

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

THIS AGREEMENT, entered this 31st day of January 2017 by and between:

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

and

HOUSING OPPORTUNITIES PROJECT FOR EXCELLENCE, INC.
(a.k.a. **HOPE Fair Housing Center**), a non-profit corporation organized under the laws of Florida whose usual place of business is 6491 Sunset Strip, Suite 8-E, Sunrise, FL 33313, 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 Fair Housing Assistance to eligible persons; 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 a CDBG 2016-2017 Year **Fair Housing Program** (“Program”), in a manner satisfactory to the City and consistent with any standards required as a condition of providing these funds. Participant agrees to take actions to remedy or ameliorate impediments to fair housing choice in the City, especially based on the most recent AI. Participant must properly utilize and comply with the requirements of HUD’s new Assessment Tool for Local Governments in the submission of their Assessment of Fair Housing. All aspects of the program, including clients’ Fair Housing eligibility, budgets, and 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 has provided the City, through its Housing and Community Development Division (“HCD”), with documentation that shows that 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 addresses this section as included and fully described in **Exhibit A** attached hereto, incorporated herein and of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance. The Scope of Services are to specify at a minimum: a) The purpose and nature of each service to be offered and where they will be provided; b) The tasks to be performed; c) The eligibility requirements of clients to be assisted; 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 income eligible residents the services as more fully described in **Exhibit A**. Participant is to maintain data on the extent to which each racial and ethnic group and single-headed household (by gender of household head) applied for, participated in, or benefited from, any area and/or direct benefit programs or activities funded in whole or in part with CDBG funds LMI areas qualifying under the Area Benefit National Objective, including boundaries of the service area, and income characteristics of families and unrelated individuals in the service area

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 levels of accomplishment may include such measures as units rehabilitated; persons or households assisted, or meals served, 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 **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.

Any changes in the personnel assigned or their general responsibilities under this project or program 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 the HCD Division by the 10th 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. Calculating and Determining Income Eligibility

City and Participant acknowledge that HUD has two (2) different options that can be used when determining income: (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 an individual and/or household. The HUD Part 5 definition of annual income is 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, including that of Area Benefit, and of 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. For Area Benefit National Objectives, Participant does not need to determine income eligibility of individual persons or households.

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 (\$7,500.00);
- Minimum of ½ of the approved funding is expended by March 31, 2017 (\$15,000.00);
- Minimum of ¾ of the approved funding is expended by June 30, 2017 (\$22,500.00);
- All funds are expended by September 30, 2017 (\$30,000.00), 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 E**. 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 **\$30,000.00**. Reimbursements for the payment of eligible expenses shall be made against the line item budget specified in **Exhibit E** 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 E** 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 (10th) of each month. Reimbursement requests must include all HUD required source documentation, which reflects information including but not limited to: beneficiary household eligibility, demographics, 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 may be considered 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. Participant is expected to and agrees to have sufficient funds of its own to operate the program for a minimum of two (2) months. 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

Participant

Kenya Robertson
President / Chief Executive Officer

As to the Participant:

HOPE Fair Housing Center, Inc.

City of Fort Lauderdale
100 North Andrews Avenue
Fort Lauderdale, FL 33301

6491 Sunset Strip
Suite 8-E
Sunrise, FL 33313

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 the Housing & Community Development Division.

E. Insurance & Bonding

Participant will obtain, pay for, and keep in force continuously throughout the term of this Agreement comprehensive general liability insurance, 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 City by 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.

Upon the occurrence of any event of default, 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;
- b. Records demonstrating that each activity undertaken meet 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 84.20-28; 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 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 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 outlayed 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. Sub agreement 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. Participant further agrees to comply with 24 CFR 91.225 and 24 CFR 570.506.

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.

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.

b. Monitoring

The Participant will monitor all subcontracted services on a regular basis 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.

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 F**, 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 and dated statement and by doing so before participation in any activity of potential conflict.

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.

In accordance with 24 CFR 84.61, suspension or termination may occur if Participant materially fails to comply with any term of this Agreement.

In accordance with 24 CFR 84.61, this Agreement may be terminated for convenience.

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 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 sub grantees and its subcontractors performing work or providing services pursuant to and during the term of this Agreement, a requirement to use the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Participant, sub grantees 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 June 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 ____ day of _____ 2017.

PARTICIPANT

WITNESSES:

Housing Opportunities Project for Excellence, Inc., a Florida non-profit corporation

By: [Signature]
Keenya Robertson, Chief Executive Officer

[Signature]

Rob Collins

[Witness print name]

[Signature]

Daniel Howe

[Witness print name]

ATTEST:

[Signature]

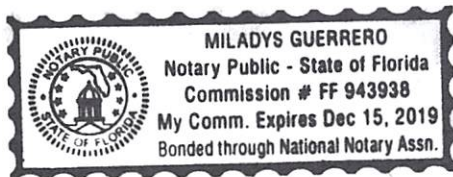
Secretary

(CORPORATE SEAL)

STATE OF FLORIDA:
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this 2nd day of February ²⁰¹⁷ 2015, by **Keenya Robertson**, as **Chief Executive Officer** of **HOPE Fair Housing Center, Inc.**, Who is ☒ personally known to me or ☐ has produced _____ as identification.

(NOTARY SEAL)

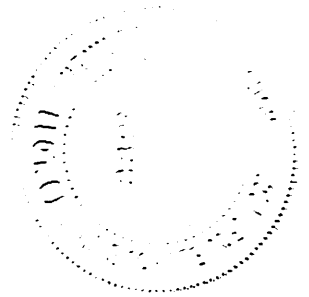


[Signature]
Notary Public, State of Florida (Signature of
Notary Taking Acknowledgment)

MILADYS GUERRERO
Name of Notary Typed, Printed or Stamped

My Commission Expires: Dec. 15, 2019

FF 943938
Commission Number



MIAMI HERBERT
MORRIS L. JONES - STATE OF FLORIDA
Commissioner of Corrections
MORRIS L. JONES
MORRIS L. JONES
MORRIS L. JONES

WITNESSES:



Claudia Gouveia
(Witness print name)



RACHEL WILLIAMS
(Witness print name)

CITY

CITY OF FORT LAUDERDALE

By 

Jonathan Brown, Housing & Community
Development Manager

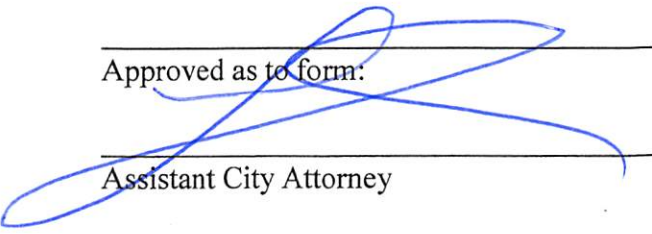
By: 

Lee R. Feldman, City Manager

January 31, 2017

Date:

Approved as to form:


Assistant City Attorney

HOPE, INC. – FAIR HOUSING

EXHIBIT A

A. ACTIVITIES = Activities to remedy or ameliorate impediments to fair housing choice in the City (Specific to HUD's Affirmatively Furthering Fair Housing requirements and of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

HOPE's Fair Housing Education and Outreach Initiative is designed to inform the general public about their rights and to educate the housing provider industry about its responsibilities and obligations. The initiative allows the City of Ft. Lauderdale in effectively meeting its program requirement to "affirmatively further fair housing" as an entitlement jurisdiction receiving CDBG funding (24 CFR 570.601 sets forth the grantees responsibility to certify that it affirmatively furthers fair housing). HOPE will work in partnership with the City to develop programs that can help all residents, including low- and moderate-income persons, overcome the impediments to fair housing choice identified in the Analysis of Impediments.

HOPE seeks to identify illegal practices in the rental, sales, advertising, mortgage lending and homeowners' insurance and in providing corrective action for these practices. HOPE, Inc. staff will conduct forums and workshops with local housing providers, lending institutions, realtors, the media, advertisers and insurance providers concerning fair housing laws to deter discriminatory practices and encourage legal compliance with fair housing laws. The Intake & Investigations Coordinator will provide fair housing counseling and referral services to individuals with housing related concerns and with assistance in filing fair housing complaints with HUD.

HOPE will continue to expand its capacity to serve disabled persons and will continue outreach efforts to inform persons with disabilities and those who serve them about what their fair housing rights are and how to exercise these rights. Educational materials regarding the specialized issues of persons with disabilities will be developed and distributed during this funding period. HOPE will actively involve community groups and citizens in an education effort, and will, on an ongoing basis, identify and confront barriers to fair housing in the City of Ft. Lauderdale.

EXHIBIT A:

B. NATIONAL OBJECTIVES = SCOPE OF SERVICES AND THE TANGIBLE BENEFITS
(Specific to HUD's Affirmatively Furthering Fair Housing requirements and of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

Area Benefit; maintaining data on the extent to which each racial and ethnic group and single-headed household (*by gender of head of household*) applied for, participated in, or benefited from, any area and/or direct benefit programs or activities funded in whole or in part with CDBG funds.

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

To provide technical assistance to the City of Fort Lauderdale in meeting its requirement to Affirmatively Further Fair Housing as an Entitlement Jurisdiction by overcoming the effects of conditions that limit fair housing choice-city-wide through education, outreach, and counseling.

2. The tasks to be performed:

3.

- Conduct seven (7) Fair Housing educational outreach sessions benefiting City of Fort Lauderdale residents. Distribute Fair Housing and Anti-Predatory Lending educational materials.
- Conduct three (3) housing/service provider trainings within the City of Fort Lauderdale, in addition to participation in one (1) City workshop for potential sub-recipients of federal funding that work with housing and housing related issues.
- Participate in two (2) community events within the City of Fort Lauderdale to distribute fair housing materials and educate the public of fair housing related issues.
- Conduct in partnership with other Broward Entitlement Jurisdictions, a National Fair Housing Month event in April 2017.
- Operate a housing discrimination HELPLINE that will be publicized and made available to provide residents of the City of Fort Lauderdale with (1) fair housing counseling, (2) predatory lending and (3) affordable able housing and housing related referrals.
- Publish and distribute (4) issues of *The Forum* Newsletter for distribution to municipal staff, elected officials, service providers, and community members. The City of Fort Lauderdale will receive credit in the printing of the newsletter for its part in its publishing and distribution.

4. Eligibility requirements of your clients (not CDBG eligibility requirements):

None. Fair Housing services will be made

5. The quantifiable level of service that will be provided for each activity:

Assistance to 175 CDBG eligible residents

EXHIBIT A

C. LEVELS OF ACCOMPLISHMENT – GOALS AND PERFORMANCE MEASURES = LEVELS OF PROGRAM SERVICES WITH TIMES AND SCHEDULES (Specific to HUD's Affirmatively Furthering Fair Housing requirements and of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

GOALS:	10/2016	11/2016	12/2016	1/2017	2/2017	3/2017	4/2017	5/2017	6/2017	7/2017	8/2017	9/2017
1. Conduct seven (7) Fair Housing Educational Outreach Sessions		X		X	X	X		X			X	X
2. Conduct one (1) Provider training session for CDBG recipients, and three (3) housing/service provider trainings				X			X		X			X
3. Participate in two (2) Community Event to distribute fair housing materials and educate public on fair housing-related issues								X			X	
4. Conduct National Fair Housing Month Event in Partnership with Broward Entitlement Jurisdictions							X					
5. Operate housing discrimination HELPLINE	X	X	X	X	X	X	X	X	X	X	X	X
6. Publish and Distribute four (4) The Forum Newsletters			X			X			X			X

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

	PROGRAM SERVICES / ACTUAL LEVELS OF ACCOMPLISHMENTS	TIMES AND SCHEDULES
Oct	Operation of housing discrimination HELPLINE	
Nov	Operation of housing discrimination HELPLINE	
Dec	Operation of housing discrimination HELPLINE Distribution of Quarterly newsletter	
Jan	Operation of housing discrimination HELPLINE Provider training session for CDBG recipients	Training for CDBG recipients- January 9, 2017 at 5:30pm
Feb	Operation of housing discrimination HELPLINE	
Mar	Operation of housing discrimination HELPLINE Distribution of Quarterly newsletter	
Apr	Operation of housing discrimination HELPLINE Housing/service provider trainings Countywide Fair Housing Month Event	Fair Housing Month event will take place on April 7, 2017; beginning at 9am, ending at 2pm. Provider training TBA
May	Operation of housing discrimination HELPLINE Participate in Community Event	
Jun	Operation of housing discrimination HELPLINE Distribution of Quarterly newsletter Housing/service provider trainings	Provider training TBA
Jul	Operation of housing discrimination HELPLINE	
Aug	Operation of housing discrimination HELPLINE Participate in Community Event	
Sep	Operation of housing discrimination HELPLINE Distribution of Quarterly newsletter Housing/service provider trainings	Provider training TBA

D. STAFFING = STAFF POSITIONS ASSIGNED BY PARTICIPANT AND TIME COMMITMENTS FUNDED UNDER THIS AGREEMENT TO BE ALLOCATED TO EACH ACTIVITY (Specific to HUD's Affirmatively Furthering Fair Housing requirements and of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

[illegible]

N/A

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: _____

- **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	Employee Name	Employee Name	Employee Name	Employee Name	Employee Name
Employee Census Tract and Block Group						
Job Title						
Employee Zip Code						
Date Hired						
Salary at Time of Hire						
Specify: Full Time (FT) or Part time (PT)						
Number of Hours per Week						
Employee total Gross Annual Household Income						
Present Employee (Yes or No)						
Job to be Held By LMI Person						
Job to be Made Available to LMI person						
Offered Length of Employment						

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.

Keenya J. Robertson

Name – Printed or Typed

Signature

President & CEO

Title – Printed or Typed

January 31, 2017

Date

N/A

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):

PLEASE PRINT OR TYPE:

Assisted Business Name: _____

Employee Name: _____

Employee Home Address: _____

Census Tract & Block Group: _____

Job Title _____

Salary per Hour / Hours per Week: _____

Fringe Benefits: _____

Date of Hire: _____ Still Employed: YES or NO Date of Termination: _____

Income Status/Level at Time of Hire: _____

" of Persons in Household: _____ Total Gross Annual Household Income: \$ _____

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: _____

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.

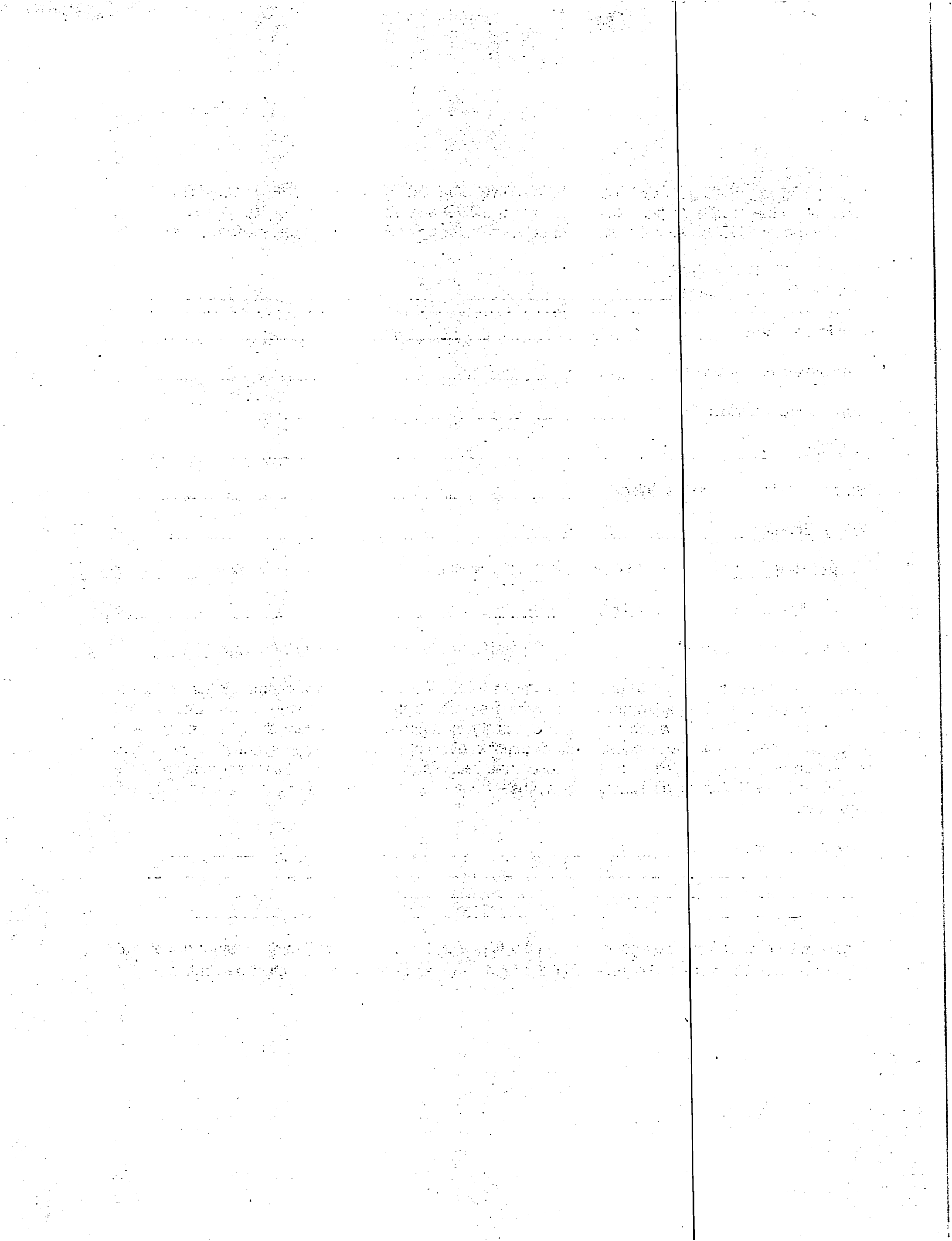


EXHIBIT D

E. PERFORMANCE MONITORING = Monitoring of the performance of the Participant against established goals and performance standards – Subject to approval by HCD (Specific to HUD's Affirmatively Furthering Fair Housing requirements and 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: _____

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

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

EXHIBIT E

III. BUDGET & IV. PAYMENT = Budget Line Item Description – Subject to approval by HCD
 (Specific to HUD's Affirmatively Furthering Fair Housing requirements and of sufficient detail to provide HCD a sound basis for effective monitoring of the program and performance):

FY 2016/2017

BUDGET ITEMIZATION SUMMARY DETAIL

DETAILED DIRECT COST LINE ITEM	DETAILS (Please provide a detailed description of each reasonable, eligible and allocable cost associated with this program to be submitted to HCD for reimbursement)	CDBG COST	ALL OTHER COSTS	TOTAL BUDGET COST of LINE ITEM	CDBG % OF COST
Salaries	President & CEO	\$5,287	\$63,447	\$68,734	8%
	Education & Outreach Coordinator	\$12,361	\$32,964	\$45,325	27%
	Testing & Investigations Coordinator	\$4,634	\$41,708	\$46,342	10%
Fringe Benefits	Federally Negotiated Fringe Rate 18%	\$4,011	\$24,863	\$28,872	14%
Local Travel	Travel to training and outreach events	\$345	\$0	\$345	100%
Office Equipment	Copy machine lease for	\$540	\$3,060	\$3,600	15%
Office Utilities	Electric, water, waste	\$540	\$3,060	\$3,600	14%
Office Supplies	General office supplies	\$361	\$0	\$361	100%
Postage/Shipping	Mailing of educational materials	\$180	\$0	\$180	100%
Printing	Duplication of educational materials	\$1,200	\$0	\$1,200	100%
Telephone	Operation of Discrimination Help-Line	\$540	\$3,060	\$3,600	15%
TOTALS:		\$30,000	\$172,162	\$202,170	15%

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

DETAILED DIRECT COST LINE ITEM	OTHER COST & FUNDING SOURCE	OTHER COST & FUNDING SOURCE	OTHER COST & FUNDING SOURCE	OTHER COST & FUNDING SOURCE	OTHER COST & FUNDING SOURCE
Salaries	\$138,119				
Fringe Benefits	\$24,861				
Local Travel	\$0				
Office Equipment	\$3,060				
Office Utilities	\$3,060				
Office Supplies	\$0				
Postage/Shipping	\$0				
Printing	\$0				
Telephone	\$3,060				
TOTALS	\$172,162				

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.


 Signature of Individual Responsible for Budget

Keenya J. Robertson
 Name and Title – Printed or Typed


 Signature of President / CEO

Keenya J. Robertson
 Name of President / CEO – Printed or Typed

January 31, 2017

January 31, 2017

Date

Date



COMMISSION AGENDA ITEM
DOCUMENT ROUTING FORM

P3L 12/5/17 (1)

Today's Date: 6/6/17

DOCUMENT TITLE: CDBG FY 2016 Participation Agreement – Housing Opportunities Project for Excellence, 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: 11/30/17
6/1/17 LS
Initials

3) City Clerk's Office: # of originals: 3 Routed to: Kerry/CMO/X5013 Date: 11/30/17

4) City Manager's Office: CMO LOG #: NOV 112 Date received from CCO: _____

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 3 originals to ☐ Mayor ☒ CCO Date: 12/4/17

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 2 original and forwards 2 original(s) to: Rachel Williams/ HCD / Ext. 5391 (Name/Dept/Ext)

UNDATED & NOT WITNESSED

Attach _____ certified Reso # _____ ☐ YES ☐ NO Original Route form to CAO

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