

**CITY OF FORT LAUDERDALE  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
PARTICIPATION AGREEMENT (FY 2016 - 2017)**

THIS AGREEMENT, entered this 13<sup>TH</sup> day of FEBRUARY 2017 by and between:

**CITY OF FORT LAUDERDALE**, a municipal corporation of the State of Florida, herein after referred to as "City"

and

**MOUNT BETHEL HUMAN SERVICES CORPORATION, INC.**, a non-profit corporation organized under the laws of Florida whose usual place of business is 1021 NW 6<sup>th</sup> STREET, FORT LAUDERDALE, FL 33311, hereinafter referred to as "Participant".

WHEREAS, the City receives Community Development Block Grant ("CDBG") funding from the U.S. Department of Housing and Urban Development ("HUD") to undertake particular activities, including the provision of public services to eligible persons under Title I of the Housing and Community Development Act of 1974, as amended ("HCD Act"), Public Law 93-383; and

WHEREAS, Participant provides CDBG Public Service programs through its Family Resource Center (FRC) for authorized purposes to eligible persons of the City's established Neighborhood Revitalization Strategy Area (NRSA); and

WHEREAS the City approved the Annual Action Plan on June 7, 2016 (CAM # 16-0612) and submitted it to HUD; and

WHEREAS that Plan provided for funding for Participant's program and authorized the proper City Officials to enter into this agreement ("Agreement"); and

WHEREAS, the City wishes to engage the Participant to assist the City in utilizing such funds;

NOW, THEREFORE, it is agreed between the parties hereto that;

**I. SCOPE OF SERVICE**

**A. Activities**

The Participant will be responsible for administering the CDBG 2016-2017 Fiscal Year **Family Resource Center Program** ("Program"), benefiting the NRSA and its low and moderate income persons ("Project") in a manner satisfactory to the City and consistent with any standards required as a condition of providing these funds. All aspects of the program, including program clients' eligibility, budgets, scopes of services, must be approved by the Housing and Community Development Division ("HCD") prior to the initiation of activities under the project. The

Participant understands it must meet and maintain status with the City as a viable Community Based Development Organization (CBDO) and program activities must be carried out according to the requirements of the NRSA, within an identified eligible geographic area of operation within the jurisdiction of the City, lying and being in the NRSA. The Participant has provided the City, through its HCD, with documentation that shows the Participant is lawfully in possession of the property used for this Program; the Participant will remain so for the term of this Agreement. Such Program will include the following activities and Scope of Service eligible under the Community Development Block Grant program as provided in **Exhibit A** attached hereto, incorporated herein and of sufficient detail to provide a sound basis for the effective monitoring of the program and performance. The Scope of Services are to specify at a minimum: a) The Participant's specific eligibility requirements for participation in the Participant's program; b) The purpose and nature of each service to be offered and where they will be provided; c) The actual tasks to be performed; d) The quantifiable level of service that will be provided for each activity; e) The intended benefits to be received by eligible CDBG clients, and f) The schedule of performance for the work – in terms of overall duration and cumulative units of service per month during the contract period.

#### **B. National Objectives**

All activities funded with CDGB funds must meet one of the CDBG program's National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208. The Participant certifies that the activity(ies) carried out under this Agreement will meet the National Objective of benefiting low and moderate income persons by providing tangible benefits to program and income eligible residents of the NRSA, via services specific to the NRSA, with such tangible benefits more fully described in **Exhibit A**.

#### **C. Levels of Accomplishment – Goals and Performance Measures**

The Participant agrees to provide the following levels of program services at the times and schedules described in **Exhibit A**, attached hereto and incorporated herein.

The actual levels of accomplishment must be detailed and provided monthly and may include such measures as percentage of increase in employment, job training centers opened, reduction of percentage of families on public assistance reduced, number of community lending institutions attracted to the neighborhood, formation of a Community Business Association, number of seminars offered to train residents about small business start-ups, and should also include time frames for performance.

#### **D. Staffing**

Staff Position(s) assigned by Participant and time commitments funded under this agreement to be allocated to each activity are as provided in your Budget and listed in **Exhibit B**. Staff Positions must specify assigned personnel, job duties job titles and job responsibilities. Additionally, the Participant, if providing a public service generating job creation and/or job retention, will complete and submit **Exhibit C**, as part of the job creation and job retention requirements. The Economic Development activity must meet HUD Public Benefit Standards. A written agreement

between The City of Fort Lauderdale, Mount Bethel Human Services and any assisted businesses, documenting all HUD requirements, must be executed by all parties and approved by HCD.

Any changes in the personnel assigned or their general responsibilities under this program / project are subject to the prior written approval of the Manager of Housing and Community Development for the City (hereinafter referred to as "HCD Manager").

**E. Performance Monitoring**

The City will monitor the performance of the Participant against established goals and performance standards as defined in **Exhibit D** subject to approval and revision by HCD. Participant agrees to develop and maintain tracking systems for each goal and performance standard that effectively captures the required information. Tracking is to be provided monthly in an electronic format. Payments will not be processed without approved tracking system. Substandard performance as determined by the City will constitute noncompliance with this Agreement. If correction of such substandard performance is not accomplished or initiated by the Participant within thirty (30) days after being notified by the City, Agreement suspension or termination procedures will be initiated.

**F. Deliverables and Outcomes**

Participant shall meet the deliverables, outcomes or both and expend funds obtained pursuant to this Agreement in accordance with the provisions herein.

Additionally, the City requires a monthly update on the Performance Indicators provided in **Exhibit D**. The report is due to HCD by the 10<sup>th</sup> of each month.

**G. Use of Funds**

Participant understands all use of funds must comply with HUD and program requirements. That any use of funds except as described herein requires express prior written approval by the HCD Manager.

**H. Neighborhood Revitalization Strategy Area (NRSA)**

Participant must be and remain a CBDO as defined in 24 CFR Subpart C, 570.200 - 210 and shall utilize funds to benefit the residents or businesses of the Neighborhood Revitalization Strategy Area of the City of Fort Lauderdale (NRSA), as defined. A description of the strategy for revitalization is attached as **Exhibit E**. The CBDO's specifically identified geographic area of operation as stated in Participant's Articles of Incorporation and By-Laws, must be specifically identified and attached as **Exhibit G**, must be within the existing boundaries of the NRSA. Funds shall be utilized according to the purpose and requirements of the NRSA in compliance with all federal, state and local guidelines and regulations, including, but not limited to, the Code of Federal Regulations: 24 CFR 570.

As part of the reporting requirements as provided in this Agreement, Participant shall provide sufficient and acceptable documentation evidencing that all NRSA requirements have been met and the funds were used solely for the provision of approved program benefits for eligible beneficiaries of the NRSA. The Participant is aware of the requirements and responsibilities of the CDBG Program and represents it has the capacity to administer the Program in compliance with all applicable regulations. Failure to satisfactorily demonstrate this or any lack of program capacity will be seen as an event of default

**I. Calculating and Determining Income Eligibility (as consistent with 24 CFR Part 5, Subpart F (Section 5.609))**

City and Participant acknowledge that HUD has two (2) different options that can be used when determining income and certifying the income of applicants: (1) HUD Part 5 Definition, and (2) IRS Form 1040 Definition.

The City of Fort Lauderdale and Participant shall use the HUD Part 5 definition of annual income when determining eligibility of a household. The HUD Part 5 definition of annual income is defined as the gross amount of income of all household members that is anticipated to be received during the 12-month period following the date the determination of eligibility is made.

Participant warrants knowledge of the HUD Income Certification process and the HUD definition of annual income. All verifications, documentation and information obtained in association with this process must be representations of all pages, must clearly identify the source, the household member, the document's effective date, and must be date stamped by Participant immediately upon receipt. Income calculations, source documentations, eligibility determinations and compliance with the 120-day clock must be provided with each Income Certification. Participant accepts sole responsibility for the valid issuance of an Award Letter to properly income certified applicants.

If Participant wishes to use the IRS Form 1040 Definition to determine income eligibility, Participant must make a request to and receive prior written approval from the HCD Manager.

Participant warrants that in their capacity as a CBDO operating in the NRSA it is the responsibility of the Participant to remain abreast of and comply fully with all program requirements and regulations, and will be required to do so for the life of this contract.

**II. TERM AND TIME OF PERFORMANCE**

The effective date of this Agreement shall be October 1, 2016.

Services of the Participant shall begin on October 1, 2016 and end September 30, 2017. The final invoice must be submitted by October 31, 2017 in order for the Participant to be eligible for reimbursement.

The Participant will forfeit all funds not expended during the term of this Agreement unless otherwise extended in writing by the HCD Manager based on circumstances not under Participant's control.

The Participant shall ensure the funds are expended in the following manner:

- Minimum of ¼ of the approved funding is expended by December 30, 2016 (\$50,000);
- Minimum of ½ of the approved funding is expended by March 31, 2017 (\$100,000);
- Minimum of ¾ of the approved funding is expended by June 30, 2017 (\$150,000);
- All funds are expended by September 30, 2017 (\$200,000), and the final reimbursement request must be submitted by October 31, 2017.

The Department of Housing & Urban Development (HUD) has strict spending deadlines. As a result, the City will impose spending deadlines to ensure all CDBG funds are expended in accordance with HUD rules. Fifty percent (50%) of this CDBG award must be expended and documentation of those eligible costs must be submitted by April 10, 2017. If this minimum expenditure threshold is not met and if documentation is not received by April 10, 2017, the City may terminate this Agreement.

### **III. BUDGET**

The budget sheets for the Program are attached hereto as **Exhibit F**. Any indirect costs charged must be consistent with the conditions of this Agreement and of Indirect Cost requirements. All costs charged as part of this agreement must be consistent with 2 CFR 200 and "Cost Principles and Procedures for Non-Profit Organizations as required by OMB Circular A-122." Participant shall meet the deliverables, outcomes, performance indicators and expend funds obtained pursuant to this Agreement. Participant agrees to provide budget in line item manner, fully describing eligible costs associated with the provision of program benefits. Participant acknowledges budget must be reviewed for compliance and approved by the manager of HCD before Participant can begin submitting reimbursement requests under this Agreement.

### **IV. PAYMENT**

It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed **\$200,000.00**. Reimbursements for the payment of eligible expenses shall be made against the line item budget specified in **Exhibit F** herein and in accordance with performance indicators as described above in II - Term and Time of Performance. Expenses for general administration shall also be paid against the line item budget specified in **Exhibit F** and in accordance with performance. Payments may be contingent upon certification of the Participant's financial management system in accordance with the standards specified in 24 CFR 84.21.

The CDBG funds shall be released on a reimbursement basis. Participant shall submit monthly invoices to HCD by no later than the tenth day (10<sup>th</sup>) of each month. Reimbursement requests must include all HUD required source documentation, which reflects information including but not limited to: beneficiary household eligibility, demographics, Award letter, origin/justification of costs, Participant history of approval of costs, benefits provided, benefits acknowledged received by eligible CDBG beneficiaries, reasonableness, eligibility and allocability of costs. Participant shall submit mileage logs if reimbursement is sought for eligible vehicle related expenses. Inaccurate submissions that demonstrate lack of capacity or program knowledge will be assessed as an "Event of Default". Participant must have the capacity to do the work and do it in a

timely manner. Capacity being defined as but not limited to: Participant's possession of administrative systems and procedures necessary for compliance with Program requirements.

If any errors exist in the initial reimbursement/invoice request, HCD staff will provide a written notice detailing the errors. The Participant will have ten (10) calendar days to resubmit the corrected invoice. If corrected invoice is not provided within ten (10) days, the request for reimbursement will no longer be considered and the Participant could thereby forfeit the funds requested in that reimbursement. If the corrected invoice is provided within the ten (10) calendar days and errors still exist, HCD staff will reimburse the portion of the invoice that is correct and the Participant could thereby forfeit the remainder of the funds requested in the invoice. If City has performed in compliance with this section, requests by the Participant for rush or expedited reimbursement shall not be honored, except in the case of unforeseen circumstances or emergency and only upon approval of the HCD Manager. A maximum of three (3) such requests will be allowed during the term of this Agreement.

## **V. NOTICES**

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this Agreement shall be directed to the following Agreement representatives:

### **City**

Lee R. Feldman  
City Manager

### **As to the City:**

City Manager's Office  
City of Fort Lauderdale  
100 North Andrews Avenue  
Fort Lauderdale, FL 33301

### **Participant**

Rosby Glover  
Executive Director

### **As to the Participant:**

Mt Bethel Human Services  
Corporation, Inc.  
1021 NW 6<sup>th</sup> Street  
Ft. Lauderdale, FL 33311

## **VI. GENERAL CONDITIONS**

### **A. General Compliance**

The Participant agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Participant does not assume the City's responsibility for ensuring the environmental review is approved by HUD. The Participant also agrees to comply with all other applicable federal, state and local laws, regulations, and policies governing the funds provided under this Agreement.

The Participant further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

**B. "Independent Contractor"**

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Participant shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The City shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Participant is an independent contractor.

**C. Hold Harmless**

Participant shall protect, defend, indemnify and hold harmless the City, its officers, employees and agents, from and against any and all lawsuits, penalties, claims, damages, settlements, judgments, decrees, costs, charges and other expenses or liabilities of every kind, sort or description including, but not limited to, attorneys' fees at both the trial and appellate levels, in connection with or arising, directly or indirectly, out of or resulting from the Participant's acts or omissions in Participant's performance or nonperformance of its obligations or services under this Agreement. Without limiting the foregoing, any and all such claims, relating to personal injury, death, damage to property, defects in material or workmanship, actual or alleged infringement or any patent, trademark, copyright or of any other tangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation or decree of any court, are included in the indemnity.

**D. Workers' Compensation**

The Participant shall provide proof of Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement to HCD.

**E. Insurance & Bonding**

Participant will obtain, pay for, and keep in force and effect continuously throughout the term of this Agreement Commercial general liability insurance, in an amount not less than \$1,000,000, for any one person and for any one accident, which coverages shall include property damage, bodily injury and death. A valid Certificate of Insurance shall be provided to the City by the Participant not later than 10 (ten) days after execution of this Agreement. Any such policy shall name the City as an additional insured and shall not be affected by any insurance that the City may carry in its own name.

The Participant shall comply with the bonding and insurance requirements of 24 CFR 84.31 and 84.48, Bonding and Insurance.

**F. City of Fort Lauderdale Recognition**

The Participant shall ensure recognition of the role of CDBG and of the City in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Participant will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

#### G. Amendments

The City or Participant may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization. Such amendments shall not invalidate this Agreement, nor relieve or release the City or Participant from its obligations under this agreement.

The City may, in its discretion, amend this Agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both City and Participant.

#### H. Default

The following events shall constitute an "Event of Default" pursuant to this Agreement:

1. The Participant fails to perform any covenant or term or condition of this Agreement; or any representation or warranty of the Participant herein or in any other grant documents executed concurrently herewith or made subsequent hereto, shall be found to be inaccurate, untrue or breached.
2. If the Participant or any endorser of the Agreement files a voluntary petition in bankruptcy or shall be adjudicated as bankrupt or insolvent, or shall file any petition or answer seeking reorganization, arrangement, composition, readjustment, liquidation, wage earner's plan, assignment for the benefit of creditors, receivership, dissolution or similar relief under any present or future Federal Bankruptcy Act or any other present or future applicable federal, state or other local law, or shall seek or consent to or acquiesce in the appointment of any trustee, receiver or liquidator of Participant for all or any part of the properties of Participant; or if within ten (10) days after commencement of any proceeding against the Participant, seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution, debtor relief or similar relief under any present or future Federal Bankruptcy Act or any other present or future federal, state or other local law, such proceeding shall not have been dismissed or stayed on appeal; or if, within ten (10) days after the appointment, without the consent or acquiescence of the Participant or of any endorser of the Agreement, of any trustee, receiver, or liquidator of the Participant or any endorser of the Note, or of all or any portion of the Property, such appointment shall not have been vacated or stayed on appeal or otherwise; or if within ten days after the expiration of any such stay, such appointment shall not have been vacated.



3. Participant's breach, violation or failure to perform any of the obligations or any of the covenants and conditions contained herein.

4. Participants failure to perform in accordance with all applicable Federal, State and Local requirements.

Upon the occurrence of any event of default, the City shall issue written notice in accordance with Article V and the City shall cease making disbursements hereunder and, if Participant shall have failed to cure such default within sixty (60) days, declare immediately due and payable, all monies advanced hereunder.

In accordance with 24 CFR 85.43, the City may suspend or terminate this Agreement if the Participant materially fails to comply with any terms of this Agreement, which include, but are not limited to, the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the Participant to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Participant to the City reports that are incorrect or incomplete in any material respect.

In accordance with 24 CFR 85.44, this Agreement may also be terminated for convenience by either the City or the Participant, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the City determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the City may terminate the award in its entirety.

## **VII. ADMINISTRATIVE REQUIREMENTS**

### **A. Financial Management**

#### **1. Accounting Standards**

The Participant agrees to ensure all aspects of its financial management complies with all applicable HUD Integrity Bulletins on Financial Management, regulations and requirements, including 24 CFR 84.20-28 Subpart C – Post Award Requirements. Furthermore, Participant agrees its Accounting Standards will adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

## **2. Cost Principles**

The Participant shall administer its program in conformance with 2 CFR 200 and OMB Circulars A-122, "Cost Principles for Non-Profit Organizations," or A-21, "Cost Principles for Educational Institutions," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis. Participant shall ensure all costs are reasonable, allowable and allocable to the CDBG program

## **B. Documentation and Record Keeping**

### **1. Records to be Maintained**

The Participant shall maintain all records required by the federal regulations specified in 24 CFR 570.506, which are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- a. Records providing a full description of each activity undertaken, benefits provided and beneficiary acknowledgement of benefits received, revitalization accomplished;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- c. Records required to determine the eligibility of Participant's applicants, CDBG beneficiaries and program activities;
- d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- f. Financial records as required by 24 CFR 570.502, and 24 CFR 84.21-28; and;
- g. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

The Participant will report to the City on a monthly basis throughout the term of this Agreement of all services provided, the eligible beneficiaries of those services, and acknowledgement of receipt of said services as verified by the beneficiaries. The Participant will be responsible for maintaining all records necessary to document compliance especially with the provisions of 24 CFR Part 570 as now in effect, and as may be amended from time to time.

### **2. Retention**

The records shall be available for inspection by the City or HUD representatives during all normal business hours. The Participant shall retain all financial records, supporting

documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years commencing from the date of submission of the City of Fort Lauderdale's Consolidated Annual Performance and Evaluation Report (CAPER). Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four (4) year period whichever occurs later.

As used in this Agreement, records shall include but not be limited to e-mails, memorandums, correspondence, accounting documents, receipts, invoices, minutes of meetings, surveys and any and all other documents or data either electronic, paper or both, associated in any way to the administration and implementation of this Agreement and the receipt and disbursement of the federal funds provided in this Agreement.

All records as described in this Agreement are and shall remain the property of the City whether this Agreement is in effect or not. Participant shall provide such documents to City within ten (10) days of City's written request at no cost or expense to City.

### 3. Client Data

The Participant shall maintain all client data demonstrating eligibility for Participant program and CDBG program. Such data shall include, but not be limited to, client name, address, household income, income level or other basis for determining eligibility, and description with acknowledgement of service(s) provided and acknowledged as received. Such information shall be provided with each reimbursement request or made available to City monitors or their designees for review upon request.

### 4. Disclosure

The Participant understands that client information collected under this Agreement is private and the use or disclosure of such information, when not directly connected with the administration of the City's or Participant's responsibilities with respect to services provided under this Agreement, may be prohibited by state or federal law unless prior written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian. Participant is responsible for identifying and following any state or federal law that may be applicable to disclosure.

### 5. Close-outs

The Participant's obligation to the City shall not end until all closeout requirements are completed. Activities during this closeout period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the City), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Participant has control over CDBG funds, including program income.

## **6. Audits & Inspections**

The Participant shall arrange for an annual audit of its operations and financial management systems, in accordance with 24 CFR Part 84.26. The Participant shall pay for this audit at its own expense. The audit provided shall specifically indicate compliance or non-compliance with HUD regulations and the CDBG program. This audit shall be initiated within forty-five (45) days of the end of Participant's fiscal year in which fiscal year Participant received funds pursuant to this Agreement. The Participant shall provide a copy of the final audit report to the City within thirty (30) days of receipt, but not later than six (6) months after the end of the audit period.

The Participant shall comply with the requirements and standards of OMB Circular Nos. A-110, "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other non-Profit Organizations"; and A-122, "Cost Principles for Non-Profit Organizations"; and A-133 "Audits of States, Local Governments and Non-Profit organizations" that applies to agencies expending \$500,000 or more in federal funds in the last fiscal year and requires that such agencies have a single audit. A "single audit" refers to an agency-wide audit, as opposed to a program specific audit. The Participant shall arrange for an annual audit of its operations and financial management systems, in accordance with 24 CFR Part 84.26.

If the Participant's total federal income does not meet the requirements of the federal regulations, the Participant shall arrange for an annual audit of its operations and financial management systems, and the audit shall include specific compliance testing of the CDBG Program. The Participant shall pay for this audit at its own expense. The audit shall indicate compliance or non-compliance with HUD regulations. This audit shall be initiated within forty-five (45) days of the end of Participant's fiscal year in which fiscal year Participant received funds pursuant to this Agreement. The Participant shall provide a copy of the final audit report to the City within thirty (30) days of receipt, but not later than six (6) months after the end of the audit period.

The City shall review the Participant's audit report and will require the Participant to implement corrective action noted in the audit. The City shall have the right to review any and all of the Participant's records regarding use of the funds disbursed hereunder.

If as a result of an audit or monitoring by the City and/or the Department of Housing & Urban Development's (HUD) Community Planning Division (CPD) or Office of Inspector General (OIG) or any other governing agency, results in a finding or ruling that the Participant provided funding of an ineligible activity or unallowable expense, the City shall be entitled to recover immediately upon demand from the Participant or any party joining in or consenting to this Agreement, all ineligible or unallowable sums paid by the City to Participant pursuant to this Agreement.

All Participant records with respect to any matters covered by this Agreement shall be made available to the City, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any

deficiencies noted in audit reports must be fully cleared by the Participant within thirty (30) days after receipt by the Participant. Failure of the Participant to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments and termination of the Agreement. The Participant hereby agrees to have an annual agency audit conducted in accordance with current City policy concerning Participant audits and OMB Circular A- 133.

C. Reporting and Payment Procedures

1. Program Income

The Participant shall report all program income (as defined at 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this Agreement. The use of program income by the Participant shall comply with the requirements set forth at 24 CFR 570.504. By way of further limitations, the Participant may use such income during the Agreement period for activities permitted under this Agreement and shall reduce requests for additional funds by the amount of any such program income balances on hand. All unexpended program income shall be returned to the City at the end of the Agreement period. Any interest earned on cash advances from the U.S. Treasury and from funds held in a revolving fund account is not program income and shall be remitted promptly to the City.

2. Indirect Costs

If indirect costs are charged, the Participant will develop an indirect cost allocation plan for determining the appropriate Participant's share of administrative costs and shall submit an indirect cost proposal/cost allocation plan prepared in accordance with U.S. Department of Health and Human Services Circular OASMB-5 (for non-profit subrecipients) to the City for approval, in a form specified by the City. An Indirect Cost Allocation Plan will be subject to approval by the City and by HUD.

3. Payment Procedures/Financial Assistance

The City will pay to the Participant funds available under this Agreement based upon the sufficiency of information submitted by the Participant and consistent with any approved budget and City policy concerning payments. Costs must be reasonable, allowable and only in proportion to the amount allocable to the CDBG program. Payments will be made for eligible expenses actually incurred and outlaid by the Participant and shall not exceed actual cash requirements. Payments must be supported by valid invoices and source documentation, all of which must be clearly identifiable with the payment amount requested. Payments will be adjusted by the City in accordance with advance funds provided (if any) and program income balances available in Participant accounts. In addition, the City, in its sole discretion reserves the right to liquidate funds available under this Agreement for costs incurred by the City on behalf of the Participant.

4. Progress Reports

The Participant shall submit regular (at a minimum quarterly) Progress Reports to the City in the form, content, and frequency as required by the City. The Progress Reports will include an update of the performance indicators, the number CDBG eligible clients served each month, any successes and concerns experienced throughout the reporting timeframe with verification of the actual tangible program benefits received by each CDBG beneficiary.

**D. Procurement**

**1. Compliance**

The Participant agrees to adhere to 2 CFR 200 and 24 CFR Part 84 with regard to the purchase of all equipment and furnishings. Procurement of all items shall be conducted through open competition that may include price or rate quotations or sealed bids from at least two or more qualified sources or responsive bidders. Sole source procurement shall be used only in instances where items to be purchased are not available through open competition.

Participant must ensure the integrity of its purchasing decisions with CDBG funds by maintaining records to detail the significant history of the procurement, documenting the results and decisions behind purchases. Participant also agrees to use local businesses and contract with small, minority and/or women-owned businesses to the maximum extent feasible. The background, need and details of every purchasing decision must be documented. Solicitations must clearly explain all requirements that the bidder/offeror must fulfill in order for his or her bid/offer to be evaluated. Solicitations must be based on a clear and accurate description of the material, product, or service to be procured, and cannot contain features which unduly restrict competition.

Awards are to be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous when price and any other pertinent factors are considered. Any and all bids may be rejected when it is in the best interest to do so. Participant must ensure that award is only made to responsible contractors/vendors possessing the ability to perform successfully under the terms and conditions of the proposed procurement.

Participant must ensure that award is not made to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension" (24 CFR 85.35)

The Participant shall comply with current City policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the City upon expiration of this Agreement.

**2. OMB Standards**

Unless specified otherwise within this Agreement, the Participant shall procure all materials, property, or services in accordance with the requirements of 24 CFR 84.40-48 and all applicable federal regulations and OMB Circulars.

### 3. Travel

The Participant shall obtain prior written approval from the City for any travel outside the tri-county area with funds provided under this Agreement.

#### E. Property/Furnishings/Equipment/Supplies - Use and Reversion of Assets

The Participant agrees that any property, equipment, furnishings, and supplies purchased with funds obtained through this Agreement, shall be continuously well maintained and kept in good condition and repair during their useful life. All of these property, equipment, furnishings, and supplies shall be kept in a secure location to prevent loss, damage, or theft. All property, equipment, furnishings and supplies acquired by the Participant using CDBG funds shall become the property of the City upon the dissolution of Participant or upon Participant's failure to maintain its eligibility to participate in the CDBG program.

Participant agrees to maintain an accurate asset tracking system detailing property records that include a description of the equipment and furnishings purchased with CDBG funds, listing the location and general condition of said property, and a serial or other identification number. Such records shall also include the source of the property, who holds title, the acquisition date, the cost of the property, and the percentage of federal participation in the cost of the property. Such records shall be provided to the City on a monthly basis throughout the term of this Agreement. The report should be year-to-date property records log, which will show items purchased using CDBG funds from the start of this Agreement.

The Participant agrees that all equipment and furnishings purchased with funds obtained through this Agreement shall be subject to a physical inventory. The results of said inventory must be reconciled with any existing property records on an annual basis. Any equipment not identified during the inventory or that is otherwise not accounted for during the annual reconciliation shall be subject to reimbursement to the City.

Participant agrees that the equipment, supplies, and furnishings obtained as a result of this Agreement shall not be sold, transferred, or otherwise disposed of, without the prior written consent of the City.

Participant agrees when property is no longer needed and it cannot be used to eligible persons, if the value of the property is less than \$5,000, participant may dispose of the property and retain the proceeds as miscellaneous revenue.

When property is no longer needed and it cannot be used to assist eligible persons, if the value of the property is more than \$5,000, disposition instructions should be requested from the City. If the City does not provide instructions in 120 days or has no use for the property, the Participant may dispose of the property provided the CDBG account is reimbursed by applying to the sales price or fair market value of the property an amount equal to the percentage of the original acquisition price of the property.

The use and disposition of real property and equipment under this Agreement shall be in

compliance with the requirements of 24 CFR Part 84 and 24 CFR 570, as applicable, which include but are not limited to the following:

1. The Participant shall transfer to the City any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination of Agreement.
2. Real property under the Participant's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement (or such longer period of time as the City deems appropriate). If the Participant fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Participant shall pay the City an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the City. The Participant may retain real property acquired or improved under this Agreement after the expiration of the five-year period (or such longer period of time as the City deems appropriate).
3. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Participant for activities under this Agreement shall be (a) transferred to the City for the CDBG program or (b) retained after compensating the City (an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment).

## **VIII. PERSONNEL & PARTICIPANT CONDITIONS**

### **A. Civil Rights**

#### **1. Compliance**

The Participant agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008 (ADAAA), the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

The City fully supports the goals of the ADA, ADAAA and Section 504 and will not support Participant discrimination based on disability in any aspect of the employment relationship or in the administration of agency programs. Further, no qualified individual or child with a disability shall be restricted or excluded from equal



opportunity for participation, or denied benefits, services or access to City programs and activities.

Each Participant is hereby required to identify its Section 504/ADA Coordinator and provide a notice to all its employees, outlining the roles and responsibilities of this person, and how to contact this person.

## **2. Language Access Plan and Limited English Proficiency**

It is the policy of the City of Fort Lauderdale to ensure that each Participant take reasonable steps to provide meaningful access to its programs and activities, including persons with Limited English Proficiency (LEP). Each agency shall develop a Language Access Plan (LAP) that will serve the needs of the clients they serve (*including a TTY/TTD machine and providing program related documents in other languages, upon request*). The Participants LAP policy shall ensure that its staff will communicate effectively with LEP individuals, and LEP individuals will have access to important programs and information. The Participant shall comply with all federal requirements in providing free meaningful access to its programs and activities for all clients that is inclusive of LEP persons.

## **3. Nondiscrimination**

The Participant agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

## **4. Affirmative Action**

The Participant agrees that it shall be committed to carry out pursuant to the City's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The City shall provide Affirmative Action guidelines to the Participant to assist in the formulation of such program. The Participant shall submit a plan for an Affirmative Action Program for approval prior to the first funds reimbursement request.

## **5. Women- and Minority-Owned Businesses (W/MBE)**

Federal regulations require the Participant to use its best efforts to utilize local business firms, minority owned firms, women-owned firms or labor surplus area firms the maximum practicable opportunity to participate in the performance of its CDBG-funded activities (24 CFR 85.36(E) OR 84.44(B)). As used in this Agreement, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are African-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Participant may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

**6. Notifications**

The Participant will send to each labor union or representative of workers with which it has a collective bargaining Agreement or other Agreement or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Participant's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

**7. Equal Employment Opportunity and Affirmative Action (EEO/AM Statement)**

The Participant will, in all solicitations or advertisements for employees placed by or on behalf of the Participant, state that it is an Equal Opportunity or Affirmative Action employer.

E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**8. Subagreement Provisions**

The Participant will include the provisions of Paragraphs VIII.A, Civil Rights, and VIII.A.3, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own subrecipients or subcontractors.

**9. Fair Housing and Equal Opportunity**

The Fair Housing Act of 1988 (42 U.S.C. 3601-3620). In accordance with the Fair Housing Act, it is required that Participant administer all programs and activities related to housing and community development in a manner to affirmatively further the policies of the Fair Housing Act. Implementing regulations can be found at 24 CFR Part 100.

**10. Section 504**

The Participant agrees to comply with all federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) ("Act"), which prohibits discrimination against the individuals with disabilities or handicaps in any federally assisted program. The City shall provide the Participant with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

**11. Age Discrimination**

Section 109 of the Act further provides that any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified handicapped person as provided in section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) shall also apply to any program or activity funded in whole or in part with funds made available pursuant to the Act. Regulations implementing

the Age Discrimination Act are contained in 24 CFR Part 146 and the regulations implementing section 504 are contained in 24 CFR Part 8.

12. Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (42 U.S.C. 701), which requires grantees (including individuals) of federal agencies, as a prior condition of being awarded a grant, to certify that they will provide drug-free workplaces. Each potential recipient must certify that it will comply with drug-free workplace requirements in accordance with the Act and with HUD's regulations provided at 48 CFR Part 23.500, et seq.

13. Debarment and Suspension

E.O. 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR Part 24. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees. Participant is to obtain and provide to HCD a Data Universal Numbering System (DUNS) number and register with System for Award Management (SAM). Once registered with SAM, Participant must maintain an "Active" status.

B. Employment Restrictions

1. Prohibited Activity

The Participant is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

2. Labor Standards

The Participant agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Agreement Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) and all other applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Participant agrees to comply with the Copeland Anti-kickback Act (18 U.S.C. 874 et seq.) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Participant shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the City for review upon request.

The Participant agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under Agreements in excess of \$2,000.00 for construction, renovation or repair work financed in whole or in part with assistance provided under this Agreement, shall comply with federal requirements adopted by the City pertaining to such Agreements and with the applicable

requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Participant of its obligation, if any, to require payment of the higher wage. The Participant shall cause or require to be inserted in full, in all such Agreements subject to such regulations, provisions meeting the requirements of this paragraph.

3. "Section 3" Clause

- a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this Agreement, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- c. The Participant agrees to send to each labor organization or representative of workers with which the Participant has a collective bargaining Agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

f. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

g. Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this Agreement, shall be a condition of the federal financial assistance provided under this Agreement and binding upon the City, the Participant and any of the Participant's participants and subcontractors. Failure to fulfill these requirements shall subject the City, the Participant and any of the Participant's participants and subcontractors, their successors and assigns, to those sanctions specified by the Agreement through which federal assistance is provided. The Participant certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

The Participant further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this Agreement is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that Agreements for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located."

The Participant further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award Agreements for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.

The Participant certifies and agrees that no contractual or other legal incapacity exists

that would prevent compliance with these requirements.

C. Conduct

1. Assignability

The Participant shall not assign or transfer any interest in this Agreement without the prior written consent of the City thereto; provided, however, that claims for money due or to become due to the Participant from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

2. Subcontracts

a. Approvals

The Participant shall not enter into any subcontracts with any agency or individual in the performance of this Agreement without the written consent of the City prior to the execution of such agreement. All such agreements shall be approved by the City prior to execution.

b. Monitoring

The Participant will monitor all subcontracted services on a regular basis (at least once annually) to assure Agreement compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The Participant shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

d. Selection Process

No employee, officer, or agent of the Participant shall participate in the selection, award, or administration of a contract supported by CDBG funds if a real or apparent conflict of interest would be involved. The Participant shall take such actions to ensure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. See also (4) Conflict of Interest below. Executed copies of all subcontracts shall be forwarded to the City along with documentation concerning the selection process.

3. Hatch Act

The Participant agrees that no funds provided, nor personnel employed under this Agreement,

shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

#### **4. Conflict of Interest**

The Participant agrees to abide by the provisions of 24 CFR 84.42 and 570.611, along with HUD Office of Inspector General's Conflicts of Interest Integrity Bulletin, attached as **Exhibit H**, which include (but are not limited to) the following:

- a. The Participant shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of Agreements supported by federal funds.
- b. No employee, officer or agent of the Participant shall participate in the selection, or in the award, or administration of, a contract supported by federal funds if a conflict of interest, real or apparent, 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. The requirement applies for such persons during their tenure and for a period of one year after leaving the organization. It is applicable to the procurement of supplies, equipment, construction, and services; acquisition and disposition of real property; provision of assistance to individuals, businesses or other private entities for all eligible activities at 24 CFR 570.201-204; and provision of loans to individuals, businesses, and other private entities.

The Code of Federal Regulations at 24 CFR 570.611, Conflict of Interest. In the procurement of supplies, equipment, construction, and services by Participant, the conflict of interest provisions in 24 CFR 84.42 shall apply. The Participant shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts.

- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any Agreement, or have a financial interest in any Agreement, subcontract, or Agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the City, the Participant, or any designated public agency. The Participant's staff will indicate the existence, appearance or non-existence of conflict via written, signed statement and by doing so before participation in any activity of potential conflict.

Participant agrees to provide attestations from all applicable staff specifically certifying the existence or non-existence of a Conflict of Interest. Participant further agrees that during the life of this Agreement, upon being made aware of or the manifestation of any condition that is, or appears to be a conflict, Participant acknowledges it will immediately provide to HCD, documentation of the conflict and how it will be resolved, ensuring continued compliance.

## **5. Lobbying**

The Participant hereby certifies that:

- a. The Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) applies if the procurement contract amount is in excess of \$100,000. Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient.
- b. No federal appropriated funds have been paid or will be paid, by or on behalf of Participant, 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 agreement, 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 agreement, grant, loan, or cooperative agreement.
- c. 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 agreement, grant, loan, or cooperative agreement, Participant will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- d. Participant will require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and agreements under grants, loans, and cooperative agreements) and that all Participants shall certify and disclose accordingly; and
- e. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed



when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. Copyright

If this Agreement results in any copyrightable material or inventions, the City and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

7. Religious Activities

The Participant agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

**IX. ENVIRONMENTAL CONDITIONS**

A. Air and Water

The Participant agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- All applicable standards, orders or regulations issued pursuant to the Clean Air Act, 42 U.S.C., 7401, *et seq.*
- Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued hereunder.
- The Clean Air Act (42 U.S.C. 7401 *et seq.*) and the Federal Water Pollution Control Act (33 U.S.C. 1251 *et seq.*), as amended, if the grant amount is in excess of \$100,000.
- Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

Violations shall be reported to HUD and the Regional Office of the Environmental Protection Agency (EPA).

B. Flood Disaster Protection

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C.

4001), the Participant shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

**X. SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

**XI. SECTION HEADINGS AND SUBHEADINGS**

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

**XII. TERMINATION OF AGREEMENT**

No waiver by the City of any breach of any provision of this Agreement shall be deemed to be a waiver of any other provision or be construed to be a modification of the terms of this Agreement.

Agreement may be terminated under 24 CFR 84.61 or for Convenience if so determined by the City.

The Participant shall not incur new expenses for equipment or furnishings after receiving notice of the cancellation of this Agreement and shall cancel as many outstanding obligations for ordered items as possible.

**XIII. WAIVER**

The City's failure to act with respect to a breach by the Participant does not waive its right to act with respect to subsequent or similar breaches. Failure of the City to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

**XIV. ENTIRE AGREEMENT**

This Agreement along with attachments shall constitute the entire Agreement between City and Participant; for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the City and the Participant with respect to this Agreement. No prior written, prior or contemporaneous oral promises or representations shall be binding. This Agreement shall not be amended except by written instrument signed by both parties.

**XV. AUTHORIZED SIGNATORY**

Pursuant to Motion approving the HUD Annual Action Plan on July 7, 2015, the Manager of Housing and Community Development for the City and the City Manager are authorized to execute this Agreement on behalf of the City.

**XVI. E-VERIFY**

Participant agrees for itself to use and will include in its agreements with its subgrantees and its subcontractors performing work or providing services pursuant to and during the term of this Agreement, a requirement to use and comply with the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Participant, subgrantees and subcontractors.

**XVII. HUD FUNDING**

This Agreement is contingent upon HUD approving the City's 2016/2017 Action Plan as approved by the City Commission on July 7, 2016 and upon HUD funds being made available to the City.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the 13<sup>th</sup> day of February 2017.

WITNESSES:

Marie A. Wells

Marie A. Wells  
[Witness print name]

M. Wells

Michaela Harris  
[Witness print name]

**PARTICIPANT**

**Mount Bethel Human Services Corporation, Inc.,**  
a Florida non-profit corporation

By [Signature]

**Rosby L. Glover, Executive Director**

ATTEST:

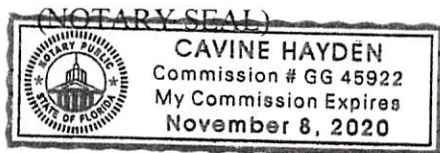
(CORPORATE SEAL)

Mozell Battle  
Secretary

STATE OF FLORIDA:

COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this 13<sup>th</sup> day of FEBRUARY 2017, by Rosby L. Glover, as Executive Director of Mount Bethel Human Services Corporation, Inc. Who is ☒ personally known to me or ☐ has produced \_\_\_\_\_ as identification.



[Signature]  
Notary Public, State of Florida (Signature of Notary Taking Acknowledgement)

CAVINE HAYDEN  
Name of Notary Typed/Printed or Stamped

My Commission Expires:

NOVEMBER 8, 2020 #GG 45922  
Commission Number

CITY

WITNESSES:

Williams

RACHEL WILLIAMS  
(Witness print name)

Gina Rizzutti Smith  
(Witness print name)

CITY OF FORT LAUDERDALE

By Brown  
Jonathan Brown, Housing & Community  
Development Manager

By Feldman  
Lee R. Feldman, City Manager

Date 10/9/17

Approved as to form:  
[Signature]  
Assistant City Attorney

# MT. BETHEL HUMAN SERVICES, INC.

## EXHIBIT A:

**A. ACTIVITIES = CDBG ELIGIBLE [ECONOMIC DEVELOPMENT] ACTIVITIES** (Specific to the eligible revitalization actions of a CBDO operating in a NRSA. Must be of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

The activities provided in this participation agreement include:

1. Food Pantry
2. Employability Orientation
3. Parenting Classes
4. Case Management
5. Referrals

These activities shall be conducted on the following basis.

1. Food pantry is available on a weekly basis. Every Thursday from 10am -2pm, eligible CDBG clients who live in the NRSA and have been income certified can participate in the choice pantry. Pantry items consists of food from each major food group. Based on availability, recipients choose from a selection of fresh produce, frozen meats (poultry and beef), bread, dairy, canned vegetables, and desserts. Occasionally, other hygiene and general merchandise items such as baby diapers and wet wipes are available to the program recipients. Recipients may shop every week for the entire years, once they have been income certified.

2. Employability Orientation programs are held once per month to link eligible CDBG income certified clients with career focused positions available through partner agencies. Presentations are made by representatives from partner agencies such as: Broward Sheriff's Office, OIC, Step-up Apprenticeship, Broward County Fire District and others. With assistance from Mount Bethel Human Services, program participants can make the appropriate connections with agencies and receive funding for training, testing, books, and certifications, if applicable; allowing them to become employable in a career-oriented field.

3. Parenting Classes are offered twice during the fiscal year. Each class consists of 12 weekly sessions. Parenting sessions begin with a family meal following by 2 hours of rigorous instruction. Children who accompany their parents all participate in mentoring programs with age-appropriate topics and activities each week.

4. Case Management is provided to all eligible income certified CDBG clients who reside in the NRSA on an on-going basis. Case management includes linking clients with needed resources in our community (i.e., housing, utilities assistance, childcare assistance, etc.) Case management is available Monday – Friday by appointment only.

5. Referrals are provided for all income certified CDBG clients who reside in the NRSA on an on-going basis. Referral are made as deemed necessary and appropriate to meet the needs of the individual or any qualifying household member. Referrals are made for various reasons identified as substance abuse counseling or treatment, mental health counseling or treatment, domestic violence assistance, medical assistance, etc. Referrals are made Monday – Friday as needed.

**EXHIBIT A:**

**B. NATIONAL OBJECTIVES = SCOPE OF SERVICES AND THE TANGIBLE BENEFITS** (Specific to the eligible revitalization actions of a CBDO operating in a NRSA. Must be of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

Area Benefit Activities Low and Moderate Income Persons

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1. The purpose and nature of each service / activity to be offered and where they will be provided: \_\_\_\_\_

The purpose and nature of each service has been described in section A of this document.

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2. The tasks to be performed: \_\_\_\_\_

The tasks to be performed have been described in section A of this document.

---

3. Identify the eligibility requirements of your clients and your procedure for determining who cannot be assisted through your program (This is separate from the CDBG eligibility requirements): \_\_\_\_\_

All services of Mount Bethel Human Services' Family Resource Center are available to the general public. Mount Bethel proposes to serve 125 NRSA residents through funding under the CDBG grant and the CDBG requirements are the only eligibility requirements needed to receive services.

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4. The quantifiable level of service that will be provided for each activity: \_\_\_\_\_

1. Food Pantry - Participants may shop weekly for up to 52 weeks upon completion of income certification and intake packet.

2. Employability Orientation – is provided monthly for at least 9 months during this fiscal year.

3. Parenting classes – will be held twice during this fiscal year. Each class consists of 12 weekly sessions.

4. Case Management – tasks are performed on-going based on client need and request.

5. Referrals – tasks are performed on-going based on client need and request.

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**EXHIBIT A**

**C. LEVELS OF ACCOMPLISHMENT – GOALS AND PERFORMANCE MEASURES = LEVELS OF PROGRAM SERVICES WITH TIMES AND SCHEDULES** (Specific to the eligible revitalization actions of a CBDO operating in a NRSA. Must be of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

Mount Bethel Human Services proposes to serve 125 NRSA residents in one of our five service capacities described herein, between October 2016 and September 2017.

**PROVISION OF FOLLOWING LEVELS OF PROGRAM SERVICES WITH TIMES AND SCHEDULES:**

	PROGRAM SERVICES / ACTUAL LEVELS OF ACCOMPLISHMENTS	TIMES AND SCHEDULES
Oct	Certify at least 12 NRSA Clients Food Pantry (Weekly) Case Management (Daily) Referrals (Daily)	By end of the Month
Nov	Certify at least 12 NRSA Clients Food Pantry (Weekly) Case Management (Daily) Referrals (Daily)	By end of the Month
Dec	Certify at least 12 NRSA Clients Food Pantry (Weekly) Case Management (Daily) Referrals (Daily)	By end of the Month
Jan	Certify at least 12 NRSA Clients Food Pantry (Weekly) Case Management (Daily) Referrals (Daily)	By end of the Month
Feb	Certify at least 12 NRSA Clients Employability Orientation Begin 1 <sup>st</sup> Parenting Class (12 weekly sessions)	By end of the Month
Mar	Certify at least 12 NRSA Clients Food Pantry (Weekly) Case Management (Daily) Referrals (Daily)	By end of the Month
Apr	Certify at least 12 NRSA Clients Food Pantry (Weekly) Case Management (Daily) Referrals (Daily)	By end of the Month
May	Certify at least 12 NRSA Clients Food Pantry (Weekly) Case Management (Daily) Referrals (Daily)	By end of the Month
Jun	Certify at least 12 NRSA Clients Food Pantry (Weekly) Case Management (Daily) Referrals (Daily)	By end of the Month
Jul	Certify at least 12 NRSA Clients Employability Orientation Begin 2 <sup>nd</sup> Parenting Class (12 weekly sessions)	By end of the Month
Aug	Certify at least 12 NRSA Clients Food Pantry (Weekly) Case Management (Daily) Referrals (Daily)	By end of the Month
Sep	Certify at least 12 NRSA Clients	By end of the Month



**EXHIBIT B**

**D. STAFFING = STAFF POSITIONS ASSIGNED BY PARTICIPANT AND TIME COMMITMENTS FUNDED UNDER THIS AGREEMENT TO BE ALLOCATED TO EACH ACTIVITY** (Specific to the eligible revitalization actions of a CBDO operating in a NRSA. Must be of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

EMPLOYEE	JOB TITLE	CDBG JOB DUTIES / ACTIVITY	CDBG TIME COMMITMENTS
<u>Robert Mosley</u>	<u>Fiscal Manager</u>	<u>Prepare and execute all financial instruments, manage program revenue and expenses, monitor program budget, Prepare payroll, taxes, W-2's, secure insurances for agency and other financial obligations as deemed necessary.</u>	<u>10%</u>
<u>Rosby Glover</u>	<u>Executive Director</u>	<u>Prepare grants, execute contracts, manage overall direction of program.</u>	<u>10%</u>
<u>Andrea Dean</u>	<u>Director of Programs</u>	<u>Monitor program compliance with contractual agreements, review and approve client intake and income certification packets, monitor staff and assist with activities to enhance program performance.</u>	<u>25%</u>
<u>Marie Wells</u>	<u>FRC Coordinator</u>	<u>Oversee day to day operation of the Family Resource Center. Ensure all clients are served. Create ways to meet the needs of the target population. Provide case management and referrals on an on-going basis. Facilitate parenting classes. Set-up/ break-down of weekly food pantry. Receive all pantry donations.</u>	<u>75%</u>
<u>Doyen Lambre</u>	<u>FRC Assistant</u>	<u>Receive incoming calls regarding program and services, complete prescreening to determine if potential client resides in identified NRSA areas,</u>	<u>50%</u>

		set-up/ break-down food pantry, manage client sign-in and coordination of services within the center	
<u>Cavine Hayden</u>	<u>HR Manager</u>	<u>Manage staff, ensure background screening has been completed, manage on-going staff development.</u>	<u>5%</u>

# EXHIBIT C

**D. STAFFING = PUBLIC SERVICE GENERATING JOB CREATION AND/OR JOB RETENTION** - (Specific to the eligible revitalization actions of a CBDO operating in a NRSA. Must be of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

**Program Name:** Mount Bethel Human Services Corporation – Family Resource Center

- **NOTE:** A job is considered to be Full Time if it provides 2,080 hours of employment per year (40 hour per week). Per HUD, Internships cannot be counted toward Job Creation.

	Employee Name R. Mosley	Employee Name R. Glover	Employee Name A. Dean	Employee Name M. Wells	Employee Name D. Lambre	Employee Name C. Hayden
Employee Census Tract and Block Group						
Job Title	Fiscal Manager	Executive Director	Director of Programs	FRC Coordinator	FRC Assistant	HR Manager
Employee Zip Code	33324	33463	34946	33311	33311	33077
Date Hired	01/01/2015	08/27/2008	10/01/2016	12/02/2009	11/01/2016	05/23/2016
Salary at Time of Hire	32,000	42,500	52,000	44,000	10,400	41,600
Specify: Full Time (FT) or Part time (PT)	FT	FT	FT	FT	PT	FT
Number of Hours per Week	40	40	40	40	20	40
Employee total Gross Annual Household Income	32,000	42,500	52,000	44,000	10,400	41,600
Present Employee (Yes or No)	YES	YES	YES	YES	YES	YES
Job to be Held By LMI Person	YES	YES	YES	YES	YES	YES
Job to be Made Available to LMI person	YES	YES	YES	YES	YES	YES
Offered Length of Employment	Not specified	Not specified	Not specified	Not specified	Not specified	Not specified

My signature below hereby certifies this report to be accurate, based upon actual company records, which will be maintained for compliance and monitoring purposes, according to the terms of the funding agreement with the City of Fort Lauderdale.

Dr. Rosby Glover  
Name – Printed or Typed

Signature

Executive Director  
Title – Printed or Typed

Date





**D. STAFFING = PUBLIC SERVICE GENERATING JOB CREATION AND/OR JOB RETENTION** - (Specific to the eligible revitalization actions of a CBDO operating in a NRSA. Must be of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance);

PLEASE PRINT OR TYPE:

Assisted Business Name: Walmart

Employee Name: Yakita Hawthorne

Employee Home Address: 1805 NW 16th Ave., Fort Laud, FL 33311

Census Tract & Block Group: \_\_\_\_\_

Job Title Remodeling Team

Salary per Hour / Hours per Week: \$9.00 per hour / 35 hours per week

Fringe Benefits: No

Date of Hire: 2/23/17 Still Employed: YES or (NO) Date of Termination: 3/20/17

Income Status/Level at Time of Hire: Extremely Low

# of Persons in Household: 4 Total Gross Annual Household Income: \$ 7,200

Identify documentation used to establish extremely low, low and very-low income status at time of hire. Provide to HCD and retain for 4 years from the date of submission of the City of Fort Lauderdale's CAPER in which the specific activity is reported for the last time, unless there is litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the 4-year period. In such cases, the records must be retained until completion of the action and resolution of all issues which arise from it or the end of the regular 4-year period, whichever is longer.

Specify Documentation: Child Support Letke was used as documentation to establish extremely low income status.

Please attach letter from the agency or the beneficiary of the funding, confirming whether or not the job would have been created or retained if the funds had not been provided. Must be verifiable.

**D. STAFFING = PUBLIC SERVICE GENERATING JOB CREATION AND/OR JOB RETENTION** - (Specific to the eligible revitalization actions of a CBDO operating in a NRSA. Must be of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

PLEASE PRINT OR TYPE:

Assisted Business Name: Trident Grounds Protective Services

Employee Name: Michelle Harris

Employee Home Address: 1770 NW 26th Terr., Fort Laud, FL 33311

Census Tract & Block Group: \_\_\_\_\_

Job Title Security Guard

Salary per Hour / Hours per Week: \$ 10 per hour / 10 hrs per wk.

Fringe Benefits: No

Date of Hire: 2/24/17 Still Employed: ☒ YES or NO Date of Termination: Currently Employed

Income Status/Level at Time of Hire: Extremely Low

# of Persons in Household: 1 Total Gross Annual Household Income: \$ 6,588.00

Identify documentation used to establish extremely low, low and very-low income status at time of hire. Provide to HCD and retain for 4 years from the date of submission of the City of Fort Lauderdale's CAPER in which the specific activity is reported for the last time, unless there is litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the 4-year period. In such cases, the records must be retained until completion of the action and resolution of all issues which arise from it or the end of the regular 4-year period, whichever is longer.

Specify Documentation: Contributions Received documentations was used to establish extremely low income status.

Please attach letter from the agency or the beneficiary of the funding, confirming whether or not the job would have been created or retained if the funds had not been provided. Must be verifiable.

**D. STAFFING = PUBLIC SERVICE GENERATING JOB CREATION AND/OR JOB RETENTION** - (Specific to the eligible revitalization actions of a CBDO operating in a NRSA. Must be of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

PLEASE PRINT OR TYPE:

Assisted Business Name: Walmart

Employee Name: Michelle Harris

Employee Home Address: 1770 NW 26th Terr., Fort Laud, FL 33311

Census Tract & Block Group: \_\_\_\_\_

Job Title Remodeling Team

Salary per Hour / Hours per Week: \$9.00 per hour / 35 hours per week

Fringe Benefits: No

Date of Hire: 3/1/17 Still Employed: ☒ YES or NO Date of Termination: Currently Working

Income Status/Level at Time of Hire: Extremely Low

# of Persons in Household: 1 Total Gross Annual Household Income: \$ 6,588.00

Identify documentation used to establish extremely low, low and very-low income status at time of hire. Provide to HCD and retain for 4 years from the date of submission of the City of Fort Lauderdale's CAPER in which the specific activity is reported for the last time, unless there is litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the 4-year period. In such cases, the records must be retained until completion of the action and resolution of all issues which arise from it or the end of the regular 4-year period, whichever is longer.

Specify Documentation: Contribution Received documentation was used to establish extremely low income status.

Please attach letter from the agency or the beneficiary of the funding, confirming whether or not the job would have been created or retained if the funds had not been provided. Must be verifiable.

**EXHIBIT D**

**E. PERFORMANCE MONITORING = Monitoring of the performance of the Participant against established goals and performance standards** (Specific to the eligible revitalization actions of a CBDO operating in a NRSA. Must be of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

**Please convert to and track via Excel Spreadsheet**

**PROJECTED – Actuals are to be provided to HCD monthly**

**NAME OF PROGRAM:** Mount Bethel Human Services Corporation – Family Resource Center

INTENT OF EACH PROGRAM ACTIVITY TOWARD REVITALIZATION	INTENDED BENEFITS TO NRSA CLIENTS	INTENDED BENEFITS TO NRSA BUSINESSES	INITIAL STATUS OF NRSA CLIENTS	INITIAL STATUS OF NRSA BUSINESS	MEASURED IMPROVEMENT FROM INITIAL STATUS	MEASURED IMPROVEMENT FROM PRIOR MONTH STATUS
Food Pantry	Food Secure	Tax-benefit of donating goods	Food Insecure	No tax-benefit, food and goods destroyed	Maintain Food Security	Become food Secure
Employability Orientation	Increased knowledge and training for career oriented positions	Qualified/ trained Employees	Untrained/ ineligible, unemployed	Need for Qualified/ trained Employees	Skillfully trained, gainfully employed	Informed, educated, and motivated to train for a career, employable
Parenting	Improved skills and communication with families	More focused workers, Increased moral, low turnover	Lack of training and skills	Irritated workers, low morale, high turnover	Improved relationship with children, increased awareness of parenting role and responsibility, completion of 12 hours of training.	Engaged and learning new skills to cope, communicate and parent
Case Management	Linkage and provision of services	Increase in services/ clients	Lack of resources and services	Reduced services, minimal new clients	Identified problems have improved and/or become stabilized	Improvement in meeting needs
Referrals	Linkage and provision of services	Increase in services/ clients	Lack of resources and services	Reduced services, Minimal new clients	Identified problems have improved and/ or become stabilized	Access to goods and services

**PLEASE LIST GOALS AND PERFORMANCE STANDARDS (SUBJECT TO APPROVAL BY HCD)**

The program will serve 125 residents in the NRSA between 10/01/2016 – 09/30/2017.

**EXHIBIT E**

**H. NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA)** = Description of Strategy. Must be of sufficient detail to provide HCD a sound basis for effective evaluation and monitoring of the program as well as its performance.

**The Family Resource Center of Mount Bethel Human Services shall conduct the "Employability Connect Program". The Employability Connect program is designed to empower individuals to become gainfully employed through: training, education and job placement.**

**The Employability Connect Program will provide low-income Fort Lauderdale families who meet prescribed criteria neighborhood-based support services which include, but not limited to, food pantry, computer services, employability and job training orientations, case management, information and referral, parenting education and support, soft skills training and life skills training.**

**The targeted groups will include youth between the ages of 14-24, adults 25 and older, unemployed/ or underemployed individuals, homeless, disabled and senior citizens. The Family Resource Center (FRC) primarily serves families who reside in the targeted neighborhoods in the Neighborhood Revitalization Strategy Area (NRSA). Our location at 1004 NW 1<sup>st</sup> Street is accessible to residents in the targeted neighborhoods.**

**Services will be provided in the following manner:**

<b><u>Computer Skills (Various topics)</u></b>	<b><u>2 hours each topic</u></b>	<b><u>Monthly</u></b>
<b><u>Resume Writing</u></b>	<b><u>2 hours</u></b>	<b><u>Quarterly</u></b>
<b><u>Interviewing Skills</u></b>	<b><u>2 hours</u></b>	<b><u>Quarterly</u></b>
<b><u>Childcare Certification</u></b>	<b><u>40 hours</u></b>	<b><u>Annually</u></b>
<b><u>Food Handling Certification</u></b>	<b><u>10 hours</u></b>	<b><u>Annually</u></b>
<b><u>Other Continuing Education opportunities</u></b>	<b><u>Varies</u></b>	<b><u>TBD</u></b>
<b><u>Food Pantry</u></b>	<b><u>N/A</u></b>	<b><u>Weekly</u></b>
<b><u>Case Management/ Support Services</u></b>	<b><u>N/A</u></b>	<b><u>Daily</u></b>
<b><u>Referral</u></b>	<b><u>N/A</u></b>	<b><u>Daily</u></b>
<b><u>Parenting Education</u></b>	<b><u>12 hours</u></b>	<b><u>Semi-annual</u></b>
<b><u>Life skills Training (Various Topics)</u></b>	<b><u>2 hours each topic</u></b>	<b><u>Monthly</u></b>

**Number of clients to be served at the Family Resource Center (FRC): 125**

**EXHIBIT G**

**H. NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA)** = CBDO's specifically identified geographic area of operation (Service Area) from Participant's Articles of Incorporation and By-Laws (Specific to the eligible revitalization actions of a CBDO operating in a NRSA. Must be of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

**Please identify your Service Area on the attached map labeled Exhibit G, attach here and make a part of the Agreement hereof.**

**Mount Bethel Human Services Corporation has identified the entire highlighted area as its service area. We have adopted the Tracts based on the 2010 Census and have attached a signed copy of the service area as a part of this Exhibit G.**

**EXHIBIT H**

**See signed documentation attached**



III. **BUDGET & IV. PAYMENT** = Budget Line Item Description (Specific to the eligible revitalization actions of a CBDO operating in a NRSA. Must be of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

## BUDGET ITEMIZATION SUMMARY DETAIL

PLEASE DETAIL ALL COSTS FROM ALL SOURCES NECESSARY TO SUCCESSFULLY FUND THIS PROGRAM FOR FISCAL YEAR 2016 / 2017:

By signing below I hereby attest that the information provided above is true and accurate and represents all amounts and sources of funding associated with this program utilizing Federal funds.

Date \_\_\_\_\_



# Integrity Bulletin

U.S. Department of Housing and Urban Development  
Office of Inspector General

Summer 2016

## 7 Keys to Handling Conflicts of Interest

Conflicts of interest arise when officials or staff stand to benefit--either directly themselves or indirectly through business partners or relatives--from the awarding or contracting of grant funds. Grantees are encouraged to avoid conflicts of interest to the extent possible. When conflicts of interest arise, grantees must identify, disclose, and manage them in compliance with applicable rules and regulations. When conflict-of-interest issues are overlooked or hidden, this creates problems for the individuals involved, as well as grantees, subrecipients, or contractors. This bulletin discusses common types of conflicts of interest, offers best practices for avoiding and managing them, and the potential consequences of not handling them appropriately.

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*Identify, disclose, and manage all real and apparent conflicts of interest  
through elimination, mitigation, or waivers.*

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### 1. Know the Requirements

In general, conflicts of interest occur when one's private interest and public duties overlap, resulting in a real or perceived lack of independence or impartiality. Common situations include:

- Elected officials voting on awarding of funds to organizations where a family member is on the staff or where the elected official is on the subrecipient's board;
- Executive directors of subrecipients entering into contracts with companies they are affiliated with through employment of, or ownership by, themselves or their relatives;
- Grantee officials or staff who have relatives who may benefit from a subrecipient's programmatic activities; and
- Failure to notify the U.S. Department of Housing and Urban Development (HUD) about conflicts of interest, or late and or incomplete requests for exceptions.

The existence of a conflict of interest does not necessarily mean that any individual acted improperly or illegally, but it does mean that, unless properly handled and addressed, he or she could end up being in violation of Federal rules. Therefore, all such cases must be identified and resolved by eliminating the conflict or obtaining a written exception.

Two sets of conflict-of-interest rules exist – one for procurement activities and others for non-procurement, sub-granting/program delivery activities.

## **XHIBIT H**

- A. **Procurement Standards:** Regulations at 2 CFR (Code of Federal Regulations) 200.318(c) require non-Federal entities to maintain written standards of conduct

Regulations are in transition between grants issued before December 26, 2014 (when 2 CFR Part 200 went into effect), and those issued later. See the footnote below for more detail.<sup>1</sup>

#### **Example of a Procurement Conflict of Interest**

- A Neighborhood Stabilization Program (NSP) grantee funded a subrecipient to rehabilitate 28 homes. The subrecipient failed to report a conflict-of-interest situation when it entered into two contracts with a construction company that was 50 percent owned by the NSP subrecipient's executive director. Although the subrecipient stated that it had disclosed all relationships to the grantee in the proposal process, the grantee overlooked HUD's conflict-of-interest requirements and the requirements found in the agreement. Because the grantee approved the proposal and awarded the agreement, the subrecipient believed that there were no conflict-of-interest issues. The grantee should have flagged the conflict of interest situation during its risk assessment of the subrecipient and prohibited the use of the executive director's construction firm.

- B. Non-procurement Standards:** Regulations at 2 CFR 200.112 require HUD to establish conflict-of-interest policies for Federal awards and require non-Federal entities to disclose in writing any potential conflict of interest to HUD or a pass-through entity in accordance with HUD's policy. HUD is finalizing its conflict-of-interest policy, but entities are still expected to use the policies developed under the various Community Planning and Development (CPD) program-specific regulations. In general, all CPD program regulations prohibit grant-assisted activity benefitting relatives of people who work for the grantee or the pass-through entity.

#### **Example of Non-Procurement Conflict of Interest**

- A city awarded a Community Housing Development Organization (CHDO) \$215,975 in HOME funds to sell and construct one single-family home. At the time of the award, a city official's daughter was the president of the CHDO. The city official abstained from voting on the basis that there was a relationship with the executive director. However, the city was required to disclose these relationships to HUD and had not done so. The city should have developed and implemented written procedures to ensure compliance with HUD's conflict-of-interest regulations, including disclosure of potential conflict-of-interest situations.



## **2. Train Employees**

Grantees and subrecipients ought to build an organizational culture that is conscious of potential conflicts of interest so that action can be taken to avoid or mitigate conflicts as they arise. Provide conflict-of-interest training for all employees, including those of the organization and

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<sup>1</sup> For more detail see Special Directive SD-2015-01, dated February 26, 2015, "Transition to 2 CFR Part 200," Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Guidance. (<http://portal.hud.gov/hudportal/documents/huddoc?id=15-01sdn.pdf>)



the governing authority, the organization's leadership and, as appropriate, the organization's agents. To have the most impact, the organization should have a written policy requiring annual conflict-of-interest training, and legal counsel or other qualified individuals should review the policy with employees (and board members), subrecipient officers, and pass-through entity staff at least annually. Documenting training is a best practice. The organization should:

- Provide training;
- Require that staff annually submit certifications regarding outside businesses, outside employment, and volunteer positions;
- Record a certification of attendance at trainings; and
- Follow up with annual refresher sessions.



### 3. Create Procedures to Document Compliance

Conflict-of-interest policies and procedures should describe how conflicts will be handled. When a conflict or potential conflict of interest exists, the person with the conflict should advise the board or management committee in writing and seek guidance on how to resolve the conflict. Conflict-of-interest notifications usually include:

- The person's name, position, phone number and address;
- Details of the nature of the conflict of interest, (perceived, apparent, or actual);
- Date of notification; and
- Requested action to address the conflict of interest (recusal, exemption request, etc.).

The notification and subsequent actions should be recorded in minutes of board or management meetings. Record-keeping best practices includes documenting:

- Conflict-of-interest notifications;
- Cases of failure to disclose;
- Disclosure by others (for example colleague or member of the public);
- Reviews or investigations of alleged conflicts;
- Assessment of the matter and how it was considered;
- Action taken or resolution; and
- Annoying or trivial claims.



### 4. Implement the Regulations

Often people are unaware that their activities are in conflict with the best interests of the organization. A goal should be to raise awareness, encourage disclosure and discussion of issues that may constitute a conflict, and constantly encourage a "culture of candor."

Leadership and culture are important aspects of compliance. Boards or leaders should establish a culture of compliance and honesty and encourage disclosure by establishing a protocol for staff to self-report possible conflicts, raise suspected conflict-of-interest issues, or ask for guidance, without fear of retaliation. Leadership should appoint an individual or office to ensure conflict-of-interest rules are implemented and followed. However, the protocol should not rely solely on

voluntary compliance, but also on procedures to allow grantees and subrecipients to report and have independent checks made to ensure that conflicts do not exist.

Monitoring is a best practice that entails having someone review the names of the principals of businesses that may become subrecipients, contractors or suppliers to determine whether there are apparent or real conflicts of interest with staff or agents of the awarding entity or pass-through entity. Many organizations circulate a questionnaire each year (usually in conjunction with training) to find out whether any board member, officer, or employee has a conflict of interest. Typically, the questionnaire asks them to disclose existing conflicts and reminds them to disclose any that may crop up in the future.

Monitors should also determine whether subrecipients have conflicts of interest in sub-awards and contracts by asking them to disclose the names of their immediate family and business partners and those of the principals of the organizations and contractors with which they transact grant project business.

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*The primary goal in managing conflicts of interest is to ensure that as decisions are made, they are seen to be made on proper grounds, for legitimate reasons, and without bias or unfairness.*

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## **5. Know the Consequences**

Violating conflict-of-interest rules can have serious consequences for a grant program. Bad publicity surrounding undisclosed conflicts may seriously undermine the public trust in the program as well as damage personal reputations. Audits and investigations can result in the grantee's having to repay Federal funds, or individuals being fired or prosecuted.

### **A Conflict of Interest Can Lead to Criminal Actions**

In some cases, conflicts of interest can lead to criminal prosecutions. It's not that the conflict of interest itself is a criminal act, but it can lead to other acts, such as deliberately hiding relationships, financial gains or other advantages through false statements, misrepresentations, or filing false documents, which are crimes. With such personal risk at stake, it is easy to see why disclosures of conflicts of interest are so important.

#### **Example of a Prosecution Resulting from a Conflict of Interest**

- A former planning commissioner and her ex-boyfriend were convicted on Federal corruption charges. The pair took part in a scheme in which she steered more than \$2 million in contracts and loans to him. She got the agency to award a computer contract to the ex-boyfriend's company. The contract, which started at \$8,900, escalated to about \$1 million over 5 years. The former planning commissioner did not reveal details of her personal relationship with the ex-boyfriend and helped keep his name off the contracts his company received. She knowingly hid the conflict of interest and personally benefited from her actions. As a result, she and her ex-boyfriend were convicted. Sentencing is pending.



If you have knowledge of possible fraud, promptly report it to your local HUD Office of Inspector General (OIG) or online to the OIG hotline on OIG's Web site at <https://www.hudoig.gov/report-fraud>.



## 6. Request an Exception

HUD may grant an exception to non-procurement conflicts of interest on a case-by-case basis. It is the recipient's responsibility to submit a written request for an exception to its local HUD CPD office. When submitting a request, the recipient must provide the following documentation as threshold requirements for consideration:

- A public disclosure of the conflict (include how the disclosure was made); and
- An opinion of the recipient's attorney that the exception does not violate State or local law.

HUD determines whether threshold requirements are met and whether the circumstances fall within exception criteria permitted by the regulations. Remember that submitting a request does not authorize a recipient to engage in any activity or enter into any contract that constitutes a conflict. The recipient may proceed only after receiving the approval in writing from HUD.



## 7. Get Help

Conflict-of-interest requirements are often nuanced and must be reviewed case by case. HUD provides assistance when conflict-of-interest situations arise or are in question. You can get help from your local CPD office when such issues arise.

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***Bottom line:***

***Conflicts of interest are situations not allegations...  
BUT they must be disclosed and managed properly.***

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3/22/17



COMMISSION AGENDA ITEM  
DOCUMENT ROUTING FORM

P32  
10/10/17

Today's Date: 6/21/17

DOCUMENT TITLE: CDBG FY 2016 Participation Agreement – Mount Bethel Human Services Corporation, Inc.

COMM. MTG. DATE: 6/7/2016 CAM #: 16-0612 ITEM #: PH-02 CAM attached: ☐ YES ☒ NO

Routing Origin: CAO Router Name/Ext: Shaniece Louis / Ext. 5036

CIP FUNDED: ☐ YES ☐ NO

Capital Investment / Community Improvement Projects defined as having a life of at least 10 years and a cost of at least \$50,000 and shall mean improvements to real property (land, buildings, or fixtures) that add value and/or extend useful life, including major repairs such as roof replacement, etc. Term "Real Property" include: land, real estate, realty, or real.

2) City Attorney's Office # of originals attached: 3 Approved as to Form: ☒ YES ☐ NO

Date to CCO: 10/9/17  
6/ / 17

LS  
Initials

3) City Clerk's Office: # of originals: 3 Routed to: Kerry/CMO/X5013 Date: 10/9/17

4) City Manager's Office: CMO LOG #: 10444 Date received from CCO: 10/10

Assigned to: L. FELDMAN ☒ S. HAWTHORNE ☐ C. LAGERBLOOM ☐  
L. FELDMAN as CRA Executive Director ☐

☐ APPROVED FOR LEE FELDMAN'S SIGNATURE ☐ N/A FOR L. FELDMAN TO SIGN

PER ACM: S. HAWTHORNE (Initial/Date) C. LAGERBLOOM  
(Initial/Date) ☐ PENDING APPROVAL (See comments below)  
Comments/Questions: \_\_\_\_\_

Forward \_\_\_ originals to ☐ Mayor ☒ CCO Date: 10/10/17

5) Mayor/CRA Chairman: Please sign as indicated. Forward \_\_\_ originals to CCO for attestation/City seal (as applicable) Date: \_\_\_\_\_

INSTRUCTIONS TO CLERK'S OFFICE

City Clerk: Retains 1 original and forwards 2 original(s) to: David Harvey/ HCD / Ext. 4509 (Name/Dept/Ext)

Attach 5391 certified Reso # \_\_\_\_\_ ☐ YES ☐ NO Original Route form to CAO

**\*\*please email an executed copy to Shaniece Louis\*\*\***