

SCOPE OF SERVICES

The Upper Explorerland Regional Planning Commission shall assist in compliance with Iowa Economic Development Authority (IEDA) and other federal requirements; maintenance of required records and documents; and other required actions not specifically listed, but requested by the local government, including but not limited to the following activities:

GENERAL ACTIVITIES

Program Setup

- Meet with the grantee to review and assure understanding of terms and conditions of grant agreement with IEDA
- Set up a model for program schedule, assuring compliance with time limitations of grant contract
- Prepare and forward press releases and/or stories concerning the grant
- Maintain and promote performance standards in areas such as housing, minority participation, services to low incomes, that will help the grantee secure future grants

PROGRAM ADMINISTRATION

A. Capital Improvement Activities

- Assist engineers and architects in acquiring IEDA required contract documents, including wage determinations, etc.
- Check bid documents for IEDA compliance
- Check contracts for IEDA compliance
- Send documents to IEDA for project and contractor clearances
- Conduct on-site employee interviews
- Provide required posters and monitor posting
- Monitor subcontractor compliance with IEDA regulations
- Assist contractors in execution of IEDA required documents and assurances
- Promote and document efforts at minority participation
- Assist in monitoring and clearing change orders
- Assist in close-out

B. Record Keeping

- Assist in setting up spreadsheets for grant funds
- Assist in setting up filing system for program information maintenance
- Regularly monitor records
- Assist in executing budget amendments
- Assist in preparing drawdown forms, authorizing and making disbursements
- Assist in meeting with IEDA officials during site visits
- Assist in preparing quarterly, annual, and Grantee Performance Reports as needed
- Assist in final close-out and final audit requirements

C. Citizen Participation

- Prepare and forward all press releases, notices, etc. as required by IEDA
- Assist in processing all citizen complaints, proposals, etc.
- Assist citizens and citizen groups in participation activities as directed by the grantee

PROJECT DELIVERY

- Assure environmental compliance for all phases of grant
- Monitor payrolls for Davis-Bacon compliance
- All other items as needed for CDBG compliance

The above outline is generally specific, but some areas may have more detailed requirements implied, but not listed.

Upper Explorerland Regional Planning Commission will assist the grantee with these requirements unless special requests are made to the Executive Director or governing body of the grantee.