

# OOB Pre-Release of Funds

## Status Report Checklist

When you are ready for the Pre-Release of Funds, the following items should be uploaded to the “Files” section of the Pre-Release of Funds Status report in eGMS. This report should be submitted before beginning the Release of Funds report. Make sure that your scans are clear enough to be read when adding your files.

All the fields on the report should have accurate dates and information. A check box on the report indicates that you uploaded the listed items. If applicable, check the box once the file is added. Be sure to hit the “Submit” button once completed so Grant Services is notified that your report is ready for review. This report should be submitted on or before your Bid Date Deadline to stay in compliance.

### Contractor Information

- MBE/WBE Requirement
  - Copies of sent certified mail receipts, of which at least two must be sent to MBE/WBE State Certified firms. These firms must have a current certification with IDOA.
- Contractor Bids Advertisement
  - A copy of the IFB for Contractor Bids Advertisement with Proof of Publication and the Publisher’s Affidavit.
  - The advertisement must include language regarding a 10% MBE/WBE goal.

For the scope of OOR projects, the following language is **not required** in the ads:

- Bonds (Bid, Performance, and Payment)
- Davis-Bacon payment requirements
- BABA Language, for the duration of the applicable waivers
- Section 3 requirements
- Executive Order 11246

### Environmental Review Documentation

- Include each signed homeowner application. Applications can be compiled into a single document to be uploaded into eGMS. This document should be added to a property card under FEPS.

Grantees must continue to develop the Environmental Review Record throughout the tiered review process and provide site-specific review information for each identified site as it becomes available. As sites are identified throughout the life of the project, Grantees must create property cards in their existing FEPS Report for each site with the following information:

- Signed Site-Specific Review Packet ([Form CEST-002](#)) for each property, with full common address AND State Parcel ID
- [Form Radon-001: CDBG Radon Applicability Checklist](#) for each property, with relevant radon test data
- Site-specific supporting documentation for each property, which may be attached directly behind the corresponding Site-Specific Review Packet
  - Airport Hazards maps and other documentation
  - Floodplain Management maps, proof of flood insurance (if applicable), and other documentation
  - Historic Preservation documentation, including DNR-DHPA concurrence letter and other relevant correspondence
  - Any additional ER agency consult/response letters, if required to initiate consultation with additional agencies

## OOB Release of Funds Status Report Checklist

The following items should be uploaded to the “Files” section of your Release of Funds Status Report in eGMS. This report should be submitted after you have submitted the Pre-Release of Funds Status Report. Make sure that all your scans are clear and legible enough to be read.

All the fields in the report should have accurate dates and information. A check box on the report indicates that you uploaded the listed items. If applicable, check the box once the file is added. Be sure to hit the “Submit” button once completed so Grant Services is notified that your report is ready for review. This report should be submitted before your Release of Funds deadline to stay in compliance.

If all households have not been assigned to contractors at the initial Release of Funds, funds can be released in stages. However, separate Release of Funds Status Reports will be needed for each group of contracts signed or amended. (Each new RoF report should have corresponding ER Tier 2 forms uploaded to FEPS.)

### Professional Services Information

- Copies of all Professional Service-Related Contracts paid for by CDBG funding must be included and titled with the contract type.
  - Contractor
    - Contractor Cards should be created **per contractor** and not per house.
    - Upload a copy of the **DRAFT** professional services contract between the Contractor and the Community for work being performed on the individual listed households to the appropriate contractor card. (Be sure that the household name, project scope, and price are present.)
    - If you come in for an additional Release of Funds report, a new contract can be written or the same contract can be used with amendments listing the additional work.
  - Grant Administrator - If CDBG funds are used to pay for Grant Administration fees, please upload the following:
    - Copies of Solicitation Letters and Certified Mail Receipts with at least two MBE/WBE receipts that are marked as MBE/WBE
    - Copy of the Request for Proposal with Proof of Publication and the Publisher’s Affidavit
    - A complete copy of the ad. If the document is hard to read, please also include a typed copy of the ad.
    - List of all firms that responded to the RFP
    - Selection letter from the CEO to OCRA establishing why this firm was chosen by the grantee
    - List of evaluation and scoring team members, including names and titles
    - Signed evaluation scoresheets from proposal review, if applicable
    - Documentation of communication to firms that were and were not selected for interview
    - Signed evaluation scoresheets from interviews, if applicable
    - Documentation of communication to the firms regarding the awarding status
  - Inspector
    - MBE/WBE Requirement
      - Copies of sent certified mail receipts, of which at least two must be sent to MBE/WBE State Certified firms. These firms must have a current certification with IDOA.
    - Contractor Bids Advertisement
      - A copy of the IFB for Contractor Bids Advertisement with Proof of Publication and the Publisher’s Affidavit. (*This advertisement only needs to run once.*)
      - The advertisement must include language regarding whether the contract is Fixed-Price or Cost-reimbursement.

- If CDBG funds are to pay for an inspector, please upload the following:
  - List of all Firms that responded to the RFP as provided in the Pre-Release of Funds
  - Selection letter from the CEO to OCRA establishing why this firm was chosen by the grantee
  - List of evaluation and scoring team members, including names and titles.
  - Signed evaluation scoresheets from proposal review, if applicable
  - Documentation of communication to firms that were and were not selected for interview
  - Signed evaluation scoresheets from interviews, if applicable
  - Documentation of communication to the firms regarding the award status
  - Copy of signed professional services contract
- Alternatively, small purchase procurement may be utilized to procure inspectors. Please utilize the [CDBG Handbook](#) for the process that starts on page 55.

### General Files Section

- Copy of Bid Tabulation on Grant Administrator letterhead
- Copy of a letter from the Grant Administrator recommending the Contractor and Bid Price, including any alternatives or changes as applicable. The letter should be on Grant Administrator letterhead.
- Contractor/Subcontractor Verification (Labor Form 6)
- Professional Service Providers (Financial Management Form 6.4-OOR)
  - The net contract amount for each Contractor card should match the value of the Contractor's signed professional services contract(s) and Financial Management Form 6.4.
- Screenshot verifying that all contractors working on the project are not listed on the HUD Limited Denials of Participation List. [HUD Limited Denial Participation List](#)
- If there were any changes or revisions to the Income Calculation (summary of income sources and income percentage) of the Homeowner Application, please include updated documentation.
- If there are any changes or revisions to the Local Match amount provided in the application, please include updated documentation.