

# RFP APPLICATION GUIDELINES

## Program Year 2021-2022



# CITY OF POMPANO BEACH

Community Development Block Grant (CDBG)

City of Pompano Beach  
Office of Housing & Urban Improvement  
Post Office Drawer 1300  
Pompano Beach, FL 33061  
[www.pompanobeachfl.gov](http://www.pompanobeachfl.gov)  
Telephone - (954) 786-4659  
Fax - (954) 786-5534

# **IMPORTANT REMINDER**

## **PROPOSAL DEADLINE**

**All complete applications must be submitted electronically  
Through our Neighborly Software  
NO LATER THAN 3:00 p.m. on Thursday, May 6, 2021  
Call for Technical Questions only  
Phone: 954.786.4659**

## **NO HARD COPIES WILL BE ACCEPTED**

**Proposals must be by electronic submission through our Sub-recipient  
Neighborly Software before the deadline Thursday, May 6, 2021 no later  
than 3pm.**

**ONLY THOSE PROPOSALS THAT ARRIVE PRIOR TO THE  
DEADLINE WILL BE CONSIDERED FOR FUNDING**

**Applications are available through Neighborly Software Link below  
& City Hall Office of Housing and Community Development  
100 W. Atlantic Blvd, Suite 220  
Pompano Beach, FL 33060  
(954) 786-4659 Telephone  
Website Link:**

**<https://portal.neighborlysoftware.com/copbfl/participant>**

# 2021-2022 Request for Proposal (RFP)

## CITY OF POMPANO BEACH



### OFFICE OF HOUSING & URBAN IMPROVEMENT

**GREGORY P. HARRISON**  
CITY MANAGER

**BRIAN DONAVAN**  
ASSISTANT CITY MANAGER

**SUZETTE SIBBLE**  
ASSISTANT CITY MANAGER

**EARL BOSWORTH**  
ASSISTANT CITY MANAGER

#### CITY COMMISSION

Mayor Rex Hardin, Mayor at Large  
Vice-Mayor Beverly Perkins – District 4  
Commissioner Andrea McGee, District 1  
Commissioner Rhonda Eaton, District 2  
Commissioner Tom McMahon, District 3  
Commissioner Cyndy Floyd, District 5

#### CITY OF POMPANO BEACH

#### OFFICE OF HOUSING AND URBAN IMPROVEMENT STAFF

Miriam Carrillo, Director  
Alexander Goldstein, Program Compliance Manager  
Muhammed Hashmi, Accountant  
JoAnn Martin-Onesky, Secretary II  
Angela Bowen, Housing Specialist  
Maria Claudia Goncalves, CD Specialist – Housing  
Mery Sanchez, Housing Specialist  
Natasha James, Housing Specialist  
Winsome Baker, Office Asst. I

This Program is made possible through a grant from the U.S. Department of Housing and Urban Development, Office of Community Planning and Development.

**\*\*The City of Pompano Beach reserves the right to reject any application that is not completed in accordance with the following instructions.**

## COMMUNITY DEVELOPMENT BLOCK GRANT RFP FY 2021-2022

The Community Development Block Grant Program provides annual grants to states, larger cities and counties for a broad range of activities that preserve and develop viable urban communities. The program's principal beneficiaries are low-income households. The goals of the program are to provide decent, safe, and sanitary housing, provide a suitable living environment and to expand economic opportunities.

Activities that receive CDBG funding must be both eligible within the program regulations published in the Code of Federal Regulations as 24 CFR Part 570 and meet one of the three National Objectives of the program as established by Congress: (1) activities must provide a benefit to low and moderate income persons (2) prevent or eliminate slum and blight; or (3) meet an urgent community need that threatens the health or welfare of residents.

A. **CDBG Basic Eligible Activities (24 CFR 570.201 Basic Eligible Activities –**  
**Link: [http://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_17133.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17133.pdf) )**

The following are all the activities that are currently eligible provided such an activity meets a national objective of the CDBG program:

- ✍ Housing Rehabilitation
- ✍ Public Facilities and Public Improvements directly benefiting low-income people
- ✍ Property Acquisition benefiting low-income people
- ✍ Demolition and Clearance of blighted properties
- ✍ Historic Preservation: Residential
- ✍ Housing Code Enforcement
- ✍ Facilities or the Removal of Architectural Barriers for the elderly or handicapped adults
- ✍ Public Service programs which support the community development effort (**15% Cap; (\$156,400 approximate FUNDING FOR THIS CATEGORY)** directly benefiting low-income people.)
- ✍ Administrative and Planning costs for program management (20% cap)
- ✍ Other projects in compliance with 24 CFR Part 570 for the Community Development Grant

B. **INELIGIBLE ACTIVITIES (24 CFR 570.207 Ineligible Activities)**

The general rule is that any activity that is not authorized under the provisions of Sec. 570.201-570.206 is ineligible to be assisted with CDBG funds.

The following activities may not be assisted with CDBG funds:

- ✍ Buildings or portions thereof, used for the general conduct of government
- ✍ General government expenses

- ✍ Political activities
- ✍ Acquisition of property or the construction or rehabilitation (including historic preservation and removal of architectural barriers) or structures to be used for religious purposes or which will otherwise promote religious interests.

C. **NATIONAL OBJECTIVES** (see Exhibit D: 24 CFR 570.208 Criteria for National Objectives) - continued

In order to be eligible for funding, every CDBG-funded activity must qualify as meeting one of the three national objectives of the program: This requires that each activity, except Program Administration and Planning, meet specific tests for either:

1. **BENEFITING LOW AND MODERATE (L/M) INCOME PERSONS**

Activities considered benefiting low and moderate (L/M) income persons are divided into four categories.

- (a) Area benefit activities meet the identified needs of L/M income persons residing in an area where at least 51% of the residents are L/M income persons.
- (b) Limited clientele activities that benefit a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M persons.
- (c) Housing activities, this adds or improves permanent, residential structures, which will be occupied by L/M income households upon completion.
- (d) Job creation or retention activities that create or retain permanent jobs, at least 51% of which are either taken by L/M income persons or considered to be available to L/M income persons.

2. **AIDING IN THE PREVENTION OR ELIMINATION OF SLUMS OR BLIGHT** to qualify an activity must meet all of the following:

- (a) Designated by the grantee and meet a definition of a slum, blighted, deteriorated or deteriorating area under State or local law.
- (b) There must be a substantial number of deteriorated or deteriorating buildings or public improvements throughout the area.
- (c) Documentation maintained on the boundaries of the area and the condition that qualified the area at the time of its designation.

3. **MEETING OTHER COMMUNITY DEVELOPMENT NEEDS HAVING A PARTICULAR URGENCY**

Because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs. (This is rarely used)

**D. LOCAL PRIMARY OBJECTIVE**

The City proposes to invest its CDBG/HOME resources in the following high priority activities as stated in its 2020 – 2024 Consolidated Plan:

- ✓ Homeowner Housing Rehabilitation (Affordable Housing)
- ✓ Economic Development
- ✓ Public Service (allocating no more than 15% of annual grant resources)
- ✓ Purchase Assistance (HOME)
- ✓ CHDO Activities (HOME)
- ✓ Planning & Administration

**FUNDING AVAILABLE**

**CDBG funds:**

Public Service Activities:

- ✓ Approximately \$156,400 CDBG funds will be available to fund Public Service projects in FY 2021-2022
- ✓ Approximately \$886,271 in CDBG funds will be considered on an individual basis for other proposed projects in FY 2021-2022
- ✓ Owner-occupied housing rehabilitation will continue to be administered through the Office of Housing and Urban Improvement.

**CDBG FUNDS WILL BE SUBJECT TO RECAPTURE IF PROJECTS ARE NOT COMPLETED WITHIN THE PRESCRIBED CONTRACT PERIOD.**

**E. APPLICATION PROCESS**

The RFP application forms and instructions are included with these guidelines. In general, the application should describe the project need, the results anticipated, the eligibility and justification, and the quantities of results (e.g. linear feet of sidewalk replaced, number of meals provided to Senior Citizens, or number of persons benefiting from a healthcare facility, etc.)

- Organizations/agencies requesting funding for more than one project must submit an RFP for each project

**F. ELIGIBLE APPLICANTS**

Eligible recipients include non-profit corporations, neighborhood preservation organizations, economic development agencies, and health or job development agencies.

- RFP applications submitted for the total available CDBG funds will not be submitted to the Community Development Advisory Committee, the City Manager, or the City Commission.

- RFP applications seeking CDBG funds *must also submit a current Financial Audit or, if the organization receives less than a total of \$750,000 in federal funds from all sources, an Independent Accountant Statement*

#### G. **SUBRECIPIENTS**

If a private "nonprofit" entity or "for profit" is to be Sub-recipient, the organization is responsible for the compliance of the program. In some instances, organizations may be required to provide matching funds for the amount of CDBG funds requested. Additionally, organizations will be required to submit the following documents with the application:

- a. Prior year financial statements
- b. Source of matching funds
- c. Program Budget for CDBG assisted year-including sources of anticipated revenue
- d. Detail of organized fund raising activities-if applicable

#### H. **CATEGORY LIMITS**

The City of Pompano Beach must certify that in the aggregate at least 70% of CDBG funds to be expended during the program year will be for activities which benefit L/M income persons. This is distinct from the requirement for individual activities meeting a national objective by benefiting persons at least 51% of who are L/M incomes. In determining the percentage of CDBG funds spent for L/M benefit activities, the costs of planning and overall program administration are excluded. The amount of CDBG funds obligated within a program year to support public service activities must not exceed 15% of the total grant awarded to the grantee for the year and public services cap is being determined. No more than 20% of the sum of any grant plus program income that is received during the program year can be expended for planning and administrative costs.

#### I. **PERFORMANCE MEASURES**

Performance Measures was developed to measure performance at a state or local level. Since grantees are given the flexibility to make choices about how to use programs funds, it is only logical that grantees be accountable, at a local level, for those choices. There are two critical components of performance measurement: (1) productivity and (2) program impact. Productivity reflects the level of efficiency (quantity, quality and pace) with which a grantee undertakes its activities. Program impact, on the other hand, reflects the extent to which those activities yield the desired outcomes in the community or in the lives of persons assisted.

#### 1. **GOALS** The proposed activity meets which of the following goals: (Select only one)

- ☐ **Goal # 1 – Creates a suitable living environment**  
This objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.
- ☐ **Goal # 2 – Provides decent housing**  
This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be

more appropriately reported under suitable living environment.

☐ **Goal # 3 – Creates economic opportunities**

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**2. OBJECTIVES** select the most appropriate objective for the proposed activity

☐ **Improve availability/accessibility**

This category applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

☐ **Improve affordability**

This category applies to activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

☐ **Improve Sustainability**

This category applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

**3. OUTCOMES** (GOALS AND OBJECTIVES OF PROPOSED ACTIVITY)

AVAILABILITY/ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
<input type="checkbox"/> Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/> Enhance suitable living environment through new/improved affordability	<input type="checkbox"/> Enhance suitable living environment through new/improved sustainability
<input type="checkbox"/> Create decent housing with new/improved availability	<input type="checkbox"/> Create decent housing with new/improved affordability	<input type="checkbox"/> Create decent housing with new/improved sustainability
<input type="checkbox"/> Provide economic opportunity through new/improved accessibility	<input type="checkbox"/> Provide economic opportunity through new/improved affordability	<input type="checkbox"/> Provide economic opportunity through new/improved sustainability

**PERFORMANCE MEASUREMENT OUTCOME STATEMENT**

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

**J. LOCAL PROGRAM GUIDELINES**

The following program guidelines will be reviewed of all local applications that satisfy the federal eligibility requirements:



**a. Displacement/Relocation**

The only projects the City of Pompano Beach has undertaken through the CDBG Program which have included displacement/relocation costs are several Community Redevelopment Authority projects. Due to the potential liability for long-term assistance, the City will make every effort to minimize permanent residential displacement. In consideration of this policy, it will be the City's general practice not to approve any proposed CDBG activities, which involve permanent relocation of tenants, businesses or owners unless circumstances warrant it.

**b. Fair Housing**

"Public Law 90-284" refers to title VIII of the Civil Rights Act of 1968, popularly known as the Fair Housing Act. Within constitutional limitations, for fair housing throughout the United States and prohibits any person from discriminating in the sale or rental of housing, the financing of housing, or the provision of brokerage, services, including otherwise making unavailable or denying a dwelling to any person, because of race, color, religion, sex or national origin. Title VIII further requires the Secretary (of HUD) to administer the programs and activities relating to housing and urban development in a manner affirmatively further the policies of Title VIII; furthermore, section 104 (b) (2) of the Act requires that each grantee receiving funds under section 106 of the Act (entitlement or small cities grantees) certify to the satisfaction of the Secretary that it will further fair housing.

**c. Labor Standards**

All applicants must agree to include Davis Bacon or any other federally required documents in bidding documents and to follow the City of Pompano Beach required bidding process, if applicable.

**d. Certification**

All applicants, except in economic development cases, must verify incorporation under state law and have/or have applied for 501 (c) (3) tax status.

**e. Matching Funds**

All applications must include documentation of efforts to solicit alternative sources of funds. This is to include copies of the applicant's letters and the funding sources' responses. All applications must include documentation of any outside funding actually secured for PY 2021-2022. Preference for funding will be given to applications demonstrating secure commitments from other funding sources.

**f. Audits**

The City of Pompano Beach has a program obligation to ensure that its sub-grantees keep accurate records of the CDBG funds received. The manner with which this is executed varies on the amount of CDBG funds received. Recipients of awards over \$750,000 are expected to conduct external audits. To facilitate the administration of the City's program, there will be a uniform requirement that all agencies must complete an outside fiscal audit prior to receiving its PY 2021-2022 CDBG funds unless an alternate arrangement has been made with the City of Pompano Beach Office of Housing and Urban Improvement.

**j. Agreements**

Each recipient of CDBG funds must agree to sign a written agreement with the City covering, at a minimum, the following provisions: statement of work, records and reports, program income, uniform administrative requirements, suspension and termination, and reversion of assets, if any. Agreements will be for a one-year (12month) period. Public Services, Neighborhood Associations and other Not-for-Profits must complete their activities within the 12-month grant (October through September). Any funds unspent will be reallocated after September 31<sup>st</sup>.

**RFP APPLICATION TIMETABLE FY 2021-2022**

**2021-2022 Application Dates**

▪ February 22, 2021	Publish RFP Notice & Availability of RFP Applications
▪ March 4, 2021	<p>Community Development Block Grant (CDBG) Public Service Grant Workshop Workshop 10:00am to 12:00am</p> <p><b>Location: VIA ZOOM</b> <i>When: Mar 4, 2021 10:00 AM Eastern Time (US and Canada)</i> <i>Topic: City of Pompano Beach CDBG Program Workshop</i></p> <p><i>Please click the link below to join the webinar:</i> <a href="https://zoom.us/j/99039203454?pwd=N1VlQVdMU3FpdUMxUmd1Z3NKSDgyUT09">https://zoom.us/j/99039203454?pwd=N1VlQVdMU3FpdUMxUmd1Z3NKSDgyUT09</a></p> <p><i>Passcode: 481789</i></p> <p>HOME/Community Housing Development Organization (CHDO) Workshop Workshop 1:00pm to 3:00pm</p> <p><b>Location: VIA ZOOM</b> <i>When: Mar 4, 2021 01:00 PM Eastern Time (US and Canada)</i> <i>Topic: HOME: How to Apply Workshop</i></p> <p><i>Please click the link below to join the webinar:</i> <a href="https://zoom.us/j/94678764752?pwd=K0ZRvjdMQlJiTnM0T0FTSkEvamkxQT09">https://zoom.us/j/94678764752?pwd=K0ZRvjdMQlJiTnM0T0FTSkEvamkxQT09</a></p> <p><i>Passcode: 180518</i></p>

	Technical assistance will be available at the workshop
<ul style="list-style-type: none"> <li>▪ April 15, 2021</li> </ul>	<p><b><u>First Public Hearing</u></b> Community Development Advisory Committee (CDAC) Public Hearing RFP Applicant Presentations</p> <p><b><u>Location: VIA ZOOM</u></b> <i>When: April 15, 2021 04:00 PM Eastern Time (US and Canada)</i> <i>Topic: CDAC First Public Hearing</i></p> <p>Please click the link below to join the webinar:  <a href="https://zoom.us/j/93859682212?pwd=aUJIUDNXSmVZcU5LTlNoOS9Bd2ppdz09">https://zoom.us/j/93859682212?pwd=aUJIUDNXSmVZcU5LTlNoOS9Bd2ppdz09</a></p> <p>Passcode: 408894</p>
<ul style="list-style-type: none"> <li>▪ May 6, 2021</li> </ul>	<p>RFP Application submittal deadline-3:00 p.m.  <b>ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED</b>  Website: <a href="http://pompanobeachfl.gov/pages/ohui/ohui">http://pompanobeachfl.gov/pages/ohui/ohui</a></p>
<ul style="list-style-type: none"> <li>▪ May 27, 2021</li> </ul>	<p><u>Sub-committee to score RFP application</u></p>
<ul style="list-style-type: none"> <li>▪ June 3, 2021</li> </ul>	<p><b><u>Second - Public Hearing</u></b> Community Development Advisory Committee (CDAC) Public Hearing  <ul style="list-style-type: none"> <li>▪ Staff Recommendations &amp; CDAC Funding Recommendations</li> </ul></p> <p><b><u>Location: VIA ZOOM</u></b> <i>When: Jun 3, 2021 04:00 PM Eastern Time (US and Canada)</i> <i>Topic: CDAC Second Public Hearing</i></p> <p>Please click the link below to join the webinar:  <a href="https://zoom.us/j/97089686480?pwd=L1RDTUlwY1JQVWI5RDNxVGfOeDhqQT09">https://zoom.us/j/97089686480?pwd=L1RDTUlwY1JQVWI5RDNxVGfOeDhqQT09</a></p> <p>Passcode: 943345</p>
<ul style="list-style-type: none"> <li>▪ June 22, 2021</li> </ul>	<p>Present CDAC Funding Recommendations to City Commission for Approval</p>
<ul style="list-style-type: none"> <li>▪ June 27, 2021</li> </ul>	<p>Public Notice of proposed 2021-2022 Annual Action Plan (30-day comment period)</p>
<ul style="list-style-type: none"> <li>▪ August 15, 2021</li> </ul>	<p>Last Day to submit Annual Action Plan to HUD</p>
<p><b>HOME/CHDO and CDBG Workshop due to the pandemic will be presented via zoom. For additional information on how to register or participate in the workshop please email to <a href="mailto:ohui@copbfl.com">ohui@copbfl.com</a> or call 954-786-4659.</b></p> <p>Persons with special needs should contact the Office of Housing and Urban Improvement at 954-786-4659 or write to the address listed above within 7 days from the date of the hearing.</p>	

Non-English speaking persons or persons with limited English proficiency should contact JoAnn Martin-Onesky at (954) 786-4657 or email to [joann.martin-onesky@copbfl.com](mailto:joann.martin-onesky@copbfl.com) for further assistance or to access documents in another language.

Para asistencia en Español, puede contactar a Miriam Carrillo al (954) 786-4656 o correo electronico [miriam.carrillo@copbfl.com](mailto:miriam.carrillo@copbfl.com)



ALL MEETING DATES, TIMES AND LOCATIONS ARE TENTATIVE AND ARE SUBJECT TO CHANGE.

**\*\* The City of Pompano Beach reserves the right to postpone or amend the dates set forth and will give notice if changes are made.**

K. **RFP APPLICATION SUBMITTAL DEADLINE:**

**NO LATER THAN THURSDAY, MAY 6, 2021 BY 3:00 P.M.**

*The Sub-recipient Portal is hosted by Neighborly Software and is accessible via any internet connect device. Application portal link: <https://portal.neighborlysoftware.com/copbfl/participant>*

*Then click on "Register" if you do not already have a Neighborly Software Account.*

*If you are already registered through Neighborly click "Sign-In"*

**ONLY ELECTRONIC APPLICATIONS**

**Contact us at: 954-786-4659 for any technical questions or concerns**

L. Via website at: <https://portal.neighborlysoftware.com/copbfl/participant>

- The ORIGINAL Certifications must be executed by an authorized member and uploaded to the system.

M. **COST ESTIMATE**

Applicants requesting Community Development Block Grant (CDBG) funds are required to complete the project budget section of the application. Indicate if the project can be completed solely with Community Development funds, or if other State, Federal, or local funds will be used, and their source. This information is helpful in preventing organizations from under-estimating project costs. When preparing cost estimates, consideration should be given to prevailing wage, procurement, and other applicable regulations.

Applicants are encouraged to utilize other sources of funding, as a higher priority will be given to these projects. These other funds should be reasonably certain, in order to avoid having a project held up waiting for matching funds. Please contact the Office of Housing and Urban Improvement for technical assistance, if your project requires multi-year CDBG funding.

## N. RFP APPLICATION RANKING SCORING CRITERIA

### FOR CDBG ACTIVITIES

The City will score applications based on a weighted scale of **110 points** and the following criteria:

#### ***Local Support/Leveraging:***

***30 Points Maximum***

- ***Ability to leverage CDBG funds through matching funding sources from other agencies, grants, private funds or infusion of the organizations own funds evidenced.***

***Percentage of budget funded with CDBG:***

***100% - 0 points***

***75% – 99% - 5 points***

***50% - 74% - 10 points***

***26% – 49% - 15 points***

***25% or less – 30 points***

#### ***Quality/Cost Effectiveness***

***30 Points Maximum***

- Design of the program provides maximum benefit for clients to be served. Program or enhancements that do not duplicate an existing service/program/activity. Activities that provide a new or quantifiable increase in a general service program, transportation services, and substance abuse services, employment training, youth programs, the elderly, etc. (low/mod or limited clientele benefit)

#### ***Experience/Community Support***

***20 Points Maximum***

- Ability to manage the project if funded; areas to consider are staff capabilities, other available resources, organizations years of experience, leadership, management history and support letters from community.

#### ***Prior Spending Experience***

***20 Points Maximum***

- Expended 100% of funds awarded – 20 points
- Expended 75% of funds awarded – 15 points
- Expended funds in a timely manner – 10 points
- Did not spend funds in time awarded – 0 points
- First Time Applicant – No project in last fiscal year – 5 points

**Bonus Points**

**10 Points Maximum**

- Uniqueness of project – are there other programs available to the community similar to this project?

O. **FY 2021-2022 PROGRAM YEAR TIMETABLE**

The FY2021-2022 Program Year commences on October 1, 2021; however, funds are not anticipated to be released from the U.S. Department of Housing and Urban Development until December 2022. Organizations receiving awards may **not obligate or expend** any funds until all contract agreements are in place, fully executed and written notification from the Office of Housing and Urban Improvement is received. Failure to comply with this procedure could result in voiding your grant award. Please refer to the FY 2021-2022 RFP Application Timetable on Page 7 of this booklet for an overview of the entire process.

If you have any questions concerning the application process or funding cycles, please contact the Office of Housing and Urban Improvement at 954-786-4659 for technical assistance.

## **APPENDIX - A**

### **DESCRIPTION OF FEDERALLY ELIGIBLE ACTIVITIES**

#### **1. Acquisition of Real Property**

CDBG funds may be used to acquire real property (land, air rights, easements, water rights, rights-of-way, buildings and other real property improvements, and other interests in property) in whole or in part by purchase, long-term lease, donation, or otherwise.

#### **2. Disposition of Real Property**

CDBG funds may be used to pay costs incidental to disposing of real property acquired with CDBG funds. Disposition costs include fee paid for appraisals, surveys, marketing, legal services, financial services, transfer taxes and other costs involved in the transfer of ownership of property.

#### **3. Public Facilities and Improvements**

CDBG funds may be used by the grantee or other public or private nonprofit entity for acquisition, construction, reconstruction, rehabilitation or installation of public improvements or facilities. Public facilities and improvements include, but are not limited to, shelters for the homeless; water and sewer facilities; flood and drainage improvements; fire protection facilities/equipment; community, senior and health centers, streets, curbs, gutters and sidewalks, parks and playgrounds.

#### **4. Clearance**

CDBG funds may be used for clearance, demolition, removal of buildings and improvements, and movement of structures to other sites.

#### **5. Public Services**

CDBG funds may be used to provide public services (including labor, supplies and materials) provided that the following is met: The public services must be either: a new service or a quantifiable increase in the level of a service above that which has been provided by or on behalf of the unit of general local government (through funds raised by such unit, or received by such unit from the State in which it is located) during the 12 months prior to submission of the grantee's final statement.

#### **6. Relocation**

CDBG funds may be used for relocation payments and assistance to displaced persons, including individuals, families, businesses, non-profit organizations and farms

#### **7. Removal of Architectural Barriers**

CDBG funds may be used to remove material and architectural barriers that restrict the mobility and

accessibility of elderly and handicapped persons to publicly or privately- owned buildings, facilities and improvements.

#### **8. Housing Rehabilitation**

CDBG funds may be used to finance the rehabilitation of any publicly or privately owned residential property for housing.

#### **9. Code Enforcement**

Code enforcement involves the payment of salaries and overhead costs directly related to the enforcement of local codes. CDBG funds may be used for code enforcement only in deteriorating or deteriorated areas where such enforcement, together with public improvements, rehabilitation and services to be provided, may arrest decline of the area.

#### **10. Historic Preservation**

CDBG funds may be used to rehabilitate, preserve and restore historic properties, either publicly or privately-owned.

#### **11. Special Activities by Sub recipients**

Activities that are not specifically listed as eligible in the CDBG regulations may not be undertaken by the grantee or by sub recipients, except for Neighborhood-based nonprofit organizations.

#### **12. Planning and Capacity Building**

CDBG funds may be used for studies, analyses, data gathering, preparation of plans, and identification of actions that will implement plans.

#### **13. Program Administration Costs**

CDBG funds may be used to pay reasonable program administration cost and carrying charges related to the planning and execution of community development activities assisted in whole or in part with funds provided under the CDBG program.





**FY2021-  
2022**

**COMMUNITY  
DEVELOPMENT  
BLOCK GRANT (CDBG)  
SAMPLE APPLICATION  
FOR FUNDING  
2021-2022 Program Year**



**PART A – APPLICANT INFORMATION**

Prepared by:  
OFFICE OF HOUSING AND URBAN  
IMPROVEMENT  
100 W. Atlantic Blvd, Suite 220  
Pompano Beach, FL 33060  
Telephone: 954-786-4659  
Fax: 954-786-5534  
[www.pompanobeachfl.gov](http://www.pompanobeachfl.gov)

1. Applicant Agency Legal Name	
2. Main Administrative Address	
3. City & State	4. Zip Code:
5. Mailing Address, City, State, Zip Code	6. Email address
7. Administrative Telephone Number (    )	8. Fax Number (    )
9. CEO/Executive Officer	10. Office Phone Number (    )
11. Chief Financial Officer	12. Office Phone Number (    )
13. Contact Person's Name	14. Phone Number including area code (    )
<p>15. Type of Entity (check all that apply)</p> <p> <input type="checkbox"/> Private For-Profit    <input type="checkbox"/> Private Not-for-Profit  <input type="checkbox"/> Public Agency    <input type="checkbox"/> Other (Specify) _____ </p> <p>Attach certificate of incorporation from the Secretary of State (of Florida), or a printout from Corporations Online, <a href="http://www.sunbiz.org">www.sunbiz.org</a>, Public Inquiry dated within twelve months of due date of this Application, stating that Applicant Agency is active as Exhibit "C". Omission of this document will result in removing the proposal from further review. (N/A only for units of government.)</p>	
<p>16. Federal Identification Number: _____</p> <p>17. DUNS #: _____</p> <p><b>DUNS NUMBER REQUIREMENT</b></p> <p><i>All organizations applying for federal dollars must provide their Dun &amp; Bradstreet (D&amp;B) Data Universal Numbering System (DUNS) number in the application for funding. Organizations should verify that they have a DUNS number or take steps needed to obtain one as soon as possible. Applicants may obtain a DUNS number by calling 1-866-705-5711.</i></p>	

## PART B – ORGANIZATION INFORMATION

Total Organization Annual Operating Budget (Previous Year):	\$
--	----

If your organization received CDBG funds for their program in the past, please list amount below:

Year	Amount of Award
2020-2021	\$
2019-2020	\$
2018-2019	\$

### PART C – PROGRAM SUMMARY

Program Name:

CDBG funds requested: (Minimum amount \$5,000) \$

National Objective Claimed:

- ☐ Benefit low moderate income persons  
☐ Prevent/Eliminate Slum or Blight

Program Category:

- |   |  |
|---|--|
| <input type="checkbox"/> Public Services                  | <input type="checkbox"/> Rehabilitation/Preservation |
| <input type="checkbox"/> Public Facilities & Improvements | <input type="checkbox"/> Acquisition                 |
| <input type="checkbox"/> Disposition                      | <input type="checkbox"/> Historic Preservation       |
| <input type="checkbox"/> Clearance                        | <input type="checkbox"/> Code Enforcement            |
| <input type="checkbox"/> Fair Housing                     | <input type="checkbox"/> Housing                     |
| <input type="checkbox"/> Economic Development             |  |

Proposed output type and number  
(SELECT ONLY ONE OUTPUT TYPE):

- |  |   |
|--|---|
| <input type="checkbox"/> Persons served    | <input type="checkbox"/> Housing units rehabilitated/acquired |
| <input type="checkbox"/> Households served | <input type="checkbox"/> Jobs created / retained              |
|  | <input type="checkbox"/> Other: _____                         |

ESTIMATED NUMBER OF SELECTED OUTPUT TYPE TO BE ASSISTED:

Designated Project Area if less than Citywide: (Provide a detailed map that shows the project site and defines service area. For Capital Improvement Projects, please include photos.)

AREA BENEFIT: (If applicable) Total number of low and moderate income persons served in the Area:

CENSUS TRACT	BLOCK GROUP	TOTAL POPULATION	LOW/MOD INCOME POPULATION	% LOW/MOD INCOME

LIMITED CLIENTELE BENEFIT: (If applicable)

1. Presumed Benefit:

Qualifying Group	
Number of persons served	

-OR-

2. Low- and Moderate-Income Persons \*Served:

Moderate-Income	
Low-Income	
Very Low-Income	
Extremely Low-Income	
TOTAL SERVED (ADD ABOVE LINES)	
Number of Female-Headed Households:	

\*How will income be verified? Check below:

- ☐ Income Verification Request Forms (Attach Sample)
- ☐ Eligibility Status for other Governmental Assistance Program
- ☐ Self-Certification (Must request source documentation of 20% of certifications and must inform beneficiary that all sources of income and assets must be included when calculating annual income)
- ☐ Presumed benefit (HUD presumes the following to be low and moderate-income: abused children, battered spouses, elderly persons\*, severely disabled persons\*\*, homeless persons, persons living with AIDS, migrant farm workers)

\* Elderly persons are defined by HUD as the following: a) 65 years of age or older; or b) on Medicare; or c) on Social Security benefits

\*\* Severely disabled adults are defined by HUD as the following: a) if a person uses a wheelchair or another special aid for six months or

longer; b) are unable to perform one or more "functional activities" or need assistance with activities of daily life such as getting around the home, bathing, cooking, eating, and toileting, It includes seeing, hearing, have one's speech understood, lifting and carrying, walking up a flight of stairs, and walking; c) are prevented from working at a job or doing housework; or d) have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia, or mental retardation. Persons under 65 years of age and who are covered by Medicare or receive Social Security Income (SSI) are considered to meet "severely disabled".

**ESTIMATE OF POPULATION TO BE SERVED:**

RACE AND ETHNICITY DATA FOR PY 2021-2022		
RACE	TOTAL	
Single Race	All	Hispanic
(1) White		
(2) Black/African American		
(3) Asian		
(4) American Indian/Alaskan Native		
(5) Native Hawaiian/Other Pacific Islander		
(6) American Indian/Alaskan Native & White		
(7) Asian and White		
(8) Black/African American and White		
(9) American Indian/Alaskan Native and Black/African American		
(10) Other Multi-racial		
TOTAL NUMBER		
NUMBER OF FEMALE-HEADED HOUSEHOLDS		

Fair Housing Activities: must be completed by all applicants. Describe what actions will be taken to further Fair Housing.

**PART D - PROGRAM DESCRIPTION (PLEASE LIMIT NARRATIVE RESPONSES TO 200 WORDS)**

Provide an overview of the program that seeks CDBG funding:

Described how the requested CDBG funds will be utilized within the program; list ALL activities for which the CDBG funds will be used (salaries/fringes, rehabilitation costs, direct assistance, etc.)

Complete the following table to demonstrate that portion of the requested CDBG award will fund each activity described above:

Program Activity	CDBG Award Allotment
	\$
	\$
	\$
	\$
	\$
	\$

Describe how your agency coordinates with other agencies to avoid duplication of services:

Submit a complete timetable of all significant activities: *(Please note: Public Services and organizations funded with administrative funds must complete their activities within 12-month grant year)*

Check one HUD-defined objective that best relates to your potential CDBG-Funded Program:

- ☐ Create Suitable Living Environment ⇒ applies to programs that benefit communities, families, or individuals by addressing issues in their environment, including social and physical barriers.
- ☐ Provide Decent Affordable Housing ⇒ applies to programs that involve meeting individual, family, or neighborhood housing needs, rather than community-wide housing needs.
- ☐ Expand Economic Opportunity ⇒ applies to programs that promoted community economic development, including business expansion, commercial revitalization, or job creation.

Check one HUD-defined outcome that best relates to your potential CDBG-funded program:

- ☐ Availability/Accessibility ⇒ applies to programs that make basic services, more readily available and/or accessible low- and moderate-income persons, including elderly and disabled.
- ☐ Affordability ⇒ applies to programs that make basic services more affordable for low- and moderate-income persons in a variety of ways, including housing assistance or transportation.
- ☐ Sustainability ⇒ applies to programs that improve the overall viability of communities through elimination of blighted areas and/or provision of benefits to low- and moderate-income persons.

State your primary objective(s) and outcome(s) associated with the program that seeks CDBG funding:

Briefly describe data that will be collected and/or analysis used to measure success in achieving your objectives and outcomes for the target population identified above.

Will any households or businesses be temporarily or permanently displaced by the proposed activity? ☐ Yes ☐ No  
If yes, explain:



Will the proposed activity involve the testing for or abatement/mitigation of any environmental hazard, i.e.: Lead-based paint, asbestos, or petroleum contamination? ☐ Yes ☐ No

If yes, explain:

### Economic Development

**Complete this section ONLY if you are proposing to provide an "Economic Development" project**

1.	Please list the DUNS Number of your business:		
2.	This is a:	non-profit	for-profit
3.	Describe how your project will make the most effective use of CDBG funds?		
4.	Is there leverage of other funds?		
5.	How will you assure that CDBG funds are not substituted for other non-federal investment?		
6.	Can you demonstrate that your project will meet the minimum federal CDBG threshold of providing one full time equivalency job (32 hours per week) per \$35,000 of CDBG funds, or provide goods or services to residents of a low-moderate income (LMI) area, such that the number of LMI persons residing in the area served amounts to at least one LMI person per \$350 of CDBG investment, and that at least more than one half (51%) of the <b>total</b> jobs created will be filled by very low, low and moderate-income persons? How will you make sure that the jobs will be made available to very low, low and moderate-income persons?		
7.	Is your request being used for business incentives or for recruitment of a business from another city or state? If yes, describe in detail. Are the proposed jobs existing positions or are they new?		
8.	Show the number of new permanent jobs projected to be created (seasonal jobs do not count):		

Job Title	# FTE Jobs Created	# Part Time Jobs Created	# FTE Jobs Filled by LMI	# Part Time Jobs Filled by LMI

**\*\* LMI jobs refer to any job that can be held by a person with no advanced training or education beyond high school – or a job that the business agrees to hire unqualified persons for and provide training.**

### **PART E – PROJECT BUDGET**

#### **Project Budget**

<input type="checkbox"/>	New Project	<input type="checkbox"/>	One-Time Funding Request		
<input type="checkbox"/>	Ongoing Project with CDBG Support	<input type="checkbox"/>	On-going Project with Other Support		
<b>** NOTE: Another budget form may be substituted for this FORM</b>					
<b>An alternative format providing the information below is acceptable</b> (must include all itemized costs above \$500)					
<b>PLEASE IDENTIFY ALL SOURCES OF LEVERAGING</b>					
	<i>Source: CDBG/HOME</i>	<i>Source: Fundraising</i>	<i>Source: Grants</i>	<i>Source: Other</i>	<i>Total Project Cost:</i>
<i>Revenue Sources</i>	\$	\$	\$	\$	\$
<i>Is this source confirmed and committed to the project?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Project Costs (include all costs directly related to delivering this service or accomplishing this project)</i>					
Salaries & Wages					
Employee Benefits					
Professional Contract Services					
Office Supplies					
Postage / Printing					
Notices / Subscriptions					
Utilities					
Travel / Training					
Rent / Facility Costs					
Insurance, Legal & Financial Services					
Fundraising					
Subtotal: Project Costs					
<b>Explain Other Costs</b> (include other costs over \$500 needed to implement this service or project)					
Subtotal: Other Costs					
Grand Total:					

**A budget justification narrative that thoroughly explains the rationale or basis for all proposed line item budget costs for the proposed project MUST accompany the budget. The narrative should explain:**

- a) line item costs for the CDBG funds requested;*  
*b) matching funds (or staff in-kind or citizen volunteer services in lieu of cash match, to be supplied by applicant);*  
*c) Other sources and amounts of County, state, federal, or private funds to be involved.*

#### **PART F – ATTACHMENTS / INSTRUCTIONS**

**Please attach the following information relating to your organization:**

- ☐ Audited financial audit with management letter (most current)
- ☐ Articles of Incorporation and Bylaws
- ☐ Board of Directors
- ☐ Current Certificate of Good Standing

- ☐ Conflict of Interest Statement
- ☐ Mission Statement
- ☐ Scope of Work
- ☐ Annual Report of your organization (most current)
- ☐ Organizational Budget (most current)
- ☐ IRS 501 ( c ) ( 3 ) Determination Letter

**Submit six (6) copies paper and one (1) original of each application with attachments.**

#### **PART G - CERTIFICATIONS AND AUTHORIZATION**

<b>I hereby certify by reading and initialing each statement listed below that the:</b>	<b>Please check each box as applicable</b>
Information contained in this application is complete and accurate.	<input type="checkbox"/>
Applicant has read and understands the application instructions and requirements of the program.	<input type="checkbox"/>
Project will serve low- to moderate-income residents in the qualified CDBG areas.	<input type="checkbox"/>
Applicant acknowledges that only an executed contract with the City authorizes the initiation of project services or activities and incurring expenditures.	<input type="checkbox"/>
Applicant acknowledges that a National Environmental Policy Act (NEPA) review may be required for CDBG funded projects, which may delay the project start.	<input type="checkbox"/>
Applicant acknowledges that the project should be completed within the fiscal year awarded; if not CDBG funds <u>may</u> be subject to reprogramming.	<input type="checkbox"/>
Applicant will comply with all federal and City statutes, regulations and requirements imposed on the project funded in full or in part by the CDBG program.	<input type="checkbox"/>
Applicant certifies that the organization has the capacity to comply with all requirements of the program.	<input type="checkbox"/>
Applicant will not use funds for grant writing, fundraising or lobbying per OMB Circular A-87.	<input type="checkbox"/>
Applicant confirms that the organization has an antidiscrimination policy.	<input type="checkbox"/>
Applicant acknowledges that current policies for general liability, automobile and workers compensation insurance are required to contract with the City.	<input type="checkbox"/>
Applicant acknowledges that CDBG funds are subject to review of supporting expenditure documentation and must be approved by City staff prior to payment.	<input type="checkbox"/>
Applicant has the ability to perform the duties for the activity or services applied for in accordance with CDBG program regulations.	<input type="checkbox"/>
Applicant possesses the legal authority to apply for CDBG funds and to execute the project.	<input type="checkbox"/>
Applicant does not have any unresolved audit findings for prior CDBG or other federally-funded project.	<input type="checkbox"/>
Applicant has no pending lawsuits that would impact the implementation of this project.	<input type="checkbox"/>
Person named below is authorized to execute the application on behalf of the agency.	<input type="checkbox"/>

## PART H – STATEMENT OF ASSURANCES

I, \_\_\_\_\_ certify that \_\_\_\_\_  
(Name / Title) (Organization)

- ☒ Will minimize displacement of persons or businesses as a result of activities associated with CDBG funds;
- ☒ Will conduct and administer its program in conformance with Title IV of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968, and affirmatively further fair housing;
- ☒ Will comply with 24 CFR 570.608 regarding notification, inspection, testing and abatement procedures concerning Lead-Based Paint;
- ☒ Will comply with the other provisions of the CDBG program, including Labor Standards;
- ☒ Documentation of compliance with the above certification will be maintained in the organization's files.

**Signature of Authorized Signatory:**

**Date:**

## CERTIFICATION #1

### CERTIFICATION REGARDING CIVIL RIGHTS ACT, AMERICANS WITH DISABILITIES ACT AND LOBBYING

#### The Applicant certifies that:

- (a) It possesses legal authority to make a grant submission and to execute a community development and housing program.
- (b) Its governing body has in an official meeting open to the public duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the sub-recipient to submit the final statement and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the sub-recipient to act in connection with the submission of the final statement and to provide such additional information as may be required.
- (c) The grant will be conducted and administered in compliance with:
  - (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352; 42 U.S.C. Subsection 2000 et seq.);
  - (2) The Fair Housing Act (42 U.S.C. 3601-20).
- (d) It will affirmatively further fair housing.
- (e) It has developed its proposed activity so as to give maximum feasible priority to activities that benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The proposed use of funds may also include activities which the sub-recipient certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, where other financial resources are not available to meet such needs.
- (f) It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Act or with amounts resulting from a guarantee under section 108 of the Act by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (1) funds received under section 106 of the Act are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than Title 1 the Act; or (2) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient funds received under section 106 of the Act to comply with the requirements of subparagraph (1).
- (g) It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1990 as required under Section 570.606(a) and Federal implementing regulations; the requirements in Section 570.606(b) governing the residential anti-displacement and relocation assistance plan under section 104(d) of the Act (including a certification that the sub-recipient is following such a plan); the relocation requirements of Section 570.606(c) governing

displacement subject to section 104(k) of the Act; and the relocation requirements of Section 570.606(d) governing optional relocation assistance under section 105(a)(11) of the Act.

(h) To the best of my knowledge and belief that:

- No Federal appropriated funds have paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, it will complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- It will require that the language of paragraph (h) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

(i) It will comply with the other provisions of the Act and with other applicable laws.

---

**Signature of Authorized Agent**

---

**Date**

---

**Please Print Name and Title**

**Certification #2**  
**Certification of Compliance with the City of Pompano Beach**  
**Conflict of Interest and Procurement Policies**

**Name of applicant:** \_\_\_\_\_

**HEREBY TAKES NOTICE OF AND WARRANTS** that it is not in violation of, or has not participated, and will not participate, in the violation of any of the following Conflict of Interest and Procurement Policies:

**I. City of Pompano Beach and HUD Requirements**

**(A) Conflict of Interest** - It shall be unlawful for any employee of the city to participate, directly or indirectly, through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering advice, investigation, auditing or otherwise, in any proceeding or application, request for ruling or other determination, claim or controversy or other matter pertaining to any contract or subcontract and any solicitation or proposal therefore to the employee's knowledge there is a financial interest possess by:

- (1) The employee or the employee's immediate family;
- (2) A business other than a public agency in which the employee or a member of the employee's immediate family serves as an officer, director, trustee, partner or employee; or
- (3) Any other person or business with whom the employee or a member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment.

**(B) Gratuities and Kickbacks Prohibited.**

**Gratuities** - It is unlawful for any person to offer, give or agree to give to any person, while a city employee, or for any person, while a city employee, to solicit, demand, accept or agree to accept from another person, anything of a pecuniary value for or because of:

- (1) An official action taken, or to be taken, or which could be taken;
- (2) A legal duty performed, or to be performed, or which could be performed; or
- (3) A legal duty violated, or to be violated, or which could be violated by such person while a city employee.

Anything of nominal value shall be presumed not to constitute a gratuity under this section.

**Kickback** - It is unlawful for any payment, gratuity or benefit to be made by or on behalf of a subcontractor or any person associate therewith as an inducement for the award of a subcontract or order.

**(C) 24 CFR 576.57(d) and 24 CFR 92.356 - Conflict of interest**

No person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee, nonprofit recipient that receives emergency shelter grant amounts and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect to thereto, or the proceeds there under, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure, or for one year thereafter. HUD may grant an exception to this exclusion as provided in 24 CFR 570.611 (d) and (e) and/or 92 CFR 92.356 (f) (2).

**(D) OMB Supercircular - Code of Conduct and Procurement**



The recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

**The recipient shall maintain written procurement procedures, which comply with both state and Federal laws and regulations, and at least prescribe the following five procurement methods, described in more detail at 24 CFR 200.318:1.**

**Procurement by micro-purchases (new procedure, \$3,000 threshold, no competition required).**

**2. Procurement by small purchase procedures (simplified acquisition threshold).**

**3. Procurement by sealed bids (formal advertising).**

**4. Procurement by Competitive Proposal (used when sealed bid method ID is not appropriate).**

**5. Procurement by noncompetitive proposals (sole source).**

**Applicant address:** \_\_\_\_\_

**Authorized signature:** \_\_\_\_\_

**Print Name of Authorized Signer:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_

### **Certification #3**

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, INELIGIBILITY AND OTHER RESPONSIBILITY MATTERS**

1. By signing and submitting these certifications, the undersigned certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
  - b) Have not within a three-year period preceding this award, been convicted of or had a civil judgment rendered against them for: commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, local) contract or subcontract; violation of federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, 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 b) above;
  - d) Have not within a three-year period preceding this award, had one or more contracts (federal, State, or local) terminated for cause or default;
  - e) Will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any federal agency; and
  - f) Will require that the language of this certification to be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
2. "Principals", for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity.
3. Where the undersigned is unable to certify to the statements listed in section (1) in this certification, an explanation shall be attached. The Agency shall provide immediate written notice if, at any time prior to or during the negotiated contract period, the Agency learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. 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 paragraph (1) of this provision. The knowledge and information of Agency is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

5. This certification submitted to the City of Pompano Beach is a material representation of fact upon which reliance will be placed when evaluating Agency's application and entering into a contract agreement upon an award of funds. If it later determined that the Agency knowingly rendered an erroneous certification, in addition to other remedies available, the City of Pompano Beach may terminate the contract for default.

**Applicant address:** \_\_\_\_\_

**Authorized signature:** \_\_\_\_\_

**Print Name of Authorized Signer:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_

**Certification #4**

**CERTIFICATION FOR A DRUG-FREE WORKPLACE**

Every Agency awarded a contract or grant by the City of Pompano Beach for the provision of services shall certify to the City that it will provide a drug-free workplace. By signing and submitting this certification, the undersigned certifies that it, and its subcontractors, shall provide a drug-free workplace by doing all of the following:

- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the Agency's workplace and specifying the actions that will be taken against employees for violations of the prohibition.
- 2) Establishing a drug-free awareness program to inform employees about all of the following:
  - a) The dangers of drug abuse in the workplace.
  - b) The Agency's policy of maintaining a drug-free workplace.
  - c) Any available drug counseling, rehabilitation, and employee assistance programs.
  - d) The penalties that may be imposed upon employees for drug abuse violations
- 3) Posting the statement required by Section A.1) of this certification in a prominent place at the Agency's main office. For projects large enough to necessitate a construction trailer at the job site, the required signage would also be posted at the job site.

B. Agencies shall include in each subcontract agreement language which indicates the subcontractor's agreement to abide by the provisions of Sections A. 1) through 3) of this certification. Agencies and subcontractors shall be individually responsible for their own drug-free workplace programs.

C. This certification submitted to the City of Pompano Beach is a material representation of fact upon which reliance will be placed when evaluating Agency's application and entering into a contract agreement upon an award of funds. If it later determined that the Agency knowingly rendered an erroneous certification, in addition to other remedies available, the City of Pompano Beach may terminate the contract for default.

**Applicant address:** \_\_\_\_\_

**Authorized signature:** \_\_\_\_\_

**Print Name of Authorized Signer:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_