject to the Clean Air Act (42 U.S.C. 1857 et seq.), the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), and the regulations of the Environmental Protection Agency with respect to 40 CFR Part 15, as amended.

"During the performance of this contract, the Contractor agrees as follows:

- (1) The Contractor will certify that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the Excluded Party Listing System pursuant to 40 CFR 32.*
- (2) The Contractor agrees to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.*
- (3) The Contractor agrees that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the Excluded Party Listing System.*
- (4) The Contractor agrees that it will include or cause to be included the criteria and requirements in Paragraph (1) through (4) of this section in every nonexempt subcontract and require every subcontractor to take such action as the Government may direct as a means of enforcing such provisions."*

❖ Federal Executive Orders 11246 & 11375 (For all contracts over \$10,000)

"During the performance of this contract, the contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.*
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.*
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive Order*

No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Contractor's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the CDBG REQUIRED LANGUAGE FOR CONTRACTS 5 contractor may request the United States to enter into such litigation to protect the interests of the United States.”

❖ Federal Labor Standards (For all contracts over \$2,000)

“During the execution of this agreement, the contractor agrees to comply by all Federal, State and local labor standards in effect, including to but not limited to the following regulations:”

- o Davis-Bacon and Related Acts, as amended;*
- o Contract Work Hours and Safety Standard Act, as amended;*
- o Copeland Anti-kickback Act, as amended;*
- o Fair Labor Standards Act, as amended*

(Housing rehabilitation contracts of less than 8 units are excluded from this requirement.)

❖ Build America, Buy America Requirements

Sample BABA Language for Inclusion into Professional Services Agreements:

“This agreement is for professional services related to a project that is subject to the Build America, Buy America Act (BABA) requirements under Title IX of the Infrastructure Investment and Jobs Act (“IIJA”), Pub. L. 177-58. While professional services are not subject to BABA, the Provider understands that they are responsible for ensuring that, absent a waiver by the Department of Housing and Urban Development, Provider shall not approve for use in this project, any iron, steel, manufactured products, or construction materials unless such materials have been produced in the United States. Provider shall obtain all necessary compliance certificates for work that is within provider’s scope of work. Failure to do so shall be a default under this agreement. Guidance on complying with BABA is outlined by Office of Management and Budget’s Memorandum M-24-02, Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.”

Sample BABA Language for Inclusion into Advertisement for Bids:

“This agreement is for services related to a project that is subject to the Build America, Buy America Act (BABA) requirements under Title IX of the Infrastructure Investment and Jobs Act (“IIJA”), Pub. L. 177-58. Absent an approved waiver, all iron, steel, manufactured products, and construction materials used in this project must be produced in the United States, as further outlined by the Office of Management and Budget’s Memorandum M-24-02, Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

Contractor shall include Manufacturer’s Certification for BABA requirements for all BABA covered items to be incorporated into the infrastructure project. Contractor shall comply with BABA requirements, including coordination with manufacturers, distributors, and suppliers to correct deficiencies in any BABA documentation.

For any change orders, Contractor shall provide BABA documentation for any new products or materials required by the change. Contractor shall the designate responsible parties for determining the final classifications for all project items. “ CDBG REQUIRED LANGUAGE FOR CONTRACTS 6 (Housing projects of 4 units or less are excluded from this requirement.)

❖ Section 3 requirements under 12 U.S.C. § 1701u

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 r 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 r 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 CDBG REQUIRED LANGUAGE FOR CONTRACTS 7 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.

“ Section 3 Business Concerns are encouraged to respond to this proposal. A Section 3 Business Concern is one that satisfies one of the following requirements:

- 1. It is at least 51 percent owned and controlled by low- or very low-income persons;*
- 2. Over 75 percent of the labor hours performed for the business over the prior threemonth period are performed by Section 3 Workers*;* or
- 3. It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.*

** A Section 3 Worker is defined as any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:*

- 1. The worker's income for the previous or annualized calendar year is below the applicable income limit established by HUD;*
- 2. The worker is employed by a Section 3 business concern;* or
- 3. The worker is a YouthBuild participant.*

Businesses that believe they meet the Section 3 criteria are encouraged to register as a Section 3 Business through HUD's website:

<https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

❖ Recycled Materials

“The Contractor agrees to comply with all the requirements of Code of Iowa chapter 8A.315-317 and Iowa Administrative Code chapter 11-117.6(5) — Recycled Product and Content which states:

- o When appropriate, specifications shall include requirements for the use of recovered materials and products;*

- o The specifications shall not restrict the use of alternative materials, exclude recovered materials, or require performance standards that exclude products containing recovered materials unless the subrecipient seeking the product can document that the use of recovered materials will impede the intended use of the product;”*

❖ Federal Executive Orders 11063, as amended by Executive Order 12259

*“The Contractor agrees to comply with the provisions of **Executive Order 11063**, as amended by **Executive Order 12259**, which prohibit discrimination in the sale, leasing, rental, or other disposition of residential property and related facilities financed in whole or in part with federal assistance.*

*The Contractor shall not discriminate against any person on the grounds of **race, color, religion, sex, or national origin** in the sale, rental, or use of housing or residential property built or rehabilitated with assistance provided under this contract.*

The Contractor further agrees to:

- o Include this provision in all subcontracts or agreements related to this federally assisted construction project;*
- o Cooperate with the U.S. Department of Housing and Urban Development (HUD) in any enforcement or compliance reviews;*
- o Maintain and provide records as required to demonstrate compliance with applicable federal requirements.*
- o Failure to comply with this provision shall be considered a material breach of contract and may result in suspension or termination of this Agreement, in addition to other remedies available under law or regulation.”*

❖ Section 109, Housing & Community Development Act of 1974 (42 USC 5309):

“The Contractor agrees that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Community Development Block Grant (CDBG) funds on the grounds of: Race, color, national origin, sex, or religion. Additionally, as required by amendments to the Act and related statutes and regulations, the Contractor further agrees not to discriminate on the basis of disability.

Accordingly, the Contractor shall:

- Take all necessary and reasonable steps to ensure non-discrimination in employment, service delivery, housing, and access to facilities;*
- Include this clause in all subcontracts or agreements funded in whole or in part with CDBG funds;*

- *Cooperate fully with any compliance or enforcement reviews conducted by the U.S. Department of Housing and Urban Development (HUD) or its designee;*
- *Maintain and furnish records as necessary to demonstrate compliance;”*

❖ Title VI of the Civil Rights Act of 1964 (PL 88-352, 42 USC ss 200d):

“The Contractor agrees to comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 42 U.S.C. § 2000d et seq.) and all applicable regulations issued pursuant thereto, including those found at 24 CFR Part 1. Under Title VI, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Accordingly, the Contractor shall:

- 1. Not discriminate against any person in employment, contracting, housing, or service delivery on the basis of race, color, or national origin.*
- 2. Include this clause in every subcontract or purchase order involving the use of federal funds.*
- 3. Maintain and provide access to records sufficient to demonstrate compliance with Title VI upon request of the funding agency or the U.S. Department of Housing and Urban Development (HUD). CDBG REQUIRED LANGUAGE FOR CONTRACTS 9*
- 4. Cooperate fully in any compliance review or complaint investigation undertaken pursuant to Title VI.”*

❖ Title VIII of the Civil Rights Act of 1968 (aka ‘Fair Housing Act’):

“The Contractor shall comply with the Fair Housing Act (Title VIII of the Civil Rights Act of 1968, as amended, 42 U.S.C. §§ 3601–3619), which prohibits discrimination in housing and housing-related transactions on the basis of: Race, color, religion, sex (including sexual orientation and gender identity), disability, familial status, or national origin.

Accordingly, the Contractor agrees to:

- 1. Not discriminate in the sale, rental, lease, financing, design, construction, marketing, or provision of services related to any housing or residential facilities constructed or assisted under this contract.*
- 2. Display the Equal Housing Opportunity logo and statement on all housing advertisements and marketing materials associated with the project.*

3. *Include this provision in all subcontracts related to residential construction, rehabilitation, leasing, or sale of housing units funded in whole or in part with federal funds.*
4. *Cooperate fully with any investigation, compliance review, or enforcement action conducted by the U.S. Department of Housing and Urban Development (HUD) or other designated entity.”*

❖ Section 504 of the Rehabilitation Act of 1973 (PL 93-112, 29 USC 794):

“The Contractor agrees to comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as implemented by HUD regulations at 24 CFR Part 8, which prohibit discrimination on the basis of disability in any program or activity receiving federal financial assistance.

Accordingly, the Contractor shall:

1. *Not discriminate against any qualified individual with a disability in the provision of services, employment, housing, or access to facilities under this Contract.*
2. *Ensure that all new construction and alterations funded in whole or in part with federal assistance are designed and constructed to be readily accessible to and usable by individuals with disabilities, as required by applicable accessibility standards (e.g., UFAS or ADA Standards, as applicable).*
3. *Take appropriate steps to ensure that communications with applicants, beneficiaries, and members of the public with disabilities are as effective as communications with others.*
4. *Make reasonable accommodations in policies, practices, and procedures when necessary to avoid discrimination, unless such accommodations would impose an undue financial or administrative burden.*
5. *Include this provision in all applicable subcontracts and agreements.”*

❖ Age Discrimination Act of 1975 (42 USC 1601 et seq):

“The Contractor agrees to comply with the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.) and the implementing regulations at 45 CFR Part 90, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance. CDBG REQUIRED LANGUAGE FOR CONTRACTS 10

Accordingly, the Contractor shall:

1. *Ensure that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under this contract or related activities on the basis of age.*

2. *Not use age as a basis for employment decisions, service delivery, or participation in housing or construction-related benefits funded by this contract.*
3. *Include this clause in all subcontracts or agreements involving federal funds under this project.*
4. *Cooperate fully with any compliance review or investigation conducted pursuant to this Act.*
5. *Maintain and provide records as required to demonstrate compliance with the Age Discrimination Act.”*

❖ Americans with Disabilities Act (PM 101-336, 42 USC 12101-12213):

“The Contractor agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (PL 101-336, codified at 42 U.S.C. §§ 12101–12213) and all applicable implementing regulations.

Under the ADA, no qualified individual with a disability shall, on the basis of disability, be:

- *Excluded from participation in,*
- *Denied the benefits of, or*
- *Subjected to discrimination in*

any program, service, or activity funded in whole or in part under this Contract.

Accordingly, the Contractor shall:

1. *Ensure that all employment practices, public facilities, housing, services, and communications related to this project are accessible and non-discriminatory toward individuals with disabilities.*
2. *Design and construct facilities to meet or exceed applicable accessibility standards, such as the 2010 ADA Standards for Accessible Design or UFAS, where applicable.*
3. *Make reasonable modifications to policies, practices, and procedures to accommodate individuals with disabilities, unless doing so would result in an undue burden or fundamental alteration.*
4. *Provide effective communication methods, including auxiliary aids and services, when necessary for equal access.*
5. *Include this clause in all subcontracts and agreements funded in whole or in part by CDBG or other federal funds.”*

❖ Lead-Based Paint Compliance (24 CFR Part 35 – Lead Safe Housing Rule)

Applies to pre-1978 residential structures receiving CDBG or other HUD funding

Types of projects:

o Rehabilitation

o Acquisition

o Leasing CDBG REQUIRED LANGUAGE FOR CONTRACTS 11

o Supportive housing

o Tenant-based rental assistance

“The Contractor shall comply with the Lead Safe Housing Rule (24 CFR Part 35), which implements the requirements of the Lead-Based Paint Poisoning Prevention Act and applies to housing constructed prior to 1978 that is receiving federal financial assistance under this Contract.

Accordingly, the Contractor agrees to:

*1. **Identify and evaluate lead-based paint hazards** in housing units constructed before 1978, using required methods such as visual assessments, paint testing, or risk assessments, as applicable based on project scope and funding level;*

*2. **Control or eliminate lead-based paint hazards** through interim controls or abatement in accordance with Subparts J (Rehabilitation), K (Acquisition), or M (Tenant-Based Rental Assistance) of 24 CFR Part 35;*

*3. **Ensure that all work involving lead-based paint** is performed by properly certified and trained workers, supervisors, and inspectors in accordance with EPA's Renovation, Repair and Painting (RRP) Rule and HUD guidelines;*

*4. **Provide residents with proper notices and disclosures** about the presence and hazards of lead-based paint as required under Subpart B of 24 CFR Part 35;*

*5. **Follow clearance procedures** after hazard control work, including proper testing by certified risk assessors or clearance technicians;*

*6. **Keep and submit records and reports** demonstrating full compliance with the Lead Safe Housing Rule and make such records available to HUD or the funding agency upon request.*

The Contractor shall include this clause in all subcontracts involving residential rehabilitation, acquisition, or construction of pre-1978 housing units.”

❖ Iowa Civil Rights Act of 1965, Chapter 216

“The Contractor agrees to comply with the provisions of the Iowa Civil Rights Act of 1965 (Iowa Code Chapter 216), which prohibits discrimination in employment, housing, public accommodations, education, and credit based on: Race, creed, color, sex, sexual orientation,

gender identity, religion, national origin, disability, or age (where applicable), and familial status (in housing).

Accordingly, the Contractor shall:

- 1. Not discriminate in hiring, promotion, layoff, termination, or other employment practices;*
- 2. Provide equal access to housing, services, and facilities without regard to protected characteristics;*
- 3. Make reasonable accommodations for persons with disabilities;*
- 4. Include this clause in all applicable subcontracts and agreements under this contract;*
- 5. Cooperate with any investigation or compliance review conducted by the Iowa Civil Rights Commission (ICRC) or other designated authority.” CDBG REQUIRED LANGUAGE FOR CONTRACTS 12*

❖ Iowa Code Section ss 19B.7

The Contractor agrees to comply with Iowa Code Section 19B.7, which requires that all state and local government agencies and their contractors and subcontractors prevent and eliminate discrimination in employment and public contracting.

Accordingly, the Contractor shall:

- 1. Not discriminate against any employee or applicant for employment or any business or individual in the awarding of subcontracts, on the basis of: Race, Color, National origin, Sex, Gender identity, Sexual orientation, Religion, Age, Disability, Creed*
- 2. Include this nondiscrimination provision in all subcontracts and procurement agreements;*
- 3. Make good faith efforts to encourage the participation of minority-owned and womenowned business enterprises (M/WBEs) in all aspects of the project, including contracting and subcontracting;*
- 4. Provide documentation of such efforts upon request by the local jurisdiction, the Iowa Department of Administrative Services, or other authorized entity.*

❖ Sales and Use Taxes (for municipalities only)

“Owner is exempt from Iowa state sales and use taxes on materials and equipment to be incorporated in the Work. Said taxes shall not be included in the Bid.”

The undersigned acknowledges that these requirements are party to the contract / subcontract and the Contractor/Subcontractor agrees to adoption of all requirements upon execution of the agreement:

Contractor Signature

Date

Contractor Printed Name

Title

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001