



HOW TO MANAGE YOUR CAPITAL FUND PROJECT

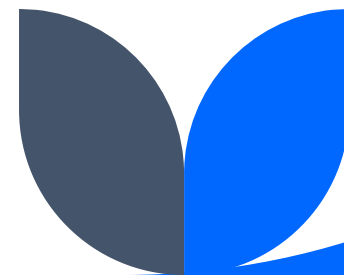


**Julie Hegg-Sauk Centre HRA
Erin Bolland- Alexandria HRA**



Where Do I Start?

- Completing a Physical Needs Assessment
- Talking with maintenance staff about building needs
- Resident Advisory Boards



5-Year Plan

HUD Form 50075-5Y (All PHA's)

Annual Plan

HUD 50075-ST (Standard and Troubled PHA's)
HUD 50075-HP (High Performer PHA's)
HUD 50075-SM (Small PHA's)
HUD 50075-HCV (HCV Only PHA's)



Required Forms

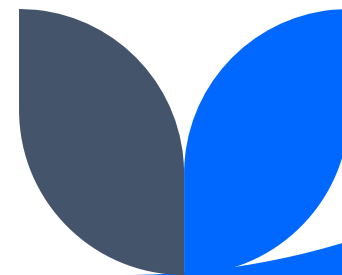
- **PHA Certifications of Compliance with PHA Plans and Related Regulations** ([HUD-50077-CRT-SM](#), [HUD-50077-ST-HCV-HP](#)) (MS Word). These certifications are the standard certification PHAs submit indicating their compliance with PHA Plan, Civil Rights Certification, and related regulations.

- **Civil Rights Certifications** ([HUD-50077-CR](#)) (MS Word)

Annually, qualified PHAs are required to make a civil rights certification of the public housing program in accordance with 5A of the Act, as amended by HERA.

- **Certification by State or Local Office of PHA Consistency with the Consolidated Plan** ([HUD-50077-SL](#))

(MS Word) The appropriate state or local officials must certify that the PHA Plan is consistent with its Consolidate Plan(s). If the PHA is located in more than one jurisdiction, it must include a certification from each appropriate official.



Energy and Performance Information Center (EPIC)



Energy and Performance Information Center (EPIC)

Welcome, Guest. Login using your HUD credentials by clicking the "Login" link to the right.

Home

Login

About EPIC

Help?



This is an official US Government System for authorized use only. This system may be monitored to protect against unauthorized use. Attempts to circumvent security, use the system for unauthorized purposes, or interfere with the system, its data, or operation is prohibited. Unauthorized acts may result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996. Use of this system constitutes consent to monitoring.

Welcome to the Energy and Performance Information Center (EPIC), a HUD system that collects information on Public and Indian Housing grants.

This system allows recipients of Public Housing Capital Fund grants to create and submit their 5-Year Action Plans and Annual Statement/Budgets. A Public Housing Agency (PHA) can also download their IMS/PIC data to perform PNAs and submit information regarding energy efficiency improvements to their public housing stock.

A recipient of Indian Housing Block Grant (IHBG) funds may use this site to complete and submit HUD-52737, the Indian Housing Plan / Annual Performance Report (IHP/APR), IHP Amendment, or IHP Waiver and to submit the SF-425, Federal Financial Reports.

Questions? Additional Guidance for PHAs can be found [here](#).

EPIC Registration Instructions:

New Users

[If you are a PHA staff person click here](#)

[If you are a Tribe or TDHE staff person click here](#)

[If you are a HUD user click here](#)

If you have an EPIC account but are having other difficulties logging in, please try resetting your WASS password. If this does not resolve your problem, send an email to either EPICHelp@hud.gov (PHA or public housing users) or ONAP_EPICHelp@hud.gov (Tribe/TDHE or ONAP users) and explain the issue you are encountering. In your e-mail, include your name, your User ID, your organization's name, and the specific type of error you are receiving. It would also be helpful (but not required) if you could send a screen shot of the problem screen and then paste the screen shot into the email. (The procedures for taking a screen shot vary depending on the version of Windows a person uses - to get instructions type "screen shot" in an Internet search engine to find instructions).

All EPIC users should have their own user name and password.

Closing Out a Capital Fund Grant

Actual Modernization Cost Certificate

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 1/31/2021)

Capital Fund Program (CFP)

Public reporting burden for this collection of information is estimated to average 2.5 hours 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. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number. **Do not send this form to the above address.** This collection of information requires that each Public Housing Authority (PHA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

PHA Name: _____	Modernization Project Number: _____
-----------------	-------------------------------------

The PHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Funds Approved	\$
B. Funds Disbursed	\$
C. Funds Expended (Actual Modernization Cost)	\$
D. Amount to be Recaptured (A-C)	\$
E. Excess of Funds Disbursed (B-C)	\$

- That all modernization work in connection with the Modernization Grant has been completed;
- That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA have been fully paid;
- That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work;
- That the time in which such liens could be filed has expired; and
- That for any years in which the grantee is subject to the audit requirements of the Single Audit Act, 31 U.S.C. § 7501 et seq., as amended, the grantee has or will perform an audit in compliance with said requirements.
- Please mark one:
 A. This grant **will** be included in the PHA's next fiscal year audit per the requirements of the Single Audit Act.
 B. This grant **will not** be included in the PHA's next fiscal year audit per the requirements of the Single Audit Act.

I hereby certify all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. WARNING: Anyone who knowingly submits a false claim, or makes false statements is subject to criminal and civil penalties, including confinement for up to 5 years, fines, and civil penalties. (18 U.S.C. §§ 287, 1001 and 31 U.S.C. § 3729)

Name & Title of Authorized Signatory (type or print clearly): _____

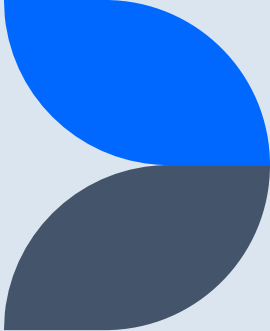
HUD Form 53001

Prevailing Wage

HUD DBLS FORM:	Applicability:
HUD-5370 (pages 1, 15 – 19)	This form is applicable to any construction/development contract greater than \$250,000.
HUD-5370EZ General Contract Conditions for Small Construction/Development Contracts	The following contract clauses are applicable and must be inserted into small construction/development contracts, greater than \$2,000 but not more than \$250,000.
HUD-5370C (Section I – With or without Maintenance Work) General Conditions for Non-Construction Contracts	This form HUD-5370-C has 2 Sections. These Sections must be inserted into non-construction contracts as described below: <ol style="list-style-type: none"> 1. Non-construction contracts (<i>without</i> maintenance) greater than \$250,000 - use Section I; 2. Maintenance contracts (including non-routine maintenance as defined at 24 CFR 968.105) greater than \$2,000 but not more than \$250,000 - use Section II; and ; 3. Maintenance contracts (including non-routine maintenance greater than \$250,000 – Use Sections I and II).
HUD-5370C (Section II – With or without Maintenance Work) General Conditions for Non-Construction Contracts	This form HUD-5370-C has 2 Sections. These Sections must be inserted into non-construction contracts as described below: <ol style="list-style-type: none"> 1. Non-construction contracts (<i>without</i> maintenance) greater than \$250,000 - use Section I; 2. Maintenance contracts (including non-routine maintenance as defined at 24 CFR 968.105) greater than \$2,000 but not more than \$250,000 - use Section II; and ; 3. Maintenance contracts (including non-routine maintenance greater than \$250,000 – Use Sections I and II).

Agencies should keep in mind that DBRA applies to any construction activity exceeding \$2,000, regardless of what line it comes out of (operations, capital, etc).

How do I find prevailing wage rates?



Home Search Data Bank Data Services Help

SAM.GOV

Official U.S. Government Website
100% Free

The Official U.S. Government System for:

- Contract Opportunities
- Contract Data (Reports ONLY from fpds.gov)
- Wage Determinations
- Federal Hierarchy (Departments and Subtiers)
- Assistance Listings
- Entity Information (Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov))
- Entity Reporting (SCR and Bio-Preferred Reporting)

Are you searching for Federal Acquisition Supply Chain Security Act (FASCSA) orders? [View FASCSA Orders](#)

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

[Check Entity Status](#)

Already know what you want to find?

Select Domain... e.g. 1606N020Q02

Filter By

Location

State

Minnesota

County/ Independent City

Select County

DBA Construction Type

Select...

Building

Heavy

Highway

Residential

Anytime

Showing 1 - 1 of 1 results

Published Date

Davis-Bacon Act WD #: MN20240154

State	Counties
Minnesota	Douglas

DBA Wage Determination

Modification Number
0

Construction Types
Building

Published Date
Jun 6, 2024

Certified Payroll Forms

U.S. Department of Labor
Wage and Hour Division

PAYROLL

For contractor's optional use; see instructions at dol.gov/agencies/whd/forms/wh347



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

NAME OF CONTRACTOR OR SUBCONTRACTOR ADDRESS _____ OMB No. 1235-0008 Expires 09/30/2026

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) STATUS OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(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		

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction projects (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to furnish weekly a statement in accordance with 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, if a mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving:

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 reviewing the data, and reviewing and reporting the results. 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, 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 _____ (Contractor or Subcontractor) on the _____ (Building or Work); that during the payroll period commencing on the _____ 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 _____ (Contractor or Subcontractor) from the full

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 (40 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 3729 OF TITLE 31 OF THE UNITED STATES CODE.



Loretta Szweduik, Sr Labor Standards
Specialist

HUD Office of Davis Bacon & Labor Standards
Paul D Wellstone Federal Building

Minneapolis Field Office

212 3rd Ave S – Suite 150

Minneapolis MN 55401

e-mail: loretta.a.szweduk@hud.gov

T: 612-370-3189

Semi Annual Labor Standards Reporting HUD FORM 4710i

Reporting Periods

- **Period 1 October 1 through March 31 (Due April each year)**
- **Period 2 April 1 through September 30 (Due October each year)**
- **Now completed using DocuSign**



Questions



Contact Information for Panel

Julie Hegg

schra028@mainstreetcom.com

Erin Bolland

erin@alexandriahra.com

