

**261—23.15 (15) Administration of a CDBG award.** This rule applies to all grant recipients awarded funds from any of the CDBG programs. Recipients shall comply with requirements and instructions set forth in the applicable CDBG management guide.

**23.15(1) Contracts.** After making an award notification to a recipient, the authority will issue a CDBG contract. The contract shall be between the recipient local government and the authority. These rules and applicable federal and state laws and regulations shall be part of the contract.

*a.* Recipients shall execute and return the contract to the authority within 45 days of the transmittal date from the authority. Failure to do so may be cause for termination of the award.

*b.* Certain activities require permits or clearances that shall be obtained from other state or federal agencies prior to proceeding with the project. The authority may include securing necessary permits or clearances as conditions to the CDBG contract.

**23.15(2) General financial management standards.** Recipients shall comply with 24 CFR 85, as revised January 1, 2007, Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments. Allowable costs shall be determined in accordance with OMB Circular A-87, “Cost Principles Applicable to Grants and Contracts with State and Local Governments.”

**23.15(3) Requests for funds.** Recipients shall submit requests for funds in the manner described and on the forms provided in the CDBG management guide. Individual requests for funds shall be made in whole dollar amounts not less than \$500, except for the final request for funds.

**23.15(4) Program income.** If a recipient receives program income before the contract end date, the program income must be expended before additional funds are requested. If a recipient receives program income on or after the contract end date, the recipient may reuse the program income according to an authority-approved reuse plan, or the recipient may return the program income to the authority. If a recipient receives less than \$35,000 of program income cumulative of all CDBG grants in a program year, the program income shall be considered miscellaneous revenue and may be used for any purpose.

**23.15(5) Record keeping and retention.** All records related to the project, including the original grant application, reports, financial records and documentation of compliance with state and federal requirements, shall be retained for five years after contract closeout. Representatives of HUD, the Inspector General, the General Accounting Office, the state auditor’s office and the authority shall have access to all books, accounts, documents, records and other property belonging to or in use by recipients pertaining to the receipt of CDBG funds.

**23.15(6) Performance reports and reviews.** Recipients shall submit recipient performance reports to the authority as prescribed in the CDBG management guide. The authority shall perform project reviews and site inspections deemed necessary to ensure program compliance. When noncompliance is indicated, the authority may require remedial actions to be taken.

**23.15(7) Contract amendments.** Any substantive change to a funded CDBG project, including time extensions, budget revisions and significant alteration to proposed activities, shall be considered a contract amendment. The recipient shall request the amendment in writing. No amendment shall be valid until approved in writing by the authority.

**23.15(8) Contract closeout and audit.** Upon completion of project activities and contract expiration, the authority shall initiate closeout procedures. Contracts may be subject to audit before closeout of the contract can be completed. The audit shall be performed in a manner consistent with the provisions set forth in the Single Audit Act of 1996 and described in the CDBG management guide.

**23.15(9) Contractors and subrecipients limitation.** CDBG funds shall not be used directly or indirectly to employ, award contracts to, otherwise engage the services of or fund any contractor or subrecipient during any period of debarment, suspension or placement in ineligibility status by HUD under the provisions of 24 CFR 24, as revised April 1, 1997.

**23.15(10) Compliance with federal and state laws and regulations.** Recipients shall comply with all applicable provisions of the Housing and Community Development Act of 1974 and these administrative rules. Recipients shall also comply with any provisions of the Iowa Code governing activities performed under this program.

**23.15(11) *Noncompliance.*** At any time before project closeout, the authority may, for cause, find that a recipient is not in compliance with requirements under this program. At the authority's discretion, remedies for noncompliance may include penalties up to and including the return of program funds to the authority. Findings of noncompliance may include the use of CDBG funds for activities not described in the application, failure to complete approved activities in a timely manner, failure to comply with any applicable state or federal rules or regulations or the lack of a continuing capacity of the recipient to carry out the approved project in a timely manner.

**23.15(12) *Appeals process for findings of noncompliance.*** Appeals shall be entertained in instances where it is alleged that authority staff participated in a decision that was unreasonable, arbitrary, capricious or otherwise beyond the authority delegated to the authority. Appeals shall be addressed to the division administrator of the community development division. Appeals shall be in writing and submitted to the authority within 15 days of receipt of the finding of noncompliance. The appeal shall include reasons why the decision should be reconsidered. The director shall make the final decision on all appeals.

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