

# CDBG Project Management Training

March 9, 2021



HAMILTON COUNTY  
Planning +  
Development

# Agenda

- CDBG Training (1 hour)
  - Overview of CDBG program
  - Procurement
  - Contracting
  - Project Closeout
- Q & A (15 minutes)

# Summary of HUD Grants

- HUD Grants

  - CDBG - \$3.4 million

  - HOME - \$1.4 million

  - ESG - \$280K

- CDBG Funding (3 year cycle)

  - 40-45% to County Wide Programs

  - 40-45% to Community Requested Projects and Programs

# Participating Communities (41)

Addyston	Loveland
Anderson Township	Lockland
Amberley	Madeira
Arlington Heights	Miami Township
Cheviot	Montgomery
Cleves	Mt. Healthy
Columbia Township	Newtown
Crosby Township	North Bend
Colerain Township	North College Hill
Delhi Township	Norwood
Deer Park	Reading
Elmwood Place	St. Bernard
Fairfax	Sharonville
Forest Park	Silverton
Glendale	Springdale
Golf Manor	Springfield Township
Green Township	Sycamore Township
Greenhills	Whitewater Township
Harrison Township	Woodlawn
Harrison	Wyoming
Lincoln Heights	

# Non-Participating Communities

Blue Ash

Evendale

Indian Hill

Mariemont

Milford

Symmes Township

Terrace Park

# Examples of CDBG Projects

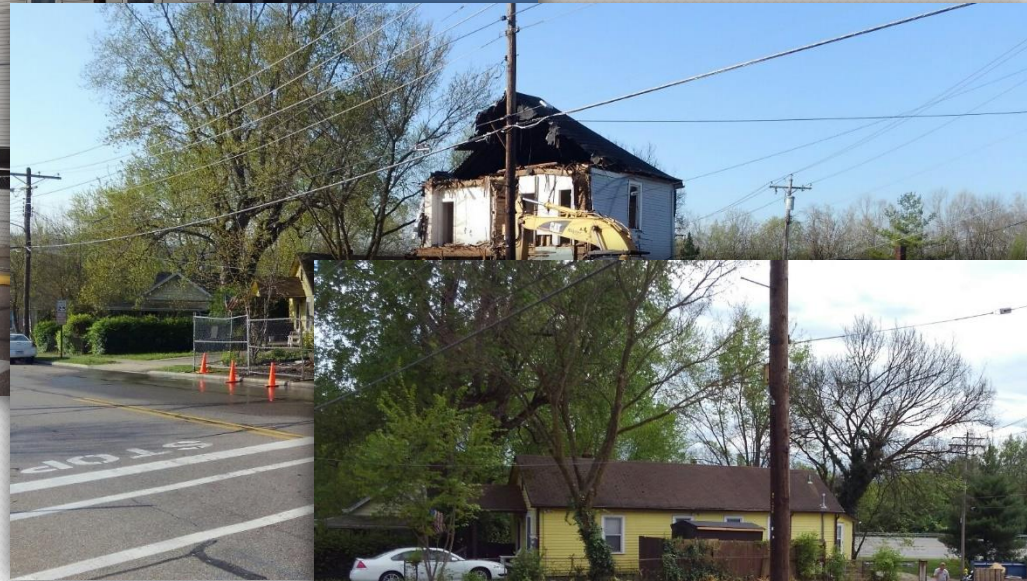


# Pedestrian Bridge - Woodlawn





# 3 Miami Avenue, North Bend





# Green Township Senior Center Patio





# North College Hill Dumele Park Playground





## Continuing Streetscape Plan

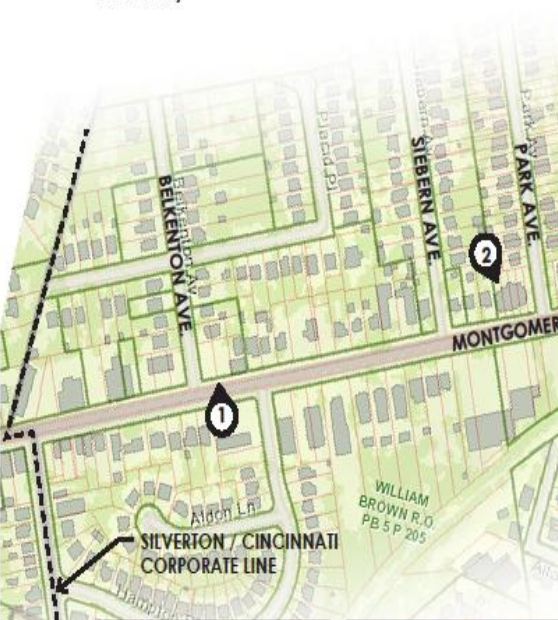




**1**  
 VACANT LOT ACQUIRED BY SILVERTON IN 2017 (UNDER CONTRACT TO BE SOLD TO DEVELOPER)



**2**  
 NEW TOWN HALL





# National objectives

- All projects must meet one of three national objectives
  - Benefit low-moderate income persons:
    - Benefit households <80% of the **area median income**
    - Elderly, disabled, and homeless are presumed eligible if not directly benefitted
  - Eliminate Slum and Blight
    - **Spot blight** – targeting individual properties
    - Area blight – requires separate study and designation
  - Urgent need (very rarely used)

# Eligible Activities

- Public infrastructure improvements (street reconstruction, sidewalks and drainage)
- Public facilities (senior centers, ADA improvements)
- Public services (foreclosure prevention, emergency housing repairs, charitable pharmacy, expanded access to fresh produce, etc. via countywide RFP)

## Eligible Activities (continued)

- Economic development and job creation
- Elimination of Blight:
  - Demolition of blighted buildings
  - Environmental remediation – lead paint, asbestos, etc.
  - Code enforcement (building-focused and combined with revitalization)
- Housing repair or rehabilitation

# CDBG Ineligible Uses

- Expenses for general government buildings (except ADA)
- Purchase of vehicles, equipment, furnishings or personal property
- Maintenance or repair of public streets, parks, etc.
- Construction of new housing



# CDBG RFPs

- Mini- Grants for Planning
  - \$10,000 to \$40,000 per community
  - Release April 2021
- Community and Economic Development Assistance Program
  - Anticipated June 2021
  - Project limit \$300,000
- Countywide Non-profit Services RFP
  - Benefits low-mod income clientele
  - Process anticipated to begin March 2021 for July 1, 2021 contracts

# Procurement

# Summary of Requirements

- County has goal of 10% or more MBEs
- Required to seek Section 3 companies as well
  - 10% for construction contracts and 3% for non-construction contracts
- If \$2,000 or more, Federal prevailing wage applies
  - Ohio limit is \$250K - net present value of \$2,000 in 1931
- All projects must either go out for bids or get at least 3 quotes
  - If total project is \$49,999 or less: can get quotes, BID packet still required (slimmed down version)
  - If total project is \$50,000 or more: must advertise
    - If close to \$50k, advertise, Full BID Packet required)

# Minority Business Enterprise (MBE) & Women Business Enterprise (WBE)

- Minority Business Enterprise – 51% minority owned, operated or controlled
- Women Business Enterprise – 51% female owned, operated or controlled
- Business can be certified by Federal Government, State of Ohio or City of Cincinnati process



# Section 3

- Section 3 of the HUD Act of 1968 is used to generate new employment, training and contracting opportunities
  - Preference is given to low to moderate income residents and businesses that employ them
- Three categories of Section 3:
  - 30% of permanent full-time employees are low income
  - 51% ownership by low-mod income persons
  - 25% of subcontracting to Section 3 contractors

# Section 3 Benefit

- Section 3 bids can be considered the lowest bid if within up to 10% of lowest bid based on contract size
- Example:
  - Bid A = \$95,000
  - Bid B = \$93,000
  - Bid C = \$98,000 (Section 3)
  - Contract awarded to Bid C – due to Section 3 preference within 10% of lowest non-Section 3 bid

### SECTION 3 ACTION PLAN

The Section 3 Action Plan is a requirement for contracting opportunities with Hamilton County Planning and Development and must be completed and submitted with your bid/proposal. **Failure to submit the Section 3 Action Plan will result in the bid/proposal being deemed non-responsive.**

NAME OF PROJECT: Addyston ADA Park Project DATE: 3/1/2021

#### SUBMITTED BY:

Business Name: BC Landscaping

Address: 123 Main Street, Cincinnati, OH 45202

Contact Information (phone/email): 513-555-1234 / joe@blandscape.com

#### PLEASE CHECK ONE OPTION BELOW:

- The business (listed above) is currently certified as a Section 3 Business Concern, they will submit:
  - o Section 3 Action Plan (this page)
  - o Evidence the business is certified
- The business (listed above) **IS NOT** certified, but **IS** seeking certification and **IS** submitting the Section 3 self-certification form with bid/proposal
  - o >25% subcontracting is Section 3, they will submit:
    - Section 3 Action Plan (this page)
    - Subcontracting Plan (page 10)
    - If awarded, at the end of the job, must submit Section 3 Summary Report (page 12)
  - o >30% Section 3 Residents
    - Section 3 Action Plan (this page)
    - Certification of Intent to Comply (page 4)
    - Resident Hiring/Training Strategies (page 6)
    - Self-Certification for Section 3 Business Concern (page 8)
    - Self-Certification for Section 3 Resident for each resident, and a list of employees (page 9)
    - If awarded, at the end of the job, must submit Section 3 Summary Report (page 11)
  - o 51% or more owned by Section 3 individuals
    - Section 3 Action Plan (this page)
    - Certification of Intent to Comply (page 4)
    - Self-Certification for Section 3 Business Concern (page 8)
    - Self-Certification for Section 3 Resident for each owner (page 9)
    - List of owners
- The business (listed above) **IS NOT** certified and **IS NOT** seeking certification
  - o Section 3 Action Plan (this page)
  - o If awarded, at the end of the job, must submit applicable Section 3 Summary Report (page 11-12)

#### CONTACT INFORMATION:

Boubacar Diallo  
513-946-8214

[Boubacar.Diallo@hamilton-co.org](mailto:Boubacar.Diallo@hamilton-co.org)

Emily Carnahan  
513-946-8232

[Emily.carnahan@hamilton-co.org](mailto:Emily.carnahan@hamilton-co.org)

### CERTIFICATION OF INTENT TO COMPLY

We certify that we have received and read Hamilton County's Section 3 Policies and Procedures and are committed to comply with the plan, the Section 3 Act, and the Section 3 regulations. It is our desire to work together with HCPD to ensure compliance with Section 3 goals, to the greatest extent feasible, through the awarding of contracts to Section 3 business concerns, and through the employment and training of Section 3 Residents for new hires. We commit to include the Section 3 clause (on the next page) in all covered contract solicitations and commit to ensure that this Section 3 Action Plan is filled out and submitted for any additional subcontract over \$100,000.

We are committed to taking measures to make Section 3 business concerns and residents aware of contracting and hiring opportunities in connection with this Section 3 covered contract or in connection with the receipt of Section 3 covered assistance. We agree to provide a list of items that we will attempt to implement as part of our efforts to comply with Section 3 (see attached). We are committed to meeting (to the greatest extent feasible) the hiring and contracting goals listed below. We understand that the Section 3 Action Plan is subject to audit at anytime during the awarding of the contract through the duration of the contract. We understand that we will be required to document why we were unable to meet the numerical goal.

#### HIRING AND TRAINING GOALS

- a) 30% of new hires shall be Section 3 Residents.
- Anticipated number of new hires to complete project: NA  
Anticipated number of Section 3 new hires to complete project: NA

#### CONTRACTING GOALS

##### Non-Section 3 business concerns and sub-grantees:

- b) 10% of the total dollar amount of all Section 3 covered contracts awarded to Section 3 business concerns; and,
- c) 3% of the total dollar amount of all Section 3 covered non-construction contracts awarded to Section 3 business concerns.
- d) The Subcontracting Plan must be filled out and submitted with bid.

Construction Contract total: \$ \_\_\_\_\_ 10% goal: \$ \_\_\_\_\_

Non-Construction Contract total: \$ \_\_\_\_\_ 3% goal: \$ \_\_\_\_\_

#### Section 3 business concerns certified under Category 3:

**This documents the 25% of subcontracts**

(f) Contract total: \$ 19,000 (g) Total amount to be: \$ 5,000 (h) 25% of (g): \$ 1,250  
Subcontracted

#### SECTION 3 SUMMARY REPORT

We commit to providing a Section 3 Summary Report of persons hired and contracts awarded at the completion of each covered contract.

Name / Title (Contractor): Joe Smith, President

Signature: Joe Smith Date: 3/1/2021

**SECTION 3 CHECKLIST OF EFFORTS TO COMPLY:** NA  
**RESIDENT HIRING/TRAINING STRATEGIES**

\*To be completed by all developers and contractors generating hiring or training opportunities from contract. Please check a minimum of four (4) items that will be utilized in attempt to comply with

Since there is no hiring required for this project the contractor marked N/A and signed

- area of the Section 3 covered project
- Resident councils, resident management corporations, resident organizations, churches, or other neighborhood organizations
  - Agencies administering federal, state, or locally funding training programs (JTPA, JOBS, School-to-Work), and employment service agencies and organizations
- Request the assistance of resident and community organizations in:
- Notifying residents of training and employment positions to be filled
  - Conducting job interviews and completing and collecting job applications
- Sponsor or participate in job information meetings or job fairs in the neighborhood or service area of the Section 3 covered project
- Advertise vacancies through local media, such as television, radio, newspapers of general circulation and newsletters
- Undertake job counseling, education and related programs in association with local institutions
- Sponsor a HUD-certified "Step-Up" employment and training program for Section 3 residents
- Establish pre-apprenticeship and apprenticeship training programs that are consistent with DOL

If there was to be new hires for the project, the contractor would check the relevant boxes to document hiring and training efforts

[oh.gov/noncms/cdap/section3/viewapps/directory\\_searchpubnew2.cfm](http://oh.gov/noncms/cdap/section3/viewapps/directory_searchpubnew2.cfm)

- Incorporate into the contract (after selection of bidders but prior to execution of contracts), a negotiated provision for a specific number of Section 3 residents to be trained or employed on covered projects
- Coordinate economic development plans with the plans for housing and community development

Name / Title: Joe Smith, President

Signature: Joe Smith Date: 3/1/2021

**SELF-CERTIFICATION FOR SECTION 3 BUSINESS CONCERN**

(\*DO NOT WRITE IN THESE SPACES\*)

**I. BASIC INFORMATION**

Name of Business/Company: BC Landscaping  
 Address of Business: 123 Main Street, Cincinnati, OH 45202  
 Type of Business (corporation, partnership, sole proprietorship): Corporation  
 Owner/Official Representative: Joe Smith  
 Phone Number / Email address: 513-555-1234 / joe@bclandscape.com

**II. TYPE OF SECTION 3 BUSINESS CONCERN**

The business listed above certifies that it qualifies as a Section 3 business concern under the check- marked category below:

- 1) is 51% or more owned by Section 3 residents; or
- 2) whose permanent, full-time employees include persons at least 30% of whom are currently Section 3 residents; or
- 3) provides evidence of a commitment to subcontract in excess of 25% of the dollar amount of all subcontracts to be awarded to qualified Section 3 business concerns.

2021

# of Households	80% AMI (gross income)	\$48,350	\$55,250	\$62,150	\$69,050	\$74,600	\$80,100	\$85,650	\$91,150

Please check each under category 1 or 2 implying that you (the official representative of the business) required

These income thresholds are used for determining income status of residents or employees.

The Company hereby agrees to provide, upon request, documents verifying the information provided above. The applicant acknowledges that the information provided on this form may be disclosed to the public in response to requests made under the Freedom of Information Act. This applicant waives or releases any rights or claims it may have against the City of Cincinnati.

This certifies that you want to be included in the Section 3 database

YES (  ) NO (  )

Under penalty of perjury, I certify that I am the President (title) of the company listed above; that I am authorized by the company to execute this affidavit on its behalf; that I have personal knowledge of the certifications made in this affidavit and that the same are true.

Name (signature): Joe Smith Date: 3/1/2021

Name (print): Joe Smith

Since this is a self-certification form, you sign off on an affidavit certifying the truth of the information

**SUBCONTRACTING PLAN**

\*Must be completed by non-Section 3 Business Concerns and by those businesses claiming Section 3 status under category 3.

Businesses that claim Section 3 status under category 3 must provide evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet categories 1 or 2. By completing the spreadsheet below, your intent to meet this requirement will be evident. List all subcontractors that you plan on utilizing, the estimated contract amounts, and whether or not that business has been certified as Section 3 by HCPD, CMHA, or the City of Cincinnati. To access the database of currently certified Section 3 businesses please visit the following link: <http://www.cincinnati-oh.gov/community-development/neighborhood-development/section-3-program/>

Date Completed: 3/1/2021 Submitted By: Joe Smith

Name/Address of project: 123 Main Street, Cincinnati, OH 45202

NAME OF SUBCONTRACTOR	TYPE OF CONTRACT	ESTIMATED CONTRACT AMOUNT	SECTION 3 BUSINESS CONCERN (Y / N)
DE Mulch	Mulch	\$5000	Yes

This page shows us how you plan to meet the 25% subcontracting goal if certifying at Section 3 Category 3

Estimated amount to be subcontracted: \$ 5000

Estimated amount to be subcontracted to Section 3 businesses: \$ 5000

% Section 3 subcontracts of total subcontracts: 100

**SECTION 3 SUMMARY REPORT**

SECTION 3 RESIDENTS

\*To be submitted to Hamilton County Community Development, upon completion of each contract by all non-Section 3 business concerns, sub-grantees, and Section 3 business concerns certified under category

This only applies to hiring for a project.

Date Completed: \_\_\_\_\_

Reporting Period Dates: \_\_\_\_\_ to \_\_\_\_\_

Name/Address of project: \_\_\_\_\_

PERSON HIRED	POSITION HIRED	SECTION 3 RESIDENT (Y / N)	DATE OF HIRE	FULL TIME / PART TIME
None				

Outreach efforts taken for each person hired:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Number of Full-time (FT) persons hired: \_\_\_\_\_

Total Number of Full-time (FT) Section 3 Residents hired: \_\_\_\_\_

At the end of the job you must report on the actual subcontracting done for the job to show that you met the 25% subcontracting goal if certifying under Section 3 Category 3.

**SECTION 3 SUMMARY REPORT**  
SECTION 3 BUSINESS CONCERNS

\*To be submitted to Hamilton County Community Development upon completion of each contract by all non-Section 3 business concerns, sub-grantees, and Section 3 business concerns certified under category 3.

Date Completed: 4/1/2021 Submitted By: Joe Smith

Reporting Period Dates: 3/1/2021 to 4/1/2021

Name/Address of project: Addyston ADA Park Project

BUSINESS AWARDED CONTRACT	TYPE OF CONTRACT	SECTION 3 BUSINESS CONCERN (Y / N)	DATE OF AWARD	AMOUNT OF CONTRACT
DE Mulch	Mulch	Yes	3/1/2021	\$5000

Outreach efforts taken for each contract awarded:

Phone calls  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Construction Dollars Contracted: \$5000  
 Total Construction Dollars to Section 3 Business Concerns: \$5000 % of Total: 100

Total Non-Construction Dollars Contracted: NA  
 Total Non-Construction Dollars to Section 3 Business Concerns: NA % of Total: NA



# Wage Rate Compliance

- County must receive all weekly payrolls, including weeks where no work was completed
- If labor + fringe rates are not correct, contractor must make additional payments and submit proof of payment
- HUD requires one employee wage interview
  - Discuss in pre-construction meeting who is conducting interview and timing

**U.S. Department of Labor**

Wage and Hour Division

**PAYROLL**

(For Contractor's Optional Use; See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm))



U.S. Wage and Hour Division

Rev. Dec. 2008

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

OMB No.: 1235-0008  
Expires: 04/30/2021

NAME OF CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>	ADDRESS	
PAYROLL NO.	FOR WEEK ENDING	PROJECT AND LOCATION
		PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT OR ST	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK
				HOURS WORKED EACH DAY										FICA	WITH- HOLDING TAX	OTHER	TOTAL DEDUCTIONS		
				S	S	S	S	S	S	S									
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While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

**Public Burden Statement**

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

Date

I,    
(Name of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

on the  
(Contractor or Subcontractor)

; that during the payroll period commencing on the  
(Building or Work)

day of , , and ending the  day of , .

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

from the full  
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

— in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

— Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE  SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

# Record of Employee Interview

U.S. Department of Housing and Urban Development  
Office of Labor Relations

OMB Approval No. 2501-0009  
(exp. 09/30/2017)

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The information is collected to ensure compliance with the Federal labor standards by recording interviews with construction workers. The information collected will assist HUD in the conduct of compliance monitoring; the information will be used to test the veracity of certified payroll reports submitted by the employer. Sensitive Information. The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained. The information collected herein is voluntary, and any information provided shall be kept confidential.

1a. Project Name <i>Addyston ADA Park Project</i>			2a. Employee Name <i>Tom Turner</i>		
1b. Project Number <i>1811000</i>			2b. Employee Phone Number (including area code) <i>513-555-9900</i>		
1c. Contractor or Subcontractor (Employer) <i>BC Landscaping</i>			2c. Employee Home Address & Zip Code <i>987 Main St. Cincinnati, OH 45202</i>		
2d. Verification of identification? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
3a. How long on this job? <i>4 days</i>	3b. Last date on this job before today? <i>10/11</i>	3c. No. of hours last day on this job? <i>8</i>	4a. Hourly rate of pay? <i>36.14 14.18</i>	4b. Fringe Benefits?	
			Vacation Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		4c. Pay stub? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
			Medical Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
			Pension Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
5. Your job classification(s) (list all) — continue on a separate sheet if necessary <i>Power Equipment Operator</i>					
6. Your duties <i>Placing new equipment</i>					
7. Tools or equipment used <i>Crane</i>					
8. Are you an apprentice or trainee? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		9. Are you paid for all hours worked? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		10. Are you paid at least time and 1/2 for all hours worked in excess of 40 in a week? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
11. Have you ever been threatened or coerced into giving up any part of your pay? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
12a. Employee Signature <i>Tom Turner</i>			12b. Date <i>10-2-18</i>		
13. Duties observed by the Interviewer (Please be specific.) <i>Placing equipment</i>					
14. Remarks <i>No issues or discrepancies noted.</i>					
15a. Interviewer name (please print) <i>Adam Adams</i>		15b. Signature of Interviewer <i>Adam Adams</i>		15c. Date of interview <i>10-2-18</i>	
<b>Payroll Examination</b>					
16. Remarks <i>No issues found with payroll.</i>					
17a. Signature of Payroll Examiner <i>Penly Carmaha</i>			17b. Date <i>10-7-18</i>		

Previous editions are obsolete

Form HUD-11 (08/2004)

# To get started

- Communities must:
  - Draft scope of work and bid specifications
  - Request current bid documents
  - Request the wage decision
  - Review procurement plans with County
  - Document procurement process including bids, or quotes, meeting minutes and legislative approval (if applicable) as procurement occurs

# Common Types of Procurement

- Sealed Bid if \$50,000 or more
  - Must be advertised in newspapers
  - Section 3 and MBE/WBE compliance is necessary
- Competitive Quote if \$49,999 or less
  - Minimum of three quotes to proceed
  - Must document efforts to solicit quotes
  - MBE/WBE compliance is necessary
  - Must use exact same scope
- Sole-source (very rare) – must go out to bid first and applies only if 1 bid is received



# Sealed Bid Opening

- Opening at predetermined time and place
  - Create bid tabulation summary, attendance list and minutes
  - Forward all bids to our office for review of responsiveness, debarment and bid document compliance (Section 3, MBE/WBE, Anti-kickback, etc.)
- **DO NOT CONTRACT** until County approval

# Competitive Quotes

- All quotes must include:
  - Exact same scope of work
  - Applicable county bid documents
  - All quotes must be current and valid
- Share all quotes with County for review
- **DO NOT CONTRACT** until County approval

# CDBG Bid Docs

- Incomplete bid submissions will be ineligible
- Potential bidders and contractors may call the County with questions at 513-946-8230
- Bid Packet Includes:
  - Specific language required in the bid advertisement
  - Federal Contract Compliance Responsibilities
  - Section 3 Requirements (for projects over \$50,000)
  - MBE Requirements (for projects over \$25,000)
  - Federal Lobbying Prohibition Disclosure
  - Equal Opportunity Requirements
  - Labor Standards Provisions for contracts over \$2,000
  - Current Davis Bacon Wage Decision
  - Sample Certification and Request for Payment form

# Contracting

Notice of Award, Notice to Proceed, Pre-construction

# Award and Notice to Proceed

- Contracts must be awarded within 90 days
- Contractors are not permitted to change subcontractors in bid without completing a change of subcontractor form
- Notice to proceed directs the contractor to begin the work
- Notice to proceed issued at pre-construction meeting

# Pre-Construction Meeting

- County will attend and review:
  - Davis Bacon wage decision
  - Required postings
  - HUD employee interview form
  - Payment requests
  - 10% hold back
- County needs copies of the notice of award, notice to proceed, and the signed contract



# Purchase Order

- County will reimburse the jurisdiction
- Can make direct deposits if desired – must go directly to the auditor's office
- We **cannot** pay for work completed prior to opening the purchase order

# Pay Requests

- Local government sends pay request and certification of completeness
  - Must have source documents to support costs with as much detail as possible
  - Pay requests will not be processed until weekly payrolls are received, reviewed and in compliance
  - Sample pay request form available

**Certification & Request for Payment**  
**Hamilton County Community Development**



Project Name: Addyston ADA Park Project

Project Municipality: Addyston

Project Contractor: BC Landscaping

Make Payment to (Circle one):  Municipality  Contractor

Payment Amount: \$9000 \*\*Please also submit a payment application or invoice\*\*

Per the municipality-authorized individuals whose signatures are below, the work performed by the above contractor has been satisfactorily completed and the municipality certifies that all work performed has been conducted in accordance with the rules and regulations of the U.S. Department of Housing and Urban Development. The municipality above hereby requests payment in the above amount to either the above listed contractor or to themselves as reimbursement for payment to the contractor for work completed.

Municipality-authorized Individuals:

1. (Print) Bob Smith Position: Mayor

1. (Sign) Bob Smith Date: 2/1/2021

2. (Print) Mary Wilson Position: Finance Manager

2. (Sign) Mary Wilson Date: 2/2/2021

Comments: First pay request, invoice #101

<b>For Office Use Only:</b>					
Grant (Circle one):	<input type="checkbox"/> CDBG	<input type="checkbox"/> CDBG-CV	<input type="checkbox"/> HOME	<input type="checkbox"/> ESG	<input type="checkbox"/> ESG-CV
PO Number:	_____	Approved By:	_____		
Project Number:	_____	Date Approved:	_____		
Amount:	_____	Invoice Number:	_____		

# Project Closeout

Holdback and required paperwork

# Project Closeout

- County needs Section 3 and MBE/WBE summary forms
  - This includes subcontractor names, addresses and tax IDs
  - Jobs under \$50k are not required to have a Section 3 summary, but must still report MBE/WBE subcontractors
- We will hold 10% of the project until compliance is complete
- Coordinate with our office when the work is complete and a final pay request has been issued
- It is helpful to keep us in the loop as projects close to work out compliance issues



# Key Takeaways

- Be in constant contact with our division and project managers. We are here to guide this process as smoothly as possible.
- Always double check that you have the right BID packet info (Under \$50K OR over \$50K) and an updated Wage Decision – expires after 90 Days.
- Public Notices and Environmental and Historical Reviews need to be completed before project start date.
- CDBG recipients will be receiving MOU's moving forward.
- From now on, we will be reimbursing project costs to the Local Governments, not the contractors.

# MOU Example

2021-2023 CDBG Community Projects MOU\_Template\_Final\_Draft.docx - Microsoft Word

**Project Memorandum of Understanding  
Between  
Board of County Commissioners, Hamilton County Ohio  
On behalf of Hamilton County Department of Planning and Development  
And  
Green Township**

This Agreement (the "Agreement") is entered into on \_\_\_\_ day of March, 2021 by and between the Board of County Commissioners, Hamilton County, Ohio on behalf of Hamilton County Department of Planning and Development (the "County") and Green Township, Ohio (the "Local Government").

**RECITALS**

On average, Hamilton County receives approximately \$5M annually from the United States Department of Housing and Urban Development (HUD), which is apportioned as follows: \$3.4M in Community Development Block Grant funds (CDBG), \$1.4M in HOME funds and \$280,000 in Emergency Solutions Grant funds. All of these funds go to support a variety of projects and programs in our 41 participating local governments.

Within the 3 year CDBG Funding cycle, 40-45% of funds go to County Wide Programs including Mini-Grants, Nonprofit Services and the Community and Economic Development Assistance Programs; 40-45% go to Community Specific Projects; and the balance of funds (15% to 20%) is used for Compliance, Project Management, Grant Administration and Training.

Even though the CDBG grant is an annual award, the Community Specific projects are County budgeted in 3 year grant cycles to allow for more impactful projects. 2021 grants are guaranteed and subsequent grants are conditional upon the annual HUD congressional budgets. HUD allocates funding based on a data formula including age of housing stock, demographics of the community residents and economic stability factors. Community Specific project allocations are based on the amount of funding that each community brings to the grant.

The County received applications from 38 local governments for 71 of projects for a total of \$4.3 million dollars. The 2021 to 2023 request cycle will fund a total of 66 eligible projects in 38

# Staff Contact Info

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- Website Link:  
[https://www.hamiltoncountyohio.gov/government/departments/community\\_development](https://www.hamiltoncountyohio.gov/government/departments/community_development)