



**ST. JOHNS COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
FISCAL YEAR 2020 - 2021**

**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.sjcfl.us/Housing/CDBG.aspx>

**Purpose of the Application Process:** St. Johns County is soliciting proposals from organizations for “shovel ready” projects to be funded under its FY 2020-2021 Community Development Block Grant program.

**Estimated FY 2020-2021 Allocation:** At this time, HUD has not notified St. Johns County of the exact amount of funding available for the 2020-2021 Fiscal Year. For the 2019-2020 Fiscal Year, the allocation was \$930,264.

**General Instructions:** 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. The organization’s Board of Directors must formally authorize the submission of the application through a Board resolution.

3. 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		

4. Proposed projects must be “shovel ready” – meaning that prior to submitting an application, the project has been fully planned to the point that it can be implemented as soon as funding is approved.

5. "Low-income and moderate-income" refers to households whose income does not exceed 80% of the median family income set for St. Johns County by HUD. In 2019, median family income for a family of four was \$73,500. Based on 2019 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
	\$41,200	\$47,050	\$52,950	\$58,800	\$63,550	\$68,250	\$72,950	\$77,650

HUD is expected to announce new income figures in June 2020, which will be applicable to all projects funded in 2020.

6. Applications 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 April 17, 2020 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 G.
10. **Application Submission Procedure** - Organizations responding to this Request for Applications (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](mailto: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, long-term impact on the community and will not be reliant 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.
- 3. 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 starting on October 1, 2020.
- 4. The proposed activity complies with one of HUD's national objectives. (See General Instructions).
- 5. The proposed activity or service will complement and not duplicate existing activities/services.
- 6. The proposed activity does not require displacement of individuals or produce any adverse effects to the community or environment.
- 7. The applicant has the administrative capacity and experience to execute the proposed activity.
- 8. The proposed project is consistent with the priority goals for St. Johns County.
- 9. The County reserves the right to modify aspects of a proposed project if necessary to comply with HUD regulations, County priorities, or unforeseen changes in circumstances related to the project.

**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
Scope of Work Demonstrated	30
Need/Proposed Outcomes	30
Organizational Capacity/Readiness to Implement	30
Evaluative Measures	30
Application Completeness	5
<b>TOTAL</b>	<b>125</b>

### Evaluation Criteria Explanations

1. **Scope of Work: (Maximum Points: 30)**

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 and the project is “shovel ready”.
- Activities/tasks are listed in a logical order that demonstrate a feasible Scope of Work.
- Project goals are reasonable, clearly articulated, and relevant for the project described.
- The project schedule demonstrates a thorough understanding of the steps needed to complete the project and provides realistic timeframes for completing each step.
- The budget reflects an understanding of the required line items and costs to implement and maintain each aspect of 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.
- The project service area and client based is described with verifiable data, with sources cited.
- 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. **Demonstrated Need/Proposed Outcomes: (Maximum Points: 30)**

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.

- Project is aligned with a St. Johns County Priority Need and a National Objective.
- Applicant articulated the need that the project will address using verifiable data, surveys, or a market analysis of the target population and/or community.
- Applicant explained how the project’s goals/objectives, activities, and outcomes will address local need.
- Applicant has determined local demand for the project; project is aligned with the results of the community needs survey.

3. **Organizational Capacity/Readiness to Implement: (Maximum Points: 30)**

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 and linked to the activities they will execute.
- Ability to complete projects or tasks in a timely manner is demonstrated. Demonstrates success from past performance with grant funding.
- Demonstrates an established accounting system with policies and audit controls. Demonstrates the financial ability to fund the project until reimbursement can be provided.
- Resources are available and sufficient to implement proposed activity.
- Evidence of long-term commitment to the project by organizational directors, staff and outside supporters (i.e. donors and/or community leaders).
- Demonstrates that future funding, planning, and staffing support is available for subsequent years to continue the program without additional CDBG funds.

**5. Evaluative Measures: (Maximum Points: 30)**

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 meaningful, quantifiable performance measures.
- Identifies effective strategies to collect data and analyze the project’s measures and overall impact on the community.
- Demonstrates how performance measures will meet the project’s objectives and National Objectives.
- Evaluation plan demonstrates a long-term impact with “value-added” or “community value” to the County.
- Articulated a sustainability plan demonstrating that the project will have a lasting impact on the County.

**6. 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 APRIL 17, 2020**

**DO NOT INCLUDE INSTRUCTIONS  
WITH APPLCIATION SUBMISSION**

**END OF INSTRUCTIONS**

**ST. JOHNS COUNTY**



**COMMUNITY DEVELOPMENT BLOCK GRANT  
FISCAL YEAR 2020 – 2021**

**Request for Application Cover Page**

**SUBMIT BY 4:00 PM on April 17, 2020 - SUBMIT TO:**

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

<b>Applicant Organization Name:</b>	
<b>Project Name:</b>	

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.

<b>Representative Name:</b>	
<b>Representative Signature:</b>	
<b>Representative Title:</b>	
<b>Date Signed:</b>	

<b>FOR COUNTY USE ONLY</b>	
Proposal ID Number: 2020 -	Amount Requested:
Date/Time Rec'd:	Amount Recommended:

## 2020-2021 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		
Sections 1 – 6		
Appendix A - Certifications Required of All Recipients of FY 2020-2021 CDBG Funding		
Appendix B - Debarment Certification		
Exhibit A - 501(c)3 IRS Tax Exemption Letter and State of Florida Certificate of Good Standing		
Exhibit B - Organizational Chart, Articles of Incorporation, By-Laws, Current Board of Directors		
Exhibit C - Board Meeting Minutes/Resolution Authorizing Submission of CDBG Application		
Exhibit D - Most Recent Two (2) Years Financial Statements (Audited if available)		
Exhibit E - Match/Leverage Award Letters/Evidence of Fund Availability (if applicable)		
Exhibit F – Two Letters of Support for Project; Less than Two (2) Years Old		
Exhibit G – Additional Pages: up to ten additional pages may be added (optional)		
Exhibit H – Project Map		
Exhibit I - Environmental Information (related to Section 6 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 <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a></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			
<b>Organizational Attributes:</b>			<b>Response</b>
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. Provide the mission statement of applicant organization.			

5. State the primary activities currently provided by applicant organization.			
6. Does the organization have an annual Board orientation & training policy?			
7. Does the organization have a written and implemented personnel policy and personnel files?			
8. Does the organization have a written and implemented fiscal policy?			
9. Does the organization have a written and implemented procurement policy?			
10. Does the organization have a written operating procedure manual?			
11. If currently funded by St. Johns County, has the organization submitted monthly reports and met its contractual requirements in a timely manner?			
12. Does the organization maintain a Cash Receipts Journal and a Cash Disbursements Journal?			
13. Does the organization maintain a General Ledger and a Chart of Accounts?			
14. Does the organization maintain a Payroll Journal and Individual Payroll Records?			
15. Does the organization maintain a Capital Inventory and a Property Control Policy?			
16. Has the organization completed a prior year external audit?			
17. If yes, were there any findings and have those findings been resolved?			
18. Does the organization agree to submit an audit each year under contract for CDBG funds?			
19. Select the letter(s) below that correlate with your organization's receipt of Federal funding: 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			
20. The signature of the person authorized to submit this application is required below to acknowledge that the items identified in #6 - #15 are required to be in place and approved by the County prior to entering into a CDBG contract.			
Name of Representative:		Signature of Representative:	
<b>Section 2 – Scope of Work</b> (Specific information submitted below will be utilized in preparing the Funding Agreement and formulating performance outcomes. If additional space is needed, a total of ten pages can be added to this application, as Exhibit G)			
21. Project Name			
22. Amount of CDBG Funding Requested		23. Total Project Cost	
24. Category of Funding Request (Check only <u>one</u> ):			
<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):
25. Project Description: describe the project, including the prior planning that makes the project “shovel ready” and the specific activities that require funding:			

26. 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.).



30. Describe obstacles that may occur in implementing the project and how applicant expects to overcome them.		
31. Has work begun on any part of this project?	Yes or No:	If yes, please describe what is complete. Have the contracted activities been competitively bid?
<b>Section 3 - Demonstrated Need</b> (if additional space is needed a total of ten pages can be added to this application, as Exhibit G)		
32. Which St. Johns County priority goal is this project most closely associated with and which National Objective does the project meet/ (see pages 1-2 of instructions):		
33. What is the need or problem this project intends to address? Describe the need/problem using <u>verifiable data and cite specific data source where data can be verified; use hyperlinks to data source, when possible.</u>		

34. Explain how project goals/objectives, activities to be implemented, and their expected outcomes listed in #26 address local needs and meet local demand for the project.

35. Explain why CDBG funds are needed for this project.

**Section 4 - Organizational Capacity/Readiness to Implement** (if additional space is needed a total of ten pages can be added to this application, as Exhibit G)

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

37. Identify which Board members, staff, and partners will be responsible for carrying out each activity listed in #29.

38. Explain applicant organization's ability to comply with grant reporting requirements and ability to follow federal/state project guidelines. Highlight experience with Federal funding sources.

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

40. Provide a summary of applicant organization's past participation in federal/state funded programs as well as the number of clients assisted, and total amount of grant award, per project.

Program Name	Funding Source	Clients Assisted	Total Grant Award

41. Explain any problems applicant organization has encountered with previous Federal/State/County funding.

42. Explain the management's ability to provide financial oversight of grant funds. Explain how funding for the project will be provided while awaiting reimbursement from the County. Include all funding sources for the proposed project.

43. 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 E. (Yes or No)

44. Identify financial and other resources currently available to implement each activity listed in #29. Provide evidence of long-term commitment to the project by organizational directors, staff and outside supporters (i.e. donors and/or community leaders). Demonstrate that future funding, planning, and staffing support is available for subsequent years to continue the program without additional CDBG funds.

**Section 5 - Evaluative Measures** (if additional space is needed a total of ten pages can be added to this application, as Exhibit G)

45. Provide an evaluation plan that includes specific, quantifiable performance measures. Performance measures evaluate the impact the project will have on clients and the community.

46. What strategies will applicant organization implement to collect the data necessary to analyze the project's performance measures and overall impact on the community?

47. Demonstrate how performance measures will meet the project objectives and CDBG National Objectives.

48. Describe the expected long-term impact the project will have on the target population and the community.

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

**Section 6 - Environmental Review**

Question:	Answer each question with yes or no	Response
50. Is project/property located on a historical or archeological site?		
51. Does the project include groundbreaking activity?		
52. Does the project involve new construction or expanding the footprint of an existing structure?		
53. Is the project in the 100-year flood plain, or a wetlands area, or a coastal barrier area?		
54. Is the project within a half-mile of an airport/airfield?		
55. Is the project near an industrial storage/manufacturing facility, or on or near contaminated soil?		
56. Are any endangered, threatened or listed species located on the proposed project site?		
57. Is the project/property on a properly zoned site for the type of project proposed?		
58. 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>		

**Appendix A – Certifications Required of All Recipients CDBG Funding**

Every organization awarded a CDBG contract by St. Johns County shall be required to certify that they will comply with federal requirements including, but not limited to, those listed below. Applicants should research the requirements of the items below to ensure they can certify compliance. The person authorized to sign CDBG Agreements should initial each certification listed below to indicate the organization will comply with these requirements, if CDBG funding is offered. Authorization from the organization’s Board of Directors is required for submitting this application; include the Board resolution that provides authorization as Exhibit C.

Required Certification	Initials
<b>Americans with Disabilities Act</b> 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.	
<b>Audits</b> 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.	

<b>Civil Rights Act</b>	Certify that it complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	
<b>Conflict of Interest</b>	(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. Covered persons include all employees, agents, consultants, officers, or elected/appointed officials of the agency.	
<b>Debarred/Suspended Contractor</b>	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> )	
<b>Drug-Free Workplace</b>	Certify that it will provide a drug-free workplace.	
<b>Financial Management</b>	<b>Accounting Standards:</b> 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.	
	<b>Cost Principles:</b> Shall administer its program in conformance with OMB Super Circular 2 CFR Part 200.500.	
	<b>Procurement Policies:</b> 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.	
<b>Lobbying Activities</b>	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 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.	
<b>Section 504</b>	Certify that Section 504 of the Rehabilitation Act of 1973 has read and understands all of obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.	
<b>Real Property</b>	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.	
<b>MBE, WBE, Small Business Contracting</b>	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 Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater.	
<b>Religious Activities</b>	Certify 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.	
<b>Section 3</b>	Certify and agree to ensure compliance with Section 3, a provision of the Housing and Urban Development Act of 1968 that fosters neighborhood economic improvement, and individual self-sufficiency. 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.	

## **Appendix B – 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:	





