

CDBG Public Facilities (Construction/Rehabilitation) Projects Guide

Village of Skokie Guidelines and Procedures for the Community Development Block Grant (CDBG) Program

Updated: November 2015

Introduction

The Village of Skokie encourages all grantees to have their CDBG-funded construction projects complete by December of each year. This goal is dependent upon when the funding is made available by the U.S. Department of Housing and Urban Development (HUD). Outdoor construction activities should be made a priority, as the funding needs to be spent before the close of each program year, and unpredictable spring weather may impact construction activities and the April 30 expenditure deadline.

Grantee Guidelines and Procedures

The general CDBG project schedule to be administered the grantee:

1. Sign two original agreements sent by Village staff. Both are to be signed by an individual authorized by the organization to do so. The grantee is to keep one original and the second original is to be returned to the Village of Skokie.
2. Submit a draft request for bids/proposals for Village staff review prior to notifying prospective contractors. A template may be provided by the Village. Each prospective contractor will use this form to respond to the request to ensure a consistent scope of work and an ease of cost comparisons to identify the "lowest responsible bidder". Preliminary wage and fringe benefits must be provided with the request for bids/proposals.

Note: Contractors must be notified up front that they are bidding on a Davis-Bacon project requiring prevailing wages. Bids need to take into account those wage rates. Please visit <http://www.wdol.gov/dba.aspx> for details.

3. Schedule an open house (or tours by appointment) so the prospective contractors see the scope of work first-hand before submitting a proposal.
4. Obtain a minimum of three bids. Do not have bids due on a Friday, as that is the day the hourly wage and/or fringe benefit rates may change, causing potential confusion regarding the correct rates to pay employees.
 - If your estimated project cost is greater than \$25,000, sealed bids are required.
 - If your estimated project cost is less than or equal to \$25,000, unsealed bids are allowed.
 - If your estimated project cost is less than \$2,000, Davis-Bacon regulations do not apply.
5. Solicit a minimum of one bid from a woman- or minority-owned company or contractor. If this entity declines to submit a bid, please have the entity submit its decision in writing to your attention (via email with contact information or on company letterhead).
6. Review the bids, prepare a written summary of your organization's analysis identifying the preferred contractor, and submit the summary to the CDBG Administrator.
7. Schedule a pre-construction meeting with your organization, your contractor, and Village staff prior to the commencement of your project. A checklist of discussion items will be provided prior to the meeting.

8. Provide a project schedule so that Village staff may visit during the construction/rehabilitation process.
9. Schedule a final walk-through with the CDBG Administrator prior to project closeout.
10. Submit paperwork such as invoices, signed payroll forms, a W-9 Form completed by the contractor, and final inspection approvals from Village inspectors after your construction project is complete.
11. All CDBG income and expenses must be coded with a Skokie CDBG-specific identifier in your organization's and your contractor's accounting software systems.

Schedule

It is highly recommended that construction/rehabilitation projects be completed by the end of December each year ... especially projects involving any outdoor work that would be impacted by the cold winter and unpredictable spring weather. All projects must be completed by April 1, so final paperwork and contractor payments can be processed prior to the end of the program year.

Quarterly and project end reports are required. The quarterly reports will include a proposed schedule of bidding, construction/rehabilitation, and closeout activities. The project end report will describe the construction/rehabilitation process, and how the users of the facility benefitted from the project. The quarterly report due dates:

- Q1 – August 10
- Q2 – November 10
- Q3 – February 10
- Q4 – April 10 (invoice, payroll forms, and final inspection approval form) and May 10 (report documentation)

Payments

In general, the Village's CDBG program will pay for up to 75% of the total contract cost of CDBG-eligible activities, or the grant amount, whichever is less. If a portion of the organization's overall project includes CDBG-ineligible activities, a separate bid/contract for those items may be necessary to ensure a clear distinction between CDBG- and non-CDBG-funded activities. The general payment schedule for the CDBG-funded activities:

1. Village of Skokie. A check request will be submitted to the Village's Finance Department once the final paperwork is deemed accurate and complete. The check will be sent directly to the contractor once the Trustees approve the voucher (financial transactions) list at one of the regularly-scheduled Village Board meetings. Please allow at least 30 days from time of final paperwork approval to check delivery.
2. Grantee. Pay the balance of the contract amount to the contractor directly, per your organization's payment procedures.

Summary

This guidance is an ongoing document and will be updated on an as-needed basis.

If you have any questions, or to address any of the items above, please contact Carrie Haberstich, Planner/CDBG Administrator at carrie.haberstich@skokie.org or 847-933-8447.