



**ST. JOHNS COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FISCAL YEAR 2019 - 2020**

Application Instructions

Background: HUD awards grants to communities to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Individual communities develop their own programs and funding priorities, with public input. Communities are required to give maximum feasible priority to activities that benefit low-income and moderate-income persons. Activities may also aid in the prevention or elimination of slums or blight, or in certain circumstances, meet other community development needs having a particular urgency. These three categories of activities are referred to as the “CDBG National Objectives.” The County provides a portion of its CDBG funds, on a competitive basis, to eligible agencies for specific eligible activities that meet one or more of the above CDBG National Objectives.

CDBG Resources:

Additional information about HUD’s CDBG program can be found at:

- <https://www.hudexchange.info/programs/cdbg-entitlement/>
- <https://www.hudexchange.info/programs/cdbg/cdbg-ta-products/#all-products>

Information about National Objectives and eligible activities can be found at:

[https://www.hudexchange.info/resources/documents/CDBG Guide National Objectives Eligible Activities.pdf](https://www.hudexchange.info/resources/documents/CDBG_Guide_National_Objectives_Eligible_Activities.pdf)

St. Johns County CDBG Information can be found at:

<http://www.sjcfcl.us/Housing/CDBG.aspx>

Purpose of the Application Process: St. Johns County is soliciting proposals from organizations for projects to be funded under its FY 2019-2020 Community Development Block Grant program.

Estimated FY 2019-2020 Allocation: At this time, HUD has not notified St. Johns County of the exact amount of funding available for the 2019-2020 Fiscal Year. For the 2018-2019 Fiscal Year, the allocation was \$918,973.

General Instructions: For funding consideration, all projects must meet the general eligibility requirements listed below:

1. Organizations must be located in St. Johns County or provide services within St. Johns County. However, projects located in the City of St. Augustine and projects serving the residents of the City are not eligible for funding.
2. Applicants must be public organizations, non-profit organizations, or one with an IRS 501(C)3 designation.
3. The organization’s Board of Directors must authorize the submission of the application.
4. Proposed projects must meet one of the three CDBG National Objectives:

Low-Mod Income	Slum & Blight	Urgent Need
Area Benefit	Area Basis	Based on risk and/or immediate threat to health or welfare of the community
Limited Clientele	Spot Basis	
Housing		

5. "Low-income and moderate-income" refers to persons or families whose income does not exceed 80% of the median family income set for St. Johns County by HUD. In 2018, median family income for a family of four was \$69,850. HUD is expected to announce new income figures in June 2019, which will be applicable to all funded projects in 2019. Based on 2018 income figures, the scale below is a guide to how income is adjusted for family size:

Gross Income	Family Size							
80%	1	2	3	4	5	6	7	8
	\$39,150	\$41,750	\$50,350	\$55,900	\$60,400	\$64,850	\$69,350	\$73,800

6. Application must support one of St. Johns County priority goals listed below:
- Rehabilitation of Existing Housing
 - Public Facilities and Infrastructure
 - Affordable Housing
 - Public Services
 - Homeless Services and Prevention
7. A representative of each applicant organization must attend one of the two CDBG Technical Assistance Workshops and note their attendance on the application. Dates, times, and details of the workshops can be obtained by calling 904-827-6897, or can be found on the CDBG webpage of the St. Johns County website: <http://www.sjcfl.us/Housing/CDBG.aspx>.
8. Applicants requiring information regarding the regulations governing the CDBG program, or additional technical assistance with this application should contact St. Johns County Housing and Community Development at 904-827-6897. This application, and application instructions are available on the St. Johns County website at <http://www.sjcfl.us/Housing/CDBG.aspx>.
9. Applications must be typed (not handwritten). **Incomplete applications or applications submitted after 4:00 PM on May 3, 2019 will not be considered for funding.** Once submitted, no proposal shall be amended, unless the amendment has been requested by the County. The County reserves the right to contact the applicant if additional information is required. If additional space is needed, to fully answer questions, up to ten additional pages may be submitted as Exhibit M.
10. **Application Submission Procedure** - Agencies and organizations responding to this Request for Application (RFA) must complete the attached application and provide the following:
- One (1) original marked "Original"
 - Five (5) paper copies of the completed application package and all attachments, exhibits, and supplementary information
 - One (1) digital copy on CD or USB Drive, or it may be emailed before the submission deadline as a PDF attachment. If the digital copy is emailed, it is the applicant's responsibility to verify the PDF size can be sent/received as an attachment to an email. Emails can be sent to: glulkoski@sjcfl.us
11. Completed applications must be hand-delivered or sent via carrier to:
- St. Johns County Housing and Community Development
200 San Sebastian View
Suite 2300
St. Augustine, FL 32084
ATTN: CDBG Program Specialist

General Requirements of the St. Johns County CDBG Program:

- A. **Operating Agreement** - Non-profit agencies and organizations approved for funding will be required to sign an agreement with the County in order to ensure compliance with the CDBG grant program. Funds may not be obligated until the agreement is accepted and signed by all parties.
- B. **Indemnification** - Non-profit agencies and organizations approved for funding must agree to defend, indemnify, and hold harmless the County, its officers, agents and employees from and against all liability, claims, demands, damages, losses and expenses, including attorneys' fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.
- C. **Insurance** - Agencies and organizations approved for funding will be required to obtain insurance coverage, which shall contain a provision, which forbids any cancellation, changes or material alterations without prior notice to the County at least thirty (30) days in advance. The insurance coverage shall be evidenced by an original certificate of insurance provided to the County prior to the execution of the agreement. The required insurance will be specified in the written agreement.
- D. **Program Monitoring** - Applicants approved for funding will be required to maintain documentation of project implementation and submit required information necessary to monitor program accountability and progress in accordance with the terms and conditions of the agreement. Monitoring will include, at a minimum, monthly monitoring reports, on-site monitoring and compliance reports and records as specified in the contractual agreement. All records must be maintained for a period of no less than five (5) years after the completion of the project.
- E. **Notification** - All applicants will be notified with an award or denial notification. Receipt of an award letter is not a guarantee of funding. Please be aware that past funding does not guarantee future funding or funding at the same level as previous awards.
- F. **Failure to Perform** - Should an applicant be awarded funds under an agreement and fail to perform the scope of services in the agreement and/or comply with all program regulations, the awarded organization may be subject to reimbursing the County for any or all funds disbursed to them.

Project Considerations: The following factors must be taken into consideration before preparing an application and should be clearly demonstrated in the application.

- 1. Within a reasonable period of time, the proposed project will produce a substantial impact for the community that will have a long-term effect and will not rely on future federal funding to implement or maintain the activity, program, or service.
- 2. The proposed project is economically feasible and can be implemented within one year and be completed in a timely and cost-effective manner. The project has sufficient funds allocated to complete the project. After approval of grant awards, final approval to proceed with the project will be provided by letter and will likely be several months after the beginning of the Federal fiscal year.
- 3. The proposed activity complies with one of HUD's national objectives. (See General Instructions). The proposed activity or service will complement and not duplicate planned or existing activities/services.
- 4. The proposed activity does not require displacement of individuals or produce any adverse effects to the community or environment.
- 5. The proposed project is consistent with the priority goals for St. Johns County.
- 6. The applicant has the administrative capacity and experience to execute the proposed activity.
- 7. The applicant has the financial capacity to continue operations until requests for reimbursement are processed by the County. Initially, this process can take up to two months to complete.

Criteria for the Evaluation of Project Proposals: St. Johns County Housing and Community Development Division utilizes evaluation forms with a set of specific criteria to evaluate all requests for competitive grant funding. In addition to the determination of eligibility per HUD regulations, the evaluation form includes the categories as listed below. All applications for grant funding will be scored and ranked based upon the following criteria:

CRITERIA	MAXIMUM POINTS
Demonstrated Need/Proposed Outcomes	25
Scope of Work	25
Organizational Capacity/Readiness to Implement	25
Financial Management	25
Evaluative Measures	20
Application Completeness	5
TOTAL	125

Evaluation Criteria Explanations

1. Demonstrated Need/Proposed Outcomes: (Maximum Points: 25)

The category will be evaluated in terms of the documentation and justification of the need for the activity, as well as the goals, objectives and activities planned to complete the activity.

- Articulated rationale for the community’s need for the project.
- Applicant explained how the project will address the stated national objectives.
- Applicant has determined the demand for the project using verifiable data, surveys, or a market analysis of the target population and/or community.
- Project is aligned with the results of the community needs survey.
- Project Goals and Objectives respond to identified problems, needs, and community demand as determined by the applicant.
- Project Goals, Objectives and Activities are achievable, measurable, time-limited, and clearly stated.
- Applicant demonstrated an understanding of the obstacles that may be encountered in developing and implementing the project, and describes, in detail, the approaches that will be employed to overcome such obstacles.

2. Scope of Work: (Maximum Points: 25)

The category will be evaluated in terms of how clearly and thoroughly the project was described and how well the budget supports the activities of the project.

- Scope of Work provides a clear understanding of all specific aspects of the project
- Activities/tasks are listed in a logical order that demonstrate a feasible Scope of Work.
- The budget reflects an understanding of the required costs to implement and maintain each aspect of the project.

3. Organizational Capacity/Readiness to Implement: (Maximum Points: 25)

The category will be evaluated on the basis of the applicant’s experience, and experience in undertaking projects of similar complexity as the one for which funds are being requested and the applicant’s ability to commence and complete the project in a timely manner.

- Demonstrates capability, experience, and managerial and technical knowledge to complete the project.
- Staff, Board members, and partners responsible for implementation are identified. Describes contributions of key project personnel, including the specific respective roles, time commitment, contributions, and services provided.

- Commitment to the project by participating institutions, professional staff, or other key institutions or individuals.
- Resources are available and sufficient to implement proposed activity.
- Ability to complete projects or tasks in a timely manner is demonstrated. Demonstrates success from past performance with grant funding.
- Evidence of long-term commitment to the project by organizational directors, staff and outside supporters (i.e. donors and/or community leaders).
- Demonstrates that funding for the project, including direct funding, in-kind and other grants, as well as staffing support is available for subsequent years to continue the program without additional CDBG funds.

5. **Financial Management: (Maximum Points: 25)**

The category will be evaluated by the applicant’s ability to demonstrate their plans to sustain the project, utilize funds and manage them appropriately, and leverage other sources of funds.

- Matching funds are utilized to support the project.
- Costs of implementing the scope of work, as stated in the proposed budget, are appropriate for completing the project.
- Need for equipment, supplies, contractual services, and other budget items are well justified in terms of the project goal(s), objectives, and proposed activities.
- Demonstrates a realistic plan for sustainability after government support ends.
- Documents ability to secure other sources of funding.
- Demonstrates an established accounting system with policies and audit controls.
- Demonstrates the financial ability to fund the project until reimbursement can be provided.

6. **Evaluative Measures: (Maximum Points: 20)**

The category will be evaluated on the applicant’s ability to collect data to measure the outcomes of the activities and the project as a whole as well as complete the reporting requirements.

- Provides a clear evaluation plan with quantifiable performance measurements.
- Demonstrates how performance measures will meet national objectives.
- Demonstrates how performance measures will meet the project’s objectives.
- Evaluation plan demonstrates “value-added” or “community value” to St. Johns County.

7. **Application Completeness: (Maximum Points: 5)**

The category will be evaluated on the applicant’s thoroughness and adherence to instructions. Applications that have not been signed by the appropriate person or not received, in full, by the deadline will not be considered for funding.

- All required forms have been signed/initialed by the authorized representative.
- All questions have been answered and applicant followed written instructions.
- All necessary exhibits are attached to the application.

APPLICATIONS MUST BE RECEIVED BY 4:00 PM ON MAY 3, 2019

**DO NOT INCLUDE INSTRUCTIONS
WITH APPLCIATION SUBMISSION**

END OF INSTRUCTIONS

ST. JOHNS COUNTY



**COMMUNITY DEVELOPMENT BLOCK GRANT
FISCAL YEAR 2019 – 2020**

Request for Application Cover Page

SUBMIT BY 4:00 PM ON MAY 3, 2019 - SUBMIT TO:

St. Johns County Housing and Community Development
200 San Sebastian View, Suite 2300
St. Augustine, FL 32084
ATTN: CDBG Program Specialist

Applicant Organization Name:	
Project Name:	

By signing this application, I attest that the information presented in this application is true and correct. I have been duly authorized by the governing body of this organization to apply for this funding on behalf this organization. I understand that this grant funding is conditional upon compliance with federal CDBG regulations and/or state regulations. I agree to provide St. Johns County access to review agency records, make site visit(s), and make other inquiries related to this application.

Representative Name:	
Representative Signature:	
Representative Title:	
Date Signed:	

FOR COUNTY USE ONLY	
Proposal ID Number: 2019-	Amount Requested:
Date/Time Rec'd:	Amount Recommended:

2019-2020 GRANT APPLICATION SUBMISSION CHECKLIST

Section/Item: Submit documents in the order outlined below. Initials to be handwritten.	Applicant Initial	SJC Staff
Grant Application Cover Sheet		
Submission Checklist		
Section 1 - Applicant Information		
Section 2 - Project Description		
Attachment - Project Map		
Section 3 - Demonstrated Need/Proposed Outcomes		
Section 4 - Scope of Services		
Section 5 - Organizational Capacity/Readiness to Implement		
Section 6 - Evaluative Measures		
Section 7 - Environmental Review		
Appendix A - Debarment Certification		
Appendix B - Certifications Required of All Recipients of FY2019-2020 CDBG Funding		
Exhibit A - 501(c)3 IRS Tax Exemption Letter		
Exhibit B - Articles of Incorporation		
Exhibit C - By-Laws		
Exhibit D - Organizational Chart		
Exhibit E - Current Board of Directors		
Exhibit F - Board Meeting Minutes Authorizing Submission of CDBG Application		
Exhibit G - Resumes of Key Management Staff		
Exhibit H - State of Florida Certificate of Good Standing		
Exhibit I - Most Recent Two (2) Years Financial Statements (Audited if available)		
Exhibit J - Match/Leverage Award Letters/Evidence of Fund Availability (if applicable)		
Exhibit K - Written Procurement Policy (If available)		
Exhibit L - Two Letters of Support for Project; Less than Two (2) Years Old		
Exhibit M - Additional Pages: up to ten additional pages may be added		
Exhibit N - Environmental Information (related to Section 7 of this application; if applicable)		

Section 1 - Applicant Information

Organization Name			
Organization Mailing Address			
Organization Physical Address			
Organization Phone Number		Federal Tax ID #	

DUNS #: <i>required to receive Federal funds; may be obtained by calling 1-866-705-5711, or via internet at http://fedgov.dnb.com/webform</i>			
Contact Person Name/Title			
Contact Email Address		Contact Phone Number	
Name and Title of Representative who attended Technical Assistance Workshop			
Date of mandatory Technical Assistance Workshop attended			
Organizational Attributes (expand fields as needed):			Response
1. Is applicant a private, non-profit with an approved 501(c) 3 status?			
2. Is applicant a faith-based organization?			
3. How many years has applicant operated under the current name?			
4. Identify national or state affiliation held by applicant (if any).			
5. Provide the mission statement of applicant organization.			
6. State the primary activities currently provided by applicant organization.			
7. List any recent agency accomplishments/awards/recognition.			
8. Does the organization have an annual Board orientation & training policy?			
9. Does the organization have a written and implemented personnel policy and personnel files?			
10. Does the organization have a written and implemented fiscal policy?			
11. Does the organization have a written and implemented procurement policy?			
12. Does the organization have a written operating procedure manual?			
13. If currently funded by St. Johns County, has the organization submitted monthly reports and met its contractual requirements in a timely manner?			
14. Select the letter(s) below that correlate with your organization's receipt of Federal funding: A) Submitted all reports and met all performance objectives. B) Submitted most of the required reports on time and met some performance objectives. C) Had project delays or unresolved monitoring findings. D) No previous Federal funding			
15. Does the organization maintain a Cash Receipts Journal and a Cash Disbursements Journal?			
17. Does the organization maintain a General Ledger and a Chart of Accounts?			
19. Does the organization maintain a Payroll Journal and Individual Payroll Records?			
22. Does the organization maintain a Capital Inventory and a Property Control Policy?			
25. Has the organization completed a prior year external audit?			

25a. If yes, were there any findings?	
25b. If there were findings, have they been resolved?	
26. Does the organization agree to submit an audit each year under contract for CDBG funds?	

Section 2 - Project Description (if additional space is needed a total of ten pages can be added to this application, as Exhibit M)

Project Name	
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Amount of CDBG Funding Requested		Total Project Cost	
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1. Provide a summary of the proposed Project.

2. Describe the project area and the client base that will benefit from this project. Utilize verifiable data and cite data sources. Provide appropriate citations of data sources. Attach a map that identifies the project location and/or area to be served, as noted in the checklist.

3. Has work begun on any part of this project?

4. If #3 was answered yes, please describe what is complete (i.e. have the contracted activities been competitively bid? Is the contractor a certified Section 3 business?).

5. Explain why CDBG funds are needed for this activity.

6. Which St. Johns County priority goal is this project most closely associated with (see page 1 of instructions):

7. Category of Funding Request (Check only one):

<input type="checkbox"/>	Permanent Housing	<input type="checkbox"/>	Economic Development
<input type="checkbox"/>	Affordable Housing	<input type="checkbox"/>	Neighborhood Revitalization
<input type="checkbox"/>	Emergency Housing	<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Handicap Accessibility	<input type="checkbox"/>	Rehabilitation/Reconstruction
<input type="checkbox"/>	Program Services	<input type="checkbox"/>	Construction (other than housing)
<input type="checkbox"/>	Community Facility	<input type="checkbox"/>	Other (specify): <input type="text"/>

8. List any Minority Business Enterprises/Woman Business Enterprises (MBE/WBE), Disadvantaged Business Enterprises (DBE) or Section 3 businesses expected to be utilized in this activity.

9. Provide the total number of clients/households served by applicant organization last year, regardless of location, for the same or similar service as the proposed project will provide. Indicate the percentage served that were low and moderate income clients.

Total Number of Clients/Households Served (Indicate which)	Low – Moderate Income Percentage
<input type="text"/>	<input type="text"/>

10. Provide the number of County clients/households served by your agency last year for the same or similar service as the current project will provide. Indicate the percentage of low and moderate income clients served.

Number of Clients/Households Served (Indicate which)	Low – Moderate Income Percentage
<input type="text"/>	<input type="text"/>

11. Provide the total estimated number of clients/households to be served on an annual basis as a result of this project. Indicate the anticipated percentage of low and moderate income clients served.

Total Number of Clients/Households Served (Indicate which)

Anticipated Low – Moderate Income Percentage

12. Provide the estimated number of County clients/households to be served on an annual basis as a result of this project. Indicate the anticipated percentage of low and moderate income clients served.

Estimated Number of Clients/Households Served (Indicate which)

Anticipated Low – Moderate Income Percentage

13. Describe the process that will be used to income verify application/beneficiaries for this project.

14. If a waiting list of clients to be served is maintained, please describe the method of selection, ranking or preference, if any.

Section 3 - Demonstrated Need/Proposed Outcomes

1. What is the need or problem this project intends to address? Describe the need/problem using verifiable data and cite specific data source where data can be verified; use hyperlinks to data source, when possible.

2. List project goals/objectives, activities to be implemented and their expected outcomes. (Example: # of units built; # of individuals served; linear feet of road re-paved, etc.).

3. Describe how applicant will perform outreach and engage the target population to create awareness of the project/services being offered.

4. Describe anticipated obstacles and how applicant expects to overcome them?

Section 4 - Scope of Work (Utilized in the Funding Agreement)

Project Description: describe project with specific activities that require funding.

Project Budget: (if more space is needed, attach additional pages labeled Exhibit M)

Line Item	CDBG	Match	Total
TOTALS			

Project Schedule: (if more space is needed, attach additional pages labeled Exhibit M)	
Activity	Completion Date

Section 5 - Organizational Capacity/Readiness to Implement
<p>1. Describe the specific steps applicant will take to implement the proposed project.</p>
<p>2. Identify which Board members, staff, and partners will be responsible for carrying out each step.</p>

3. Identify financial and other resources currently available to implement each step.

4. Identify projects that the applicant organization has completed in a timely manner, over the past two years?

5. Explain applicant organization's experience and capacity to administer the proposed project. Include staffing levels, qualifications of key staff and organizational structure.

6. Explain applicant organization's ability to comply with grant reporting requirements. Highlight experience with Federal funding sources.

7. Provide information about applicant organization's knowledge of and ability to follow federal/state project guidelines. Include previous grant awards and final disposition, staff experience, and other factors.

8. Provide a summary of applicant organization's past participation in federal/state funded programs as well as the number of clients assisted, location of each project and total dollars expended per project.

Program Name	Funding Source	Clients Assisted	Total Grant Award

9. Explain any problems applicant organization has encountered with previous federal/state funding.

10. Explain the management's ability to provide financial oversight of grant funds.

11. Applicants are encouraged to provide leverage funds. Have other funding sources been identified and secured for this project? If yes, attach award letters as Exhibit J.

12. Indicate status of each funding request from other sources and whether or not the implementation of this activity is contingent on receiving funds from other sources.

Non-CDBG Funding Source	Status	Can the project be implemented without this funding source?

13. Of the total project costs, what percentage will be financed with CDBG funds?

14. Provide an estimate of the CDBG funds that will be utilized per beneficiary served.

15. Explain how applicant organization will provide funding for the project while awaiting reimbursement from the County. Include all funding sources for your proposed project.

16. Describe a plan for sustainability of the project after government support ends. Provide evidence of long-term financial support for this project. Can this project continue after this round of funding, without additional CDBG funding in subsequent years?

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Section 6 - Evaluative Measures
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1. Provide an evaluation plan that includes specific, quantifiable performance measurements.
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2. What strategies will applicant organization implement to collect the data necessary to analyze the project's results?
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3. Demonstrate how performance measures will meet national objectives.
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4. Describe the expected impact the project will have on the target population and the community.

Section 7 - Environmental Review	
Question: Answer each question with a yes or no.	Response
Is project/property located on a historical or archeological site?	
Does the project include groundbreaking activity?	
Does the project involve new construction or expanding the footprint of an existing structure?	
Is the project/property in the 100-year flood plain?	
Is the project/property in a wetlands area?	
Is the project/property in a coastal barrier area?	
Is the project/property within a half-mile of an airport/airfield?	
Is the project/property near storage or manufacturing facility of industrial products?	
Is the project/property on or near soil contaminated by diesel/fuel or gasoline?	
Are any endangered, threatened or listed species located on the proposed project site?	
Is the project/property on a properly zoned site for the type of project proposed?	
Are there any environmental concerns or impediments associated with the proposed activity?	
<i>Note: If the response to any of the above items is "yes", please attach an explanation of how the proposed project is affected and the expected impact on the surrounding environment.</i>	
Is the applicant willing to assist the County in conducting an Environmental Review of the project?	

Appendix A – Debarment Certification

INSTRUCTIONS CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION AGREEMENTS/SUB-AGREEMENTS:

1. Each non-profit/contractor of federal financial and non-financial assistance that equals or exceeds \$100,000 in federal monies must sign this debarment certification prior to agreement execution. Independent auditors who audit federal programs regardless of the dollar amount are required to sign a debarment certification form. Neither St. Johns County Finance Department nor its agreement non-profit/contractors can contract with subcontractors if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when this contract is entered into. If it is later determined that the signed knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. The non-profit/contractor shall provide immediate written notice to the grant manager at any time the non-profit/contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "debarred," "suspended," "ineligible," "person," "principal," and "voluntarily excluded," as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 and 45 CFR (Code of Federal Regulations), Part 76. You may contact the grant manager for assistance in obtaining a copy of those regulations.
5. The non-profit/contractor further agrees by submitting this certification that, it shall not knowingly enter into any sub-agreement with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract unless authorized by the Federal Government.
6. The non-profit/contractor further agrees by submitting this certification that it will require each subcontractor of agreements and/or contracts referencing this contract whose payment will equal or exceed \$100,000 in federal monies, to submit a signed copy of this certification with each sub-agreement.
7. St. Johns County may rely upon a certification by a nonprofit contractor or subcontractor entity that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting or subcontracting unless the department knows that the certification is erroneous.
8. The non-profit/contractor may rely upon a certification by a subcontractor entity that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless the non-profit/contractor knows that the certification is erroneous.
9. The signed certifications of all subcontractors shall be kept on file with non-profit/contractor. This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360-20369).
 - (1) The prospective non-profit/contractor certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in contracting with St. Johns County Finance Department by any federal department or agency.
 - (2) Where the prospective non-profit/contractor is unable to certify to any of the statements in this certification, such prospective non-profit/contractor shall attach an explanation to this certification.

Signature:	Date:
Name and Title of Authorized Individual:	
Name of Organization:	

Appendix B – Certifications Required of All Recipients CDBG Funding

Every organization awarded a FY2019-2020 CDBG contract or grant by St. Johns County shall be required to certify to the County that they will comply with federal requirements including, but not limited to, those listed below. The person authorized to sign CDBG Agreements should initial each certification listed to indicate the organization can and will comply with these requirements, if funded. Authorization from the organization’s Board of Directors is required for submitting this application. Include Board Meeting minutes that include authorization as Exhibit F.

Required Certification		Initials
Americans with Disabilities Act	Certify that this agency has reviewed its projects, programs, and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.	
Audits	Agrees to have an annual audit conducted in accordance with current St. Johns County policy regarding audits and OMB Super Circular 2 CFR Part 200.501. Shall comply with current St. Johns County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.	
Conflict of Interest	(24 CFR 84.42 and 570.611 and 2 CFR 200) 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.	
Civil Rights Act	Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	
Debarred/Suspended Contractor	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. (https://www.sam.gov/portal/public/SAM/)	
Drug-Free Workplace	Certify that it will provide a drug-free workplace.	
Financial Management	Accounting Standards: Agrees to comply with 2 CFR Part 200 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.	
	Cost Principles: Shall administer its program in conformance with OMB Super Circular 2 CFR Part 200.500.	
	Procurement Policies: Certify and agree to procure all materials, property, or services in accordance with the requirements of 24 CFR 84.40-48 and 2 CFR 200.	
Lobbying Activities	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.	
Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting	Certify that it will comply with 24 CFR Part 85.369(E) to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to St. Johns County 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 County.	
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.	
Section 3	Certify and agree to ensure compliance with Section 3, a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self- sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low or very-low income residents in connection with projects and activities in their neighborhoods.	
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.	

– End of Application –