



## 2019 CDBG APPLICATION

Conflict of Interest	(2 CFR 200.112, 200.318, and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activity, 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 contract, or have a financial interest in any contract, subcontract, or agreement with respect to 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. A "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency	
Debarment Status of Contractors	Certify that, to the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency ( <a href="https://www.sam.gov/portal/public/SAM/">https://www.sam.gov/portal/public/SAM/</a> )	
Drug-Free Workplace	Certify that it will provide a drug-free workplace.	
Environmental Review	Prior to HUD's release of grant conditions and/or funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted and approved by the City of Coeur d'Alene prior to obligating or incurring project costs. The City must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project shall not benefit from the federal funds. The level of environmental review required depends on the nature of the project. Refer to 24 CFR Part 58.	
Financial Management	<b>Accounting Standards:</b> Agrees to comply with 2 CFR 200(E)(F) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.	
	<b>Cost Principles:</b> Shall administer its program in conformance with 2 CFR 200(E), "Cost Principles for Non-Profit Organizations," or 2 CFR 225, "Cost Principles for State and Local Governments," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.	
	<b>Procurement Policies:</b> Certify and agree to procure all materials, property, or services in accordance with the requirements of 2 CFR 200.320-326.	

## 2019 CDBG APPLICATION

HMIS Reporting	<p>All homeless service providers applying for CDBG funds to assist, house, or shelter the homeless must identify and demonstrate the capacity to participate in the City of Coeur d'Alene Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the City as per HUD's Data Standards. HUD updated its data standards in 2014, and the new standards are in effect as of October 1, 2014. More information can be found at <a href="https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf">https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf</a> and <a href="https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf">https://www.hudexchange.info/resources/documents/HMIS-Data-Dictionary.pdf</a>.</p>	
Liability	<p>The City requires all grant recipients to maintain general liability, automobile and workman's compensation insurance with limits of not less than \$500,000. If you are successful in obtaining a reward, you will be asked to provide documentation regarding your ability to provide the required coverage.</p>	
Lobbying Activities	<p>Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.</p>	
Lobbying Disclosure	<p>The undersigned certifies to the best of his or her knowledge and belief, that:</p> <p>A. No federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of</p>	

## 2019 CDBG APPLICATION

	<p>any Federal contract, grant loan, or cooperative agreement in accordance with the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD'S 24 Code of Federal Regulations (CFR) 87.</p> <p>B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form LL, "Disclosure Form to Report Lobbying," in accordance with its instructions, and other federal disclosure forms as requested.</p> <p>C. The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.</p> <p>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. Code. 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.</p>	
Mandatory Disclosure	<p>The non-Federal entity or applicant for a Federal award must disclose, in a timely manner*, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations, potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 (Remedies for Noncompliance), including suspension or debarment. (See also 2 CFR Part 180 and 31 USC 3321). Limit one violation per form. The subrecipient acknowledges that the completion and submission of this form will satisfy the requirement in 2 CFR 200.113 (Mandatory Disclosure) and will be done at the time of subrecipient agreement execution with the City.</p>	
Minority Business Enterprise (MBE), Women's Business	<p>Certify that it will comply with 2 CFR 200.321 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible.</p>	

## 2019 CDBG APPLICATION

Enterprise (WBE), Small Business Contracting	Further certify that it will submit to City of Coeur d'Alene at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater, in a format that will be provided by the City.	
Real Property	Certify that it will comply with real property standards (24 CFR Part 570.505) applicable to any property within the owner's control that is acquired or improved in whole or in part using CDBG funds in excess of \$25,000.	
Religious Activities	Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.	
Relocation	Any project that involves the acquisition of property, construction, and/or rehabilitation and that is funded in whole or in part with federal CDBG funds is subject to federal relocation requirements. In general, any property owner, commercial business, or residential occupant who is displaced by a HUD-funded project may be eligible for relocation benefits. A project cannot be broken into separate "projects" in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning the relocation regulations for a specific property acquisition project should be directed to CDBG Community Development Specialist.	
Section 3	Certify and agree to ensure that opportunities for training and employment arising in connection with contracts or subcontracts for 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 contracts 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.	

## 2019 CDBG APPLICATION

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Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to the disabled. Accessibility includes such things as: entrance ramps, parking with universal logo signage, grab bars around commodes and showers, top of toilet seats that meet required height from the floor, drain lines under lavatory sink either wrapped or insulated, space for wheelchair maneuverability, accessible water fountains, access between floors (elevators, ramps, lifts), and other improvements needed to assure full access to funded facilities/programs, including serving the blind and deaf.

Describe below whether the project currently meets ADA standards for accessibility by the disabled. If not, describe the accessibility problems and methods to be utilized to address the problems, including funding and timetable.

## 2019 CDBG APPLICATION

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Section 504	Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.	
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Do not hesitate to contact Michelle Cushing at: [mcushing@cdaid.org](mailto:mcushing@cdaid.org), or by phone at 208-769-2382 if you have any questions.

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I certify that the information in this application is true and accurate to the best of my knowledge and ability.

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Signature

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DATE

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Printed or Typed Name

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Title