



CITY OF CLEVELAND
Mayor Frank G. Jackson

FRANK G. JACKSON, MAYOR
City of Cleveland

KEVIN J. KELLEY, PRESIDENT
Cleveland City Council

City of Cleveland
Department of Community Development

PROGRAM YEAR 2020
CARES ACT
RENTAL ASSISTANCE GRANT PROGRAM

CDBG, ESG & HOME FUNDING PROPOSAL

Frank G. Jackson, Mayor
City of Cleveland

Tania Menesse, Director
Department of Community Development

ELIGIBILITY REQUIREMENTS

The Department of Community Development is requesting proposals for the CARES Act Grant Program **(March 1, 2020-May 31, 2021)**. *Please read the RFP carefully before preparing a proposal.*

The Department will fund programs and services that address immediate needs and economic impacts for low to moderate income persons resulting from the COVID-19 pandemic.

The Department of Community Development has determined the following activities are the most pressing needs that will be considered for this grant funding:

- Rental Assistance
 - CDBG Emergency Payments
 - ESG At-Risk Homeless prevention and Homeless Prevention
 - HOME Medium-term Shallow rental subsidy

The following are eligible subrecipients to apply in response to the CARES Act Rental Assistance Request for Proposals.

- Non-Profit Organizations
- Community Development Corporations
- Community Based Development Organizations

Eligible Subrecipients must further demonstrate:

- A track record of performing the service, primarily benefitting low to moderate income residents of the City of Cleveland, for at least 2 years;
- An existing capacity to provide deliver service or a reasonable plan to achieve capacity prior to signing a subrecipient agreement;
- Submit complete and accurate monthly reimbursement requests;
- Submit complete and accurate household size, household income and household demographics of clients service at point of service;
- Document funding reserves capable of financing or funding 60 days of program operation; and,
- Other necessary requirements to comply with federal requires outline in 2 CFR 200 and 24 CFR 570.
- Eligible organizations must be in operation at least five (5) fiscal years.
- All necessary documentation required under Attachment C: Checklist of Required Attachments

ACTIVITY REQUIREMENTS

The following are minimum requirements for each activity. Organization seeking funding to perform an activity will need to meet these requirements through complete documentation and timely reporting to the Department of Community Development. Failure to understand, implement or complete these requirements shall result in findings and financial ramifications.

	CDBG	CDBG	ESG	HOME
Eligible Households	80% AMI	80% AMI	50% AMI (with HUD waiver)	50% AMI
Eligibility Criteria	Impacted by COVID-19 that caused unemployment or reduction in household income after March 1, 2020.	Impacted by COVID-19 that caused unemployment or reduction in household income after March 1, 2020.	At-Risk for Homelessness or Homeless	Impacted by COVID-19 that caused unemployment or reduction in household income after March 1, 2020.
Housing Income Verification	<ul style="list-style-type: none"> Photo ID for Everyone 18 years and over living in the home. Self-Certification 	<ul style="list-style-type: none"> Photo ID for Everyone 18 years and over living in the home. Full Income Documentation 	<ul style="list-style-type: none"> Full Income Documentation HMIS Central Intake Enrollment 	Full Income Documentation
Rent Verification	<ul style="list-style-type: none"> Written Lease Current Rental Registration 	<ul style="list-style-type: none"> Written Lease Landlord W-9 Current Rental Registration 	<ul style="list-style-type: none"> Written Lease Landlord W-9 Current Rental Registration 	<ul style="list-style-type: none"> Written Lease Landlord W-9 Current Rental Registration
Benefit Type	Emergency Payment	One of the following: <ul style="list-style-type: none"> Emergency Payment Delinquent Obligations 	One of the following: <ul style="list-style-type: none"> Short-term Shallow Subsidy Delinquent Obligations Security Deposit 	Medium-term Shallow Subsidy
Capped Benefit	The difference of Fair Market Rent or lease amount, whichever is less, and 30% of household income, for a period of up to 1 month. Not to exceed \$600	The difference of Fair Market Rent or lease amount, whichever is less, and 30% of household income, for a period of up to 2 additional months	The difference of Fair Market Rent or lease amount, whichever is less, and 50% of household income, for a period of up to 3 months.	The difference of Fair Market Rent or lease amount, whichever is less, and 50% of household income, for a period of up to 6 months.
DSS Inspection	Not Required	Not Required	Required	Required
Month	1 st	2 nd through 3 rd (delinquent obligations shall substitute the 2 nd and/or 3 rd month)	4 th through 6 th	7 th through 12 th

Client Eligibility

The all programs shall be available to Cleveland residents based on the above chart.

Clients shall be referred from referral services funded through the CARES Act Basic Needs RFP. A complete referral shall include:

- Self-Certification Form
- Any forms required by the Rental Assistance Program

All programs shall need to collection the necessary information regarding income and impact by the coronavirus.

All clients should complete a Research Survey provided by the Department of Community Development to inform the City's 2021-2026 Consolidated Plan for federal entitlements and the City's 10-year Housing and Investment Plan.

Self-certification of household income involves the beneficiary completing a form that includes the following:

1. Household Contact Information including physical address of residence,
2. Declaring household size,
3. Declaring amount of household income,
4. a statement that certifies all information is complete and accurate,
5. a statement that the information provided on the for is subject to HUD verification,
6. a statement describing how the coronavirus or associated economic recession has adversely impacted them, and
7. a signature by the beneficiary or beneficiaries.

If declared Self-certification of income is \$0, additional information (self-certified or documented) shall need to be provide:

1. Status or ineligibility of any unemployment benefits
2. Status or ineligibility of any other State assistance, TANF or SNAP
3. Status or ineligibility of any housing voucher
4. Status of gifts or support from family or friends

If declared Self-certification of income is \$0, household shall be directed to other resources they may be eligible for.

Full income documentation shall be performed according to the requirements set forth in Chapter 21.00.00 Income Verification Policy.

Payments are paid on behalf of the client and the relevant documentation shall be collected to show:

1. the amount owed (written and signed lease, bill, invoices or statements on letterhead),
2. the company name and address where to make the payment should be sent,
3. confirmation that payment was applied or accepted towards the outstanding balance, and
4. confirmation of a payment plan for any remaining balance not eligible for emergency payment.

Assistance Eligibility

The complete applications shall be reviewed to determine if the household qualifies for the rental assistance the household is seeking.

The application shall be reviewed to determine the following:

1. that the household income meets the eligibility requirements

2. make a determination in cases of \$0 income on how best to match their need for rental assistance with other assistance opportunities.
3. Assess the source of funding that best matches the rental assistance needs of the household
4. Determine the correct amount of assistance.
5. Assess the eligibility of the property and owner.

It may be necessary to refer the household to another subrecipient if the household's need fit better under another federal source. The subrecipient shall forward the complete application to the other subrecipient with the household's knowledge and consent.

Subrecipient Administrative Cap

Costs to administer the Rental Assistance Program may not exceed 5% without a match commitment.

Subrecipient Match Requirements

- Rental Assistance Payments to landlord on behalf of tenants 0:1 match
- Rental Assistance Administration 1:1 match

Match can come in the following forms:

- cash donations,
- secured grants,
- Subrecipient in-kind program delivery staff time not reimbursed by grant (not indirect costs)

SUBMISSION REQUIREMENTS

Agencies seeking support for more than one social service program must submit a separate proposal for **each** program.

Proposals must be received by the Department of Community Development no later than 5:00 p.m. on Wednesday, May 27, 2020. THE CITY WILL NOT ACCEPT PROPOSALS SUBMITTED AFTER THE DEADLINE.

Please submit:

- 1. One original signed hard copy and attachments to:**
City of Cleveland
Department of Community Development
Division of Administrative Services
601 Lakeside Avenue, Room 320
Cleveland, Ohio 44114
ATTN: Commissioner Joy Anderson
- 2. You must also send an electronic copy of the proposal and attachments to the Department of Community Development via Dropbox.com. If you are a current grantee, a Dropbox link will be sent to you. New grantseekers should contact the Department of Community Development for instructions.**
- 3. BOTH THE ORIGINAL PROPOSAL AND ELECTRONIC COPY ARE DUE NO LATER THAN WEDNESDAY, MAY 27, 2020 BY 5:00 p.m. LATE PROPOSALS WILL NOT BE ACCEPTED. NO EXCEPTIONS.**

Your application must be legible, concise and responsive to the information requested. Proposals must be completed in detail to be sufficiently evaluated. **Incomplete proposals will not be processed.**

Annual reports, newspaper articles and brochures provide valuable information as attachments, but they cannot be submitted in lieu of a written response to the proposal questions.

Award announcements will be made in June 2020.

PLEASE:

- **Be sure to retain a copy of the proposal for your records.**
- **Include all required attachments. Submit electronic copies of your audit and Form 990 as separate files.**
- **Include additional pages for your responses only where requested.**
- **NOTE: The City will not approve any costs incurred prior to the execution of a contract. Eligible costs are paid on a reimbursement basis ONLY. Payments are processed on a monthly basis.**

**City of Cleveland
CARES Act
Rental Assistance Grant Proposal**

I. AGENCY IDENTIFICATION AND SIGNATURE PAGE

Legal Name: _____

Federal Tax Identification Number: _____ **DUNS Number:** _____

Address: _____ **Zip:** _____ **Ward:** _____

Website Address: _____ **Phone:** _____ **Fax:** _____

Executive Director: _____ **Email:** _____

Proposal Contact Name: _____

Contact Phone: _____ **Contact Address:** _____

**Compliance Monitoring,
10-Year Housing and Investment Plan Study, and
True, Accurate and Complete Statements**

1. We attested that our organization shall consent/authorization to the City of Cleveland and their respective agents, employees, and assigns, to share, disclose, analyze, and discuss all documentation and information provided within this application, any award and in subsequent communications related to this application for the purposes of compliance monitoring.
2. We attested that our organization shall consent/authorization to the City of Cleveland and their respective agents, employees, and assigns, to share, disclose, analyze, and discuss all documentation and information provided within this application, any award and in subsequent communications related to this application to inform and create a 10-Year Housing and Investment Plan for the City of Cleveland.
3. We attested that all the information submitted as part of this proposal is true, accurate, complete and up to date. We have read and fully understand the qualifications and requirements delineated in this proposal. We have also read and agree to abide by the terms and conditions specified in Appendix A: Compliance Regulations and Guidelines.

Board Chair or President's Signature

Print

Date

Executive Director's Signature

Print

Date

II. AGENCY DESCRIPTION

Mission Statement:

Provide a brief description of the agency, governance structure, and accreditations.

List all programs and services, and provide a copy of the Organizational Chart as an Attachment.

List all organizations participating in this proposal. Identify their roles.

III. PROPOSAL

Program Name:

Amount Requested:

	CDBG	ESG	HOME
Funding Requested			
Households Served between March 1, 2020 – May 30, 2021 (Number of Unduplicated Clients)			

This proposal adheres to the activity requirements on pages 3-4. Yes No

Is this program available to residents, citywide? Yes No

Is this Cleveland-based program limited to residents in specific wards? If yes, please list all wards.

Program serves (Select Only One):

- Only Households (80% AMI or below)
- Only Households (50% AMI or below)
- Only Households (60% AMI or below)
- Only Seniors 62+ years old
- Only Homeless or At-Risk Homeless
- All of the above

Supporting Evidence: Provide relevant and current statistical data to support the basic needs services identified above (i.e. Census data, NEO CANDO). Statistical information should illustrate how the COVID-19 pandemic highlights the need for your proposal. Data sources must be noted in your statement and verifiable.

COVID-19 Operations: Provide a summary for how you will provide services in a manner that can achieve suitable social distancing for clients and staff. Does your organization have written policies and procedures? If so, please submit them as part of your application?

Activity Requirements Waiver Request: If you believe the activity requirements poses challenges you may request a waiver to reduce or eliminate the requirement. Please submit a statement in writing that described the hardship. Waivers requested after application will not be considered.

IV. CAPACITY

Prior Experiences

Number of Years this particular service has been provided: _____

Track Record:

Year	Program Name	Program Budget	Number of Full-Time and Part-Time Staff working on Program	Full-Time Equivalent Staff (FTEs)	Unduplicated Clients Served
2019					
2018					
2017					
2016					
2015					

Personnel Capacity

Title	Current or Proposed Staff	Duties Under Proposed Program	Management, Administration or Front Line Delivery	% of Time to CDBG

*Attach a job description for each position listed under Personnel Costs. Attach resumes for the staff currently holding these positions.

Fiscal Capacity

Amount of funding reserves equal to 60 days of program expenses: \$

Do you have funding secured to meet the 60 days reserve? ____ Yes ____ No

Provide documentation showing you have 60 days reserve.

Fiscal Capacity Waiver Request: If you believe the 60 days reserve requirement poses challenges you may request a waiver to reduce or eliminate the requirement. Please submit a statement in writing that described the hardship. Waivers requested after application will not be considered.

V. MATCHING REQUIREMENTS

Rental Assistance has a match requirement, meaning for every grant dollar awarded that goes toward administrative or program delivery costs. Matching funds would need to show documentation in order verify the match.

Match	Source	Description	Secured?	If Not Secure anticipated Date to secured?
Cash				
In-Kind				
Other Match:				
Other Match:				
Other Match:				

Match Waiver Request: If you believe the attached matching requirement poses challenges you may request a waiver to reduce or eliminate the match. Please submit a statement in writing that described the hardship. Waivers requested after application will not be considered.

VI. CERTIFICATIONS

*Please refer to Appendix A, **Compliance Regulations and Guidelines**, prior to signing this section for an explanation of this Federal Requirement.*

Lower Tier Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three year period preceding the effective date of this contract been convicted of or had a civil judgment rendered against me or _____ (**contractor's name**) for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of these statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signed: _____
(Authorized Recipient Name/Title)

Date: _____

Print Name: _____

VII. AMERICANS WITH DISABILITY ACT (ADA)

Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability in employment, public services and transportation, public accommodations and telecommunications. Recipients of federal funds cannot discriminate on the basis of disability in their programs, activities or services. Achieving program accessibility does not necessarily require substantial alterations to existing facilities or building new ones. The Act does not require that existing facilities be immediately made accessible; it requires that reasonable accommodations be made in order that the programs, activities and services become accessible. For example, buildings with no elevators do not require the installation of an elevator, but conference rooms should be located on the first floor and at least one building entrance should be accessible to mobility impaired individuals.

If ADA-compliant accessibility is not provided currently, submit a plan for facility and/or program accessibility with the proposal. Include alterations that can or will be made. Provide an explanation in the "Comments" Section for all "no" responses.

Parking

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| • Does the facility have designated parking spaces for disabled persons? | _____ | _____ |
| • Are spaces of adequate width? (Parking spaces must be at least 8 ft. wide with an adjacent access aisle of 5 ft. for a total of 13 feet). | _____ | _____ |
| • Are these parking spaces located on the shortest route of travel to the accessible facility entrance? | _____ | _____ |

Comments: _____

Building Entrance

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| • Is the main entryway wheelchair-accessible? (A level entry or properly sloped ramp with a 32" non-revolving door) | _____ | _____ |
| • If no, is there a reasonable alternate entry? | _____ | _____ |

Comments: _____

Meeting Rooms and Facilities

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| • Can all rooms used for the program be reached without stairs or elevators? | _____ | _____ |
| • If elevator use is required, are the elevators accessible? (36" wide door, 54" deep x 68" wide car, wheelchair accessible controls, tactile buttons, auditory floor indicators) | _____ | _____ |
| • If room changes are required between sessions, are pathways accessible? (36" wide hallways, free of obstacles) | _____ | _____ |
| • Can doorways accommodate a wheelchair? (32" wide) | _____ | _____ |
| • Are restrooms wheelchair-accessible (adequate floor space for a wheelchair; grab bars, lavatories and paper products at proper height; extended faucet handles)? | _____ | _____ |
| • Are paths to the restrooms accessible? | _____ | _____ |
| • Are drinking fountains and telephones accessible to persons in wheelchairs? | _____ | _____ |

PROJECT EXPENDITURES BUDGETARY DETAILS

A. PERSONNEL

*TITLE	MONTHLY SALARY OR HOURLY RATE OF PAY	HOURS PER WEEK		LENGTH OF TIME	TOTAL ANNUAL WAGES	AMOUNT REQUESTED FROM BLOCK GRANT	OTHER FUNDS	
		TOTAL	ALLOCATED TO BLOCK GRANT				AMOUNT	SOURCES

Number of Pay Periods in the Program Year: _____

Prior to execution of contract, a Personnel Policy Manual must be submitted, as well as resumes for each person.

Salaries are subject to review - compensation to agency employees should be reasonable for services rendered; to be consistent with that paid for similar work in other organizations.

* Submit job description for each title.

TOTAL PERSONNEL COSTS \$ _____

BLOCK GRANT \$ _____

OTHER \$ _____

ESTIMATED MONTHLY EXPENDITURE \$ _____

B. FRINGE BENEFITS (FICA, WORKERS' COMPENSATION, UNEMPLOYMENT TAX, HOSPITALIZATION, ETC.)*

TYPE	RATE	BASIS	TOTAL	AMOUNT REQUESTED FROM BLOCK GRANT	OTHER FUNDING	
					AMOUNT	SOURCE

*Should be included in Personnel Policy Manual

TOTAL FRINGE BENEFITS COSTS \$ _____

BLOCK GRANT \$ _____

OTHER \$ _____

ESTIMATED MONTHLY EXPENDITURE \$ _____

F.I.C.A. Rate is 7.65%

Unemployment Compensation is limited to the first \$9,000.00

C. TRAVEL (STAFF MILEAGE, PARKING, BUSING COSTS, ETC.)

DESCRIPTION	PURPOSE	RATE	TOTAL	AMOUNT REQUESTED FROM BLOCK GRANT	OTHER FUNDING	
					AMOUNT	SOURCE

TOTAL TRAVEL COSTS \$ _____

BLOCK GRANT \$ _____

OTHER \$ _____

ESTIMATED MONTHLY EXPENDITURE \$ _____

Receipts must be attached to monthly reports

Mileage Log must be maintained.

D. EQUIPMENT (ANY ITEM OVER \$50 WITH A LIFE SPAN OF TWO YEARS)

DESCRIPTION	PURPOSE	LOCATION	TOTAL	AMOUNT REQUESTED FROM BLOCK GRANT	OTHER FUNDING	
					AMOUNT	SOURCE

Receipts with serial numbers must be submitted to Community Development as proof of purchase to substantiate purchases.

Equipment purchases not listed in budget **must have advance approval** of Community Development.

All equipment is property of Community Development and returns to City of Cleveland at the end of agreement.

All bidding requirements specified in this application must be followed.

TOTAL EQUIPMENT COSTS \$ _____

BLOCK GRANT \$ _____

OTHER \$ _____

ESTIMATED MONTHLY EXPENDITURE \$ _____

F. OVERHEAD (RENT, UTILITIES, TELEPHONE, INSURANCE, INDIRECT COSTS, EQUIPMENT WITH OPTION TO BUY (LEASED), ETC.)

TITLE	ESTIMATED MONTHLY AMOUNT	TOTAL	AMOUNT REQUESTED FROM BLOCK GRANT	OTHER FUNDING	
				AMOUNT	SOURCE

Indirect Cost Rate must be submitted and approved by Community Development.

Rent agreement must be approved by Community Development.

Submit copy of insurance policy or estimate from company.

Submit copies of all equipment lease agreements to Community Development.

TOTAL OVERHEAD COSTS	\$	_____
BLOCK GRANT	\$	_____
OTHER	\$	_____
ESTIMATED MONTHLY EXPENDITURE	\$	_____

G. CONTRACTUAL (PROFESSIONAL SERVICES; MUST BE IN WRITING AND APPROVED IN ADVANCE)

DESCRIPTION	PURPOSE	RATE OF PAY	LENGTH OF SERVICE	TOTAL	AMOUNT REQUESTED FROM BLOCK GRANT	OTHER FUNDING	
						AMOUNT	SOURCE

Persons listed under Contractual are responsible for their own tax liabilities

Please note: All bidding requirements specified in this proposal must be followed.

TOTAL CONTRACTUAL COSTS \$ _____
 BLOCK GRANT \$ _____
 OTHER \$ _____
 ESTIMATED MONTHLY EXPENDITURE \$ _____

H. OTHER (PROGRAM SUPPLIES, OFFICE SUPPLIES, EQUIPMENT REPAIRS, POSTAGE, PRINTING COSTS, ETC.)

TYPE	TOTAL	AMOUNT REQUESTED FROM BLOCK GRANT	OTHER FUNDING	
			AMOUNT	SOURCE

TOTAL OTHER COSTS \$ _____
 BLOCK GRANT \$ _____
 OTHER \$ _____
 ESTIMATED MONTHLY EXPENDITURE \$ _____

Agency Revenue Statement (All Sources)

See Important Note Below*

Fiscal period: From: _____ To: _____

	Last Year	Current Year	Projected Year	Total
1. Government Grants: (List each funder separately. Do not Use Acronyms. Add rows as necessary)				\$0.00
Neighborhood Development Activity (NDA/Council) (List Each Ward Amount)				\$0.00
2. Corporate & Foundation Grants: (List each funder separately. Do not use Acronyms) Add rows if necessary				\$0.00
3. Program Service Fees				\$0.00
4. Investment Income				\$0.00
5. Direct Support (Membership, funding, donations)				\$0.00
6. other Sources (List each funder separately. Do not use Acronyms. Add rows as necessary)				\$0.00
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00

*NOTE: In lieu of completing this form, you may submit income statements or similar documents to provide this information.

APPENDIX A

COMPLIANCE REGULATIONS AND GUIDELINES

Any activity or project assisted by Federal dollars is subject to federally-mandated rules and regulations and the rules and regulations apply to **all** phases or components of the activity and project.

The Citywide Development Assistance, Social Services, Community Development Corporation (CDC) Operating Support Grants and Neighborhood Development Activity (NDA) programs are funded by federal Community Development Block Grant (CDBG) dollars.

The following federal and City rules and regulations apply to activities and projects funded under these programs:

1. **Equal Employment Opportunity**

Employment of staff and personnel by the agency is subject the Equal Employment Opportunity Ordinance Section 187, 188 and Section 3 of the City of Cleveland, and related regulations. Agency shall post in a conspicuous place all solicitations for employment, and/or advertise for employment in a citywide publication of common circulation, affording all interested parties opportunity to be aware of the position and to submit an application. All solicitations or advertisements shall state the agency is an Equal Opportunity Employer. A copy of the solicitation or advertisement, and the dates and locations published, shall be submitted to the City along with a copy of the job description.

2. **Employment Discrimination Prohibited**

The agency shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, Ethnic group, or Vietnam-era disabled veteran status. Agency shall take affirmative action to ensure that applicants are employed and that employees are treated without regard to of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, Ethnic group, or Vietnam-era disabled veteran status. "Treated" means and includes recruitment, whether by advertising or other means; compensation, whether in the form of rates of pay or other forms of compensation; selection for training, including apprenticeship; promotion; upgrade; demotion; downgrade; transfer; layoff or termination.

3. **Conflict of Interest**

No employee, agent, consultant, officer, or elected or appointed official of the City or agency who exercises or has exercised any functions or responsibilities with respect to the Citywide Scope of Service or any activities in any way connected with a contract between the City and the agency, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities or Citywide Scope of Service, may obtain a financial interest or benefit from such activity or Citywide Scope of Service, or have a financial interest in any contract, subcontract or agreement with respect thereto, or the proceeds hereunder, either for themselves or those with whom they have business or immediate family ties during their tenure or for one year thereafter.

Appendix A
Compliance Regulations & Guidelines
(Continued)

4. **Design Review, Zoning & Building Permits**

Projects funded with CDBG dollars, and/or utilizing land purchased from the City, are bound by City regulations regarding design review. Project designs must be reviewed and approved by Community Development staff, and possibly the Design Review Committee, City Planning Commission or Landmarks Commission. In all cases, projects must comply with City regulations regarding zoning, building permits, building standards, health and licensing requirements, City-Wide Plan, design review, etc. Please be certain to obtain all required building permits and call for inspections at the appropriate times. If your project does not meet zoning code, the appeals process is triggered by rejection of your formal application to Building & Housing for a permit. A hearing and decision by the Board of Zoning Appeals generally takes about 5-7 weeks. Projects funded with CDBG dollars, and/or utilizing land purchased from the City, require advance review and approval by Community Development and may be held to standards exceeding regular zoning or building regulations.

5. **Procurement of Services (Professional/Contractual) or Equipment**

Federal regulations require that all hiring of services (such as accountants, attorneys or consultants) or purchase of equipment be conducted under conditions of fair and open competition. When professional or contractual services (in the form of a sub recipient contract), or equipment and other items whose cost exceeds \$500.00 will be purchased with federal funds provided by the City, a minimum of three (3) written bids is required. **The recommended award must be based on the lowest and best bid. The Request for Proposal (RFP), awarded bid, and contract for services (where applicable), must receive prior approval from the Department of Community Development.** Assistance is available to help you comply with this policy.

6. **Equipment Policy**

The usage, storage and inventory of equipment purchased with CDBG funds must comply with the Department's equipment policy. **The purchase of all equipment funded in whole or in part with CDBG funds must receive the prior approval of the Department.** Assistance is available to help you comply with this policy.

7. **Direct Benefit Activities**

CDBG-funded projects often provide direct benefits to individuals or households. Direct benefit activities provide services or assistance to individuals and/or families directly (normally through an application or sign-up process). Demographic data on each beneficiary must be provided to the City when submitting draw requests. This data must include name, address, household income, number of people in the household, dependents, race or ethnicity and whether the household is female-headed.

8. **Federal, State, Local Compliance Certification**

Regulatory guidelines and reporting requirements listed in Attachment 1 may apply to the program(s) proposed by your Agency. It is important that this listing is reviewed and signed/dated by the Agency Director and Board President.

Appendix A
Compliance Regulations & Guidelines
(Continued)

9. Debarred and Suspended Contractors

HUD regulations require that the City not enter into contract with any agency, corporation, partnership, or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by the Federal Government from participating in transactions involving Federal funds. As a condition of receiving Community Development Block Grant funds, your agency's Board President is required to sign the attached certification (Attachment 2) which specifies that neither the agency nor its principals are presently debarred or suspended. It also certifies that you will not use any of these funds to employ, award contracts to, engage the services of, or fund any contractor that is debarred or suspended.

10. Requests for Reimbursement/Performance Reports

Each request for reimbursement must be accompanied by the performance reports detailing the activities accomplished and the demographic information (if required) of persons who benefited during the period covered by the reimbursement request. Requests for reimbursement that are not accompanied by the performance report, or are accompanied by an incomplete or inaccurate report will be denied.

Note: For various reasons throughout the funding year (i.e., transactions that are frozen at the end of the City's accounting cycle, reimbursement requests held due to a lack of required documentation, etc.), the agency may be required to cover operational costs from non-CDBG funding sources. Therefore, each agency should have available at least two months' funding from sources other than CDBG.

CONTRACT PROCEDURES & DRAW REQUESTS

- CDBG contracts pay project costs on a **reimbursement basis**. Draw requests are submitted *after* items covered in your approved contractual budget are paid. For physical improvement projects, the City pays when costs are incurred. An analyst from the Department will provide you with instructions on how to prepare draw requests. You will need to include detailed invoices and/or canceled checks from vendors providing services, material or equipment to you. (All canceled checks must be made available for review by your assigned financial analyst prior to contract completion.)
- Special Disbursement Request Forms will be provided to you. Incomplete or improperly prepared draw requests will result in payment delays. Payments are made in the form of checks mailed to the address provided by your agency in the grant contract.
- It generally takes 30 working days from the date of receipt of a complete and accurate draw request and grant report to issue payment.
- CDBG contracts for physical improvements customarily include a 10% retainage. In most cases, this retainage is held by the City until all required documents are submitted, all permits are satisfactorily closed, all regulatory requirements and compliance have been met, and any other required proof of successful project completion is in hand.

Appendix A
Compliance Regulations & Guidelines
(Continued)

COMPETITIVE BIDDING POLICIES

The following standards are **required** when funds are granted by the Department of Community Development (Department) to a third party agency, which then either: (1) enters into a contractual agreement for services **not** provided by staff employed by that agency; or (2) purchases property, equipment or goods and services whose cost is in excess of \$500.00:

1. CONSULTANTS/PROFESSIONAL SERVICES CONTRACTUAL AGREEMENT

When an agency is using CDBG funds to supplement regularly employed staff with professional services, the agency must issue a Request for Proposals (RFP) to qualified consultants, professionals, or others.

Prior to awarding the contract, the agency must submit:

- A copy of the Request for Proposal (RFP);
- A listing of the consultants solicited for the requested services;
- A list of the proposals received and the bid amount;
- Designation of the firm that is being recommended for the award, along with the reasons for that recommendation.

No contract can be established until the Department of Community Development has approved the proposal, the recommendation for award, and the service contract between the agency and the consultant.

The contract between the agency and the consultant must contain, at a minimum, the following requirements:

1. The agency and the consultant must comply with all the terms and conditions of the contract between the City and the agency, including compliance with all federal, state and local laws, rules and regulations.
2. The consultant must comply with the Equal Employment Opportunity Ordinance Section 187, 188 of the Codified Ordinances of the City of Cleveland.
3. The consultant must follow the timeline indicated in the contract between the City and the agency that awards funds for this activity.
4. The consultant must provide a final written report/study in a form acceptable by the City upon its completion. Final payment cannot be made to the consultant by the agency until the services have been completed and the final report has been received and approved by the City.
5. The consultant must submit to the City a copy of the final report or product.
6. All other requirements that the City's Department of Community Development determines are necessary and appropriate and has identified to the agency and/or developer must be followed.

Appendix A
Compliance Regulations & Guidelines
(Continued)

Before disbursing funds for the consultant services, the City must be provided with all items detailed above, along with a copy of the fully executed contract between the agency and the consultant which has been approved by the Department of Community Development.

Final disbursement shall not be made until the City receives a performance report/study and accomplishments from the agency in a form acceptable to the City.

2. PURCHASE OF PROPERTY, EQUIPMENT, OR GOODS AND SERVICES

- When an agency uses federal/City funds to purchase property, equipment, goods or services in excess of \$500.00, the agency must obtain at least three bids and provide copies of those bids, along with its recommendation of award to the City for approval. Once the request is approved by the City, the agency may proceed with the purchase.
- Written receipts must be submitted to the City within 30 days of the date of the purchase for reimbursement.
- Equipment with a useful life greater than one year must be maintained according to the requirements of the City's Equipment Policy.

Attachment B
Federal, State, Local Compliance Certification
Citywide Development Assistance, Social Services, Neighborhood Development
Activity Fund and
Community Development Corporation (CDC) Activity Grants

Financial assistance available through the City of Cleveland will be subject to compliance with all applicable Federal, state and/or local regulations. These compliance procedures will be required, with specific supporting documentation, if Federal assistance is pursued for a project. This documentation is required (unless otherwise notified in writing by the Department of Community Development) regardless of the date you apply for Federal assistance or the source of funds used to begin your project.

Failure to comply could substantially affect the ability of the City to participate in project financing for your project.

For any general Compliance questions, please contact Robert Laycock, Compliance Manager for Division of Administrative Services at (216) 664-4094 or rlaycock@city.cleveland.oh.us. For specific Compliance requirements, please contact the individuals below.

Applicable Law	Regulation	Triggers	Time Frame	Consequence of Non-compliance
<p>PLEASE NOTE: This table briefly highlights regulatory requirements that may apply to your project. The information provided on each is not comprehensive or exhaustive. Please use this as a guide in your planning. Contact the individuals listed to discuss the specific details of your project and how the regulations apply in your case.</p>				
<p>Acquisition/Relocation Uniform Relocation Act (URA) <i>FEDERAL/LOCAL</i> Marc Foy – (216) 664-4389 mfoy@city.cleveland.oh.us Everett Ashford – (216)-664-4021 eashford@city.cleveland.oh.us</p>	<p>Uniform Relocation Act becomes applicable if any Federal funds are used or anticipated for projects that involve Acquisition, Demolition, Rehabilitation, or Conversion activities.</p>	<p>The use or anticipation of any Federal funds in project financing. ALERT: HUD requires specific types of notice before a Seller or Donor signs an option or agreement to sell or donate property (improved or vacant) to a project.</p>	<p>Planning Stage through post-construction.</p>	<p>Loss of dollars allocated to the project and/or prohibition on the use of property(s) acquired for the project.</p> <p>Failure to give proper or timely notice to tenants in a project could make them eligible for Displacement Benefits.</p>

Table continues on the next page

Applicable Law	Regulation	Triggers	Time Frame	Consequence of Non-compliance
<p>Environmental/Historic FEDERAL Note: Historic Preservation is part of the environmental compliance. Elizabeth Mackey– (216) 664-4133 emackey@city.cleveland.oh.us Brendan Barrington – (216)664-4127 bbarrington@city.cleveland.oh.us</p>	<p>Projects that have any type of Federal dollars involved must be reviewed for the impact or potential effects the project could have on the environment and/or historic properties/districts.</p>	<p>The use or anticipation of any Federal funds in project financing. ALERT: No Federal or non-Federal funds can be committed or work begun until a project as completed an Environmental Review and received authorization to proceed. ALERT: Purchase Agreements must include a specific clause that makes closing contingent on Environmental Review approval.</p>	<p>Planning Stage <u>Note:</u> If a Request for Release of Funds (RROF) is required from HUD, then a two-month lead time is necessary prior to the start of construction.</p>	<p>Loss of dollars allocated to the project.</p>
<p>Lead Abatement FEDERAL/STATE/LOCAL Michael Johnstone– (216) 664-4102 mjohnstone@city.cleveland.oh.us</p>	<p>Requires notification/disclosure of lead-based hazards to occupants, evaluation and reduction of lead hazards in rehabilitated residential units and, if applicable, ongoing maintenance of residential units.</p>	<p>Rehab and demolition activities.</p>	<p>Prior to Construction Stage</p>	<p>Fines. Loss of dollars allocated to the project.</p>
<p>Prevailing Wages Davis-Bacon FEDERAL Yvette Mosby – (216) 664-4092 ymosby@city.cleveland.oh.us</p>	<p>Payment of Federal prevailing wage rates to construction-related employees may be required depending on the number of units and the uses of the Federal funds.</p>	<p>Funding in excess of \$2,000 for construction costs <u>CDBG:</u> 8 units or more (under one roof) <u>HOME:</u> 12 units or more (under one roof)</p>	<p>Application Stage</p>	<p>Delay in payments or termination of contract. Set aside of funds owed to properly compensate workers. Assessment of liquidated damages. Contractor debarment.</p>

Applicable Law	Regulation	Triggers	Time Frame	Consequence of Non-compliance
<p>Affirmative Marketing <i>FEDERAL</i> (HOME Funds Only) Yvette Mosby – (216) 664-4092 yvosby@city.cleveland.oh.us</p>	<p>Marketing efforts are required to attract and encourage families and individuals to apply for project-related housing (that is, those that would be less likely to apply for residence in the housing units).</p>	<p>5 units or more, any HOME dollars regardless of Davis Bacon applicability</p>	<p>Application Stage</p>	<p>Appropriate remedy for breach of contract.</p>
<p>Americans with Disabilities <i>FEDERAL</i> (Multi-Family New Construction or Multi-Family Rehabilitation Only) Yvette Mosby – (216) 664-4092 yvosby@city.cleveland.oh.us</p>	<p>Multi-family structures (15 units or more under one roof) built for occupancy after March 13, 1991 must meet accessibility requirements -- five percent (5%), or at least 1 unit, to accommodate persons with mobility disabilities. Also, two percent (2%), or at least one unit, for hearing or visually-impaired individuals.</p>	<p>All new construction or rehab of multi-family structures (15 units or more under one roof), regardless of prevailing wage applicability</p>	<p>Application Stage</p>	<p>Suspension or termination on contract. Contractor debarment. Referral to the Department of Justice.</p>
<p>Minority/Female Business Enterprise (MBE/FBE/CSB) <i>LOCAL</i> Jeremiah Triplett Office of Equal Opportunity (216) 664-4178 jtripllett@city.cleveland.oh.us</p>	<p>Construction projects are required to use 15% MBE, 7% FBE and 8% CSB to implement the project. All project related contractors and subcontractors must be reported.</p>	<p>\$50,000 or more of city assistance for construction contracts.</p>	<p>Monthly Reports during the Construction Stage</p>	<p>Forfeit 20% of principle loan/grant amount; 10% of retained contract funds.</p>
<p>Section 3 <i>FEDERAL</i> Yvette Mosby – (216) 664-4092 yvosby@city.cleveland.oh.us</p>	<p>Numerical Goals: require that thirty percent (30%) of new hires be low-income (Section 3 Residents). At least ten percent (10%) of total dollar amount of all Section 3 covered construction contracts to be awarded to certified Section 3 businesses. Also, at least three percent (3%) of total dollar amount of all Section 3 covered non-construction contracts to be awarded to certified Section 3 businesses.</p>	<p>\$200,000 in HUD-funded assistance.</p>	<p>Quarterly reports during the Construction Stage.</p>	<p>Delay or suspension of payments. Probation. Contractor debarment.</p>

Applicable Law	Regulation	Triggers	Time Frame	Consequence of Non-compliance
Fannie M. Lewis Cleveland Resident Employment Law <i>LOCAL</i> Jeremiah Triplett Office of Equal Opportunity (216) 664-4178 jtriplett@city.cleveland.oh.us	Chapter 188 designed to increase employment opportunities for Cleveland residents on construction contracts funded by the City of Cleveland.	\$100,000 or more of city assistance for construction contracts.	Monthly Reports during the Construction Stage	Forfeiture of 1/8 th of 1% of the final total amount of the contract for each full percentage point by which the contractor falls short of the contract agreement.

Furthermore, the following Federal and City rules and regulations apply to activities and projects funded under these programs:

1. Equal Employment Opportunity

Employment of staff and personnel by the agency is subject the Equal Employment Opportunity Ordinance Section 187, 188 and Section 3 of the City of Cleveland, and related regulations. The agency shall post in a conspicuous place all solicitations for employment, and/or advertise for employment in a citywide publication of common circulation, affording all interested parties opportunity to be aware of the position and to submit an application. All solicitations or advertisements shall state the agency is an Equal Opportunity Employer. A copy of the solicitation or advertisement, and the dates and locations published, shall be submitted to the City along with a copy of the job description.

2. Employment Discrimination Prohibited

The agency shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, Ethnic group, or Vietnam-era disabled veteran status. Agency shall take affirmative action to ensure that applicants are employed and that employees are treated without regard to of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, disability, Ethnic group, or Vietnam-era disabled veteran status. "Treated" means and includes recruitment, whether by advertising or other means; compensation, whether in the form of rates of pay or other forms of compensation; selection for training, including apprenticeship; promotion; upgrade; demotion; downgrade; transfer; layoff or termination.

3. Conflict of Interest

No employee, agent, consultant, officer, or elected or appointed official of the City or agency who exercises or has exercised any functions or responsibilities with respect to the Citywide Scope of Service or any activities in any way connected with a contract between the City and the agency, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities or Scope of Service, may obtain a financial interest or benefit from such activity or Scope of Service, or have a financial interest in any contract, subcontract or agreement with respect thereto, or the proceeds hereunder, either for themselves or those with whom they have business or immediate family ties during their tenure or for one (1) year thereafter.

4. Requests for Reimbursement/Performance Reports

Each request for reimbursement must be accompanied by the performance reports detailing the activities accomplished and the demographic information (if required) of persons who benefited during the period covered by the reimbursement request. Requests for reimbursement that are not accompanied by the performance report, or are accompanied by an incomplete or inaccurate report will be denied.

Reimbursement requests and performance reports are required to be submitted monthly no later than the last working day of the month following the reporting period end date.

5. Equipment Policy

The usage, storage and inventory of equipment purchased with CDBG funds must comply with the Department's equipment policy. The purchase of all equipment funded in whole or in part with CDBG funds must receive the prior approval of the Department. Assistance is available to help you comply with this policy.

6. Direct Benefit Activities

CDBG-funded projects often provide direct benefits to individuals or households. Direct benefit activities provide services or assistance to individuals and/or families directly (normally through an application or sign-up process). Demographic data on each beneficiary must be provided to the City when submitting draw requests. This data must include name, address, household income, number of people in the household, dependents, race or ethnicity and whether the household is female-headed. See appendix I and appendix II for more detail on what information is required to be submitted to HUD.

7. Federal, State, Local Compliance Certification

Regulatory guidelines and reporting requirements listed in table 12 may apply to the program(s) proposed by your Agency. It is important that this listing is reviewed before signing below.

8. Debarred and Suspended Contractors

HUD regulations require that the City not enter into a contract with any agency, corporation, partnership, or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by the Federal Government from participating in transactions involving Federal funds. As a condition of receiving Community Development Block Grant funds, your agency's Board President is required to sign the attached certification (Attachment 2) which specifies that neither the agency nor its principals are presently debarred or suspended. It also certifies that you will not use any of these funds to employ, award contracts to, engage the services of, or fund any contractor that is debarred or suspended.

9. Design Review, Zoning & Building Permits

Projects funded with CDBG dollars, and/or utilizing land purchased from the City, are bound by City regulations regarding design review. Project designs must be reviewed and approved by Community Development staff, and possibly the Design Review Committee, City Planning Commission or Landmarks Commission. In all cases, projects must comply with City regulations regarding zoning, building permits, building standards, health and licensing requirements, City-Wide Plan, design review, etc. Please be certain to obtain all required building permits and call for inspections at the appropriate times. If your project does not meet zoning code, the appeals process is triggered by the rejection of your formal application to Building & Housing for a permit. A hearing and decision by the Board of Zoning Appeals generally takes about 5-7 weeks. Projects funded with CDBG dollars, and/or utilizing land purchased from the City, require advance review and approval by Community Development and may be held to standards exceeding regular zoning or building regulations.

10. City of Cleveland Finance and Procurement Requirements

For various reasons throughout the funding year (i.e., transactions that are frozen at the end of the City's accounting cycle, reimbursement requests held due to a lack of required documentation, etc.), the agency may be required to cover operational costs from non-CDBG funding sources. Therefore, each agency should have available at least two months' funding from sources other than CDBG.

a. CONTRACT PROCEDURES & DRAW REQUESTS

- CDBG contracts pay project costs on a reimbursement basis. Draw requests are submitted after items covered in your approved contractual budget are paid. For physical improvement projects,

the City pays when costs are incurred. An analyst from the Department will provide you with instructions on how to prepare draw requests. You will need to include detailed invoices and/or canceled checks from vendors providing services, material or equipment to you. (All canceled checks must be made available for review by your assigned financial analyst prior to contract completion.)

- Special Disbursement Request Forms will be provided to you. Incomplete or improperly prepared draw requests will result in payment delays. Payments are made in the form of checks mailed to the address provided by your agency in the grant contract.
- It generally takes 30 working days from the date of receipt of a complete and accurate draw request and grant report to issue payment.
- CDBG contracts for physical improvements customarily include a 10% retainage. In most cases, this retainage is held by the City until all required documents are submitted, all permits are satisfactorily closed, all regulatory requirements and compliance have been met, and any other required proof of successful project completion is in hand.

b. COMPETITIVE BIDDING POLICIES

The following standards are required when funds are granted by the Department of Community Development (Department) to a third party agency, which then either: (1) enters into a contractual agreement for services not provided by staff employed by that agency; or (2) purchases property, equipment or goods and services whose cost is in excess of \$500.00:

• **CONSULTANTS/PROFESSIONAL SERVICES CONTRACTUAL AGREEMENT**

- When an agency is using CDBG funds to supplement regularly employed staff with professional services, the agency must issue a Request for Proposals (RFP) to qualified consultants, professionals, or others.
- Prior to awarding the contract, the agency must submit:
 - A copy of the Request for Proposal (RFP);
 - A listing of the consultants solicited for the requested services;
 - A list of the proposals received and the bid amount;
 - Designation of the firm that is being recommended for the award, along with the reasons for that recommendation.
- No contract can be established until the Department of Community Development has approved the proposal, the recommendation for award, and the service contract between the agency and the consultant.
- The contract between the agency and the consultant must contain, at a minimum, the following requirements:
- The agency and the consultant must comply with all the terms and conditions of the contract between the City and the agency, including compliance with all federal, state and local laws, rules and regulations.
- The consultant must comply with the Equal Employment Opportunity Ordinance Section 187, 188 of the Codified Ordinances of the City of Cleveland.
- The consultant must follow the timeline indicated in the contract between the City and the agency that awards funds for this activity.
- The consultant must provide a final written report/study in a form acceptable to the City upon its completion. Final payment cannot be made to the consultant by the agency until the services have been completed and the final report has been received and approved by the City.

- The consultant must submit to the City a copy of the final report or product.
- All other requirements that the City's Department of Community Development determines are necessary and appropriate and has identified to the agency and/or developer must be followed.
- Before disbursing funds for the consultant services, the City must be provided with all items detailed above, along with a copy of the fully executed contract between the agency and the consultant which has been approved by the Department of Community Development.
- Final disbursement shall not be made until the City receives a performance report/study and accomplishments from the agency in a form acceptable to the City.
- **PURCHASE OF PROPERTY, EQUIPMENT, OR GOODS AND SERVICES**
 - When an agency uses federal/City funds to purchase property, equipment, goods or services in excess of \$500.00, the agency must obtain at least three bids and provide copies of those bids, along with its recommendation of award to the City for approval. Once the request is approved by the City, the agency may proceed with the purchase.
 - Written receipts must be submitted to the City within 30 days of the date of the purchase for reimbursement.
 - Equipment with a useful life greater than one year must be maintained according to the requirements of the City's Equipment Policy (see Item 5 above).

Certification

By signing and submitting this proposal, the applicant is certifying that the above federal rules and requirements shall be adhered to if federal funds are awarded through this application process.

Signed: _____ Date: _____

Print Name: _____ Title: _____

Authorized Representative

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions*

(Note: Lower Tier refers to the agency or contractor receiving Federal funds, as well as any subcontractors that the agency or contractor enters into contract with using those funds.)

Title 24 Code of Federal Regulations Part 24 requires that the City not enter into contract with any agency, corporation, partnership, or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal Government from participating in transactions involving Federal funds. As a condition of receiving funding under the Community Development Block Grant, HOME, Emergency Shelter, and Housing Opportunities for Persons with AIDS (HOPWA) programs, you are required to sign the certification below which specifies that neither you nor your principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in programs funded by a Federal agency. It also certifies that you will not use, directly or indirectly, any of these funds to employ, award contracts to, engage the services of, or fund any contractor that is debarred, suspended, or ineligible under 24 Code of Federal Regulations Part 24.

If you need to determine whether your agency/firm has been debarred or suspended, or if a subcontractor you plan to hire is suspended or debarred, please refer to the following sources:

- System for Award Management (SAM)
- Internet access available at <http://www.sam.gov>
 - Step A: **'Log In'** - Create an Account (by creating a username & password)
 - Step B: Click on; **'Accept'** to 'Usage Statement'
 - Step C: Click on; **'Search Records'**
 - Step D: Click on; **'Advanced Search – Exclusion'** then **OK** after reading search parameter statement
 - Step E: Click on; **'Single Search'** – (Enter; Name of Company, State, Country, Agency – HUD, U.S. Dept. of)
 - Then click on; **'SEARCH'** at bottom of page
 - Step F: Click on; **'Save Search'** box, then **'Print'** next screen showing ALL info. entered in Step E above

If you have any questions, contact Mr. Robert Laycock, Compliance Manager, City of Cleveland Department of Community Development, at 664-4094.

Please note: *Completion of this Certification is a requirement for funding under this grant. If it is not signed and included in your proposal or contract for funding, the City will not consider that proposal for funding nor execute the contract.*

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the

department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "System for Award Management".

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

(3) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three year period preceding the effective date of this contract been convicted

of or had a civil judgment rendered against me or _____

(Contractor's Name)

for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

- (4) Where the prospective primary participant is unable to certify to any of these statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signed: _____

Date: _____

(Authorized Recipient Name/Title)

Print Name: _____

Organization: _____

APPENDIX C
CHECKLIST OF REQUIRED ATTACHMENTS

Please make sure the following items are included with your proposal submission and that electronic copies of your Audits and Form 990 are submitted as separate files. Proposals must be completed in detail to be sufficiently evaluated. Incomplete proposals will not be processed.

Item	√
Articles of Incorporation	
IRS 501 C 3 Tax Exempt Letter	
By-Laws, Constitution and Employee Handbook	
Financial Audit for the last fiscal year	
Financial Audits for past two fiscal years	New grantseekers only
Unaudited year-end financial statement	
IRS Form 990	
Letter of Good Standing (<i>must be renewed annually</i>)	
Board of Trustees Roster w/Officers and Professional Affiliations	
Organizational Chart	
Board-approved Organizational Budget for the current year, in a format acceptable to the Department of Community Development. Budget must outline all expenditures, secured and anticipated funding sources	
Program personnel job descriptions and resumes	

NOTE: State of Ohio Letter of Good Standing must be renewed annually. **Proposals with expired letters will not be accepted.**

APPENDIX D
Proposal Scoring

Program Name:

Amount Requested:

Item	Maximum Score	Proposal Score
III. Proposal		
<p>Does the Proposal all three funding pools?</p> <ul style="list-style-type: none"> • All three funding pools are selected (CDBG, ESG and HOME)- 10 points • Only two funding pools are selected- 3 points • Only one of the funding pools are selected- 0 points 	10	
<p>Does the Proposal have sufficient supporting evidence to demonstrate the need?</p> <ul style="list-style-type: none"> • The evidence is verifiable and demonstrates the need clearly and strongly.- 10 points • The evidence is verifiable, but does not clearly demonstrate the need clearly or strongly- 5 points • The evidence is unverifiable and/or does not demonstrate the need.- 0 points 	10	
<p>Does the Proposal clearly identifies how the operations of the program can achieve adequate social distancing?</p> <ul style="list-style-type: none"> • The proposal clearly demonstrates how the organization will achieve operations and social distancing and submitted policies or procedures. -10 points • The proposal clearly demonstrates how the organization will achieve operations and social distancing, but did not submit written policies or procedures - 5 points • The proposal does not clearly demonstrate how the organization will achieve operations and social distancing.- 0 points 	10	
IV. Capacity		
<p>Does the proposal demonstrate the organization prior experience?</p> <ul style="list-style-type: none"> • The organization has the experience to undertake this activity and serve a significant number of clients. (Can be determined in comparison to other proposals)- up to 25 points • The organization does not have direct experience or has not served a significant number of clients.- 0 points 	25	
<p>Does the proposal demonstrate that the organization has the personnel to undertake the activity?</p> <ul style="list-style-type: none"> • The organization has the necessary existing staff to undertake the activity. - 10 points • The organization has the necessary existing staff or intends to hire the necessary staff in a reasonable timeframe. - 5 points • The organization does not have the necessary staff or does not have a feasible plan to hire the necessary staff in a reasonable timeframe.- 0 points 	10	
<p>Does the organization have the 60 day reserve fund to operate the activity?</p> <ul style="list-style-type: none"> • Yes- 25 points 	25	

<ul style="list-style-type: none"> No- 0 points 		
V. Match		
Does the proposal document the necessary match requirements? <ul style="list-style-type: none"> Yes and all matching funds are secured.- 10 points Yes, but some of the matching funds are unsecured. - 7 points Yes, but all of the matching funds are unsecured- 3 points No, either there are not proposed matching funds or unsecured match are unlikely to be secured in a reasonable timeframe.- 0 points 	10	
Bonus Points		
Does the proposal consist of a collaboration of more than one organization? <ul style="list-style-type: none"> If yes, 4 points for the lead organization If yes, 1 bonus point for each organization If no, 0 bonus points 	No Maximum	
Total Score		