

**ST. JOHNS COUNTY
FISCAL YEAR 2018 - 2019**

Application Cover Page

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)



Submit to:

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

Submitted By:

--

Project Name:

--

Category of Funding Request (Check only one):

<input type="checkbox"/>	Permanent Housing
<input type="checkbox"/>	Affordable Housing
<input type="checkbox"/>	Emergency Housing
<input type="checkbox"/>	Handicap Accessibility
<input type="checkbox"/>	Program Services
<input type="checkbox"/>	Community Facility
<input type="checkbox"/>	Economic Development

<input type="checkbox"/>	Neighborhood Revitalization
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Rehabilitation/Reconstruction
<input type="checkbox"/>	Construction (other than Housing)
<input type="checkbox"/>	Other (Specify):

DUE: MAY 4, 2018 by 4:00 PM

FOR COUNTY USE ONLY	
Proposal ID Number: 2018-	Amount Requested:
Date/Time Rec'd:	Amount Recommended:

Instructions - St. Johns County Request for Application Entitlement Funds

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 are allowed to develop their own programs and funding priorities with public input. Communities are required to give maximum feasible priority to activities that benefit low- 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 outside agencies for specific eligible activities that meet one or more of the above CDBG National Objectives. Additional information regarding CDBG can be found at: <https://www.hudexchange.info/>.

Purpose of the Application Process - St. Johns County is soliciting proposals from organizations for projects to be funded under its FY 2018-2019 Community Development Block Grant (CDBG) programs.

PLEASE NOTE

AT THIS TIME, ST. JOHNS COUNTY HAS NOT RECEIVED FUNDING LEVELS FROM HUD FOR
FY 2018-2019. PLEASE CONSIDER SCALEABLE PROJECTS WITH DIFFERENT ACHIEVABLE
FUNDING LEVELS.

Estimated FY 2018-2019 Allocation	
CDBG Entitlement	\$827,000*
*Percentage of overall funds available for Public Service projects is set by HUD and limited to no more than 15% of the allocation	

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.
2. Organizations must be public organizations, non-profit organizations, or one with an IRS 501(C)3 designation.
3. Proposed CDBG projects must meet one of the three National Objectives below:

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. Applications must support one of St. Johns County’s priority goals listed below:

- Rehabilitation of Existing Housing
- Public Facilities and Infrastructure
- Affordable Housing
- Public Services
- Homeless Services and Prevention

5. "Low-income and moderate-income" refers to persons or families whose income does not exceed 80% of the median family income set by HUD, for St. Johns County. In 2017, median family income for a family of four was \$64,400. HUD will announce new income figures in June 2018, which will be applicable to all funded projects in 2018. Based on 2017 income figures, the sliding 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
	\$36,050	\$41,200	\$46,350	\$51,500	\$55,650	\$59,750	\$63,900	\$68,000

Application Filing Procedure - Organizations responding to this Request for Application (RFA) must complete the attached funding application. One (1) original marked "Original", one (1) digital copy (on CD or USB Drive) and five (5) physical copies of the completed application package and all attachments, exhibits, and supplementary information must be hand delivered or sent via carrier to:

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

**APPLICATIONS MUST BE RECEIVED BY 4:00PM
 ON MAY 4, 2018.**

Applications must be typed. Incomplete applications or applications submitted after the published deadline will not be considered. 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.

Applicants requiring information regarding the regulations governing the CDBG program, or technical assistance with this application, or other help should contact the St. Johns County Housing and Community Development at 904-827-6897. This application package is also available on St. Johns County website at <http://www.sjcfcl.us/Housing/index.aspx>.

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, funding at the same level as previous awards, or funding in the amount requested.
- 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 must reimburse the County for any or all funds disbursed to them.

Project Considerations - Applicants are encouraged to develop a program that has a substantial and comprehensive effect on the needs and conditions identified in their application. The following factors must be taken into consideration before preparing an application and should be clearly demonstrated in the application:

1. The proposed project will produce a substantial, long-term, impact for the community 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 implementation will occur in Fiscal Year October 1, 2018 through September 30, 2019. The project will be completed in a timely and cost-effective manner. The project has sufficient funds identified and/or allocated to complete the project. After grant awards are approved by the Board of County Commissioners, final approval to proceed with the project will be provided by letter, which 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 project is consistent with the priority goals for St. Johns County.
5. The proposed activity does not require displacement of individuals or produce any adverse effects to the community or environment.

6. Applicant has the administrative capacity and experience to plan and implement the proposed activity or service.
7. Applicants that are faith-based or religious organizations agree that CDBG funds cannot be used for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.
8. 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 (2) months to complete.

Criteria for the Evaluation of Project Proposals - St. Johns County Housing and Community Services utilizes evaluation forms with a set of specific criteria to evaluate all requests for competitive grant funding. The evaluation form includes the categories as listed below. In addition to the determination of eligibility per HUD regulations, proposals for the FY 2018-2019 CDBG program will be evaluated, scored, and ranked based on the following criteria and point system:

CRITERIA	MAXIMUM POINTS
Demonstrated Need	20
Proposed Outcomes	20
Readiness to Implement	20
Organizational Capacity	25
Financial Management	25
Evaluative Measures	5
Application Completeness	5
TOTAL	120

Evaluation Criteria Explanations

1. Demonstrated Need: (Maximum Points: 20)

The category will be evaluated in terms of the documentation and justification of the need for the activity.

- Has articulated a rationale for the project related to the project’s purpose(s). The applicant should explain how the project will address the stated national objectives.
- Has determined the demand for the project. This may include a market analysis of the target population and/or community(ies).
- Is aligned with the results of the community needs survey.

2. Proposed Outcomes: (Maximum Points: 20)

The category will be evaluated in terms of the goals, objectives and activities planned to complete the activity, the numbers served versus the cost, and the sustainability of the activity.

- 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.

- Project Goals, Objectives, and Activities evidence the project’s value and facilitate the applicant’s organizational goals and objectives.
- Scope of Services clearly constructed and complete; to provide a clear understanding as to how the project will be implemented.
- Has 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.

3. Readiness to Implement: (Maximum Points: 20)

The category will be evaluated on the basis of the ability to commence the project and expend funds within the program year.

- Tasks are listed in a logical order that demonstrate a feasible work plan.
- Staff, board members, and partners responsible for implementation are identified.
- Resources are available and sufficient to implement proposed activity.
- Ability to complete projects or tasks in a timely manner is demonstrated.

4. Organizational Capacity: (Maximum Points: 25)

The category will be evaluated on the basis of the applicant’s general experience and experience in undertaking projects of similar complexity as the one for which funds are being requested.

- Demonstrates capability, experience, and knowledge (i.e. managerial and technical) to implement the project.
- Roles and responsibilities are clearly defined and there is documentation that each member understands and accepts their role.
- Identifies and describes contributions of key project personnel, including the specific respective roles, time commitment, contributions, and services provided.
- Demonstrates success from past performance with grant funding.
- Commitment to the project by participating institutions, professional staff or other key institutions or individuals.
- Demonstrates that future 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.
- Evidence of long-term commitment to the project by organizational directors, staff and outside supporters (ie. donors and/or community leaders).

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 sources of funds.

- Matching funds are utilized to support the project. However, matching funds are not required to submit an application or be awarded CDBG funding.
- Costs of implementing the work plan are appropriate for the proposed budget.

- Budget reflects an understanding of the required costs to implement and maintain 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.
- Outlines a realistic plan for sustainability after government support ends.
- Documents ability to secure other sources of funding.
- Demonstrates an established accounting system.
- Demonstrates the financial ability to fund the project until reimbursement can be provided by the County.

6. Evaluative Measures: (Maximum Points: 5)

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

- Provides a clear evaluation plan with quantifiable performance measurements.
- Demonstrates how outcome measures will meet national objectives.
- Demonstrates how outcome 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 completeness. Applications that have not been signed by the appropriate person or submitted by the deadline will not be reviewed or scored.

- Application is signed.
- Application was received by deadline.
- All necessary exhibits are attached.
- All questions have been answered.

END OF INSTRUCTIONS - DO NOT INCLUDE THE INSTRUCTIONS SECTION WITH YOUR APPLICATION SUBMISSION

ST. JOHNS COUNTY FISCAL YEAR 2018-2019 GRANT APPLICATION SUBMISSION CHECKLIST

Submit the following pages in the order outlined below, plus any other attachments.

Section/Item	Applicant Initial	SJC Staff
Grant Application Cover Sheet		
Submission Checklist		
Section 1 - Applicant Information		
Section 2 - Certifying Representative		
Section 3 - Project Description		
Attachment - Project Map		
Section 4 - Demonstrated Need/Proposed Outcomes		
Section 5 - Scope of Services		
Section 6 - Readiness to Implement		
Section 7 - Organizational Capacity		
Section 8 - Leveraging/Match		
Section 9 - Budget		
Section 10 - Audit/Financial Statements		
Section 11 - Evaluative Measures		
Section 12 - Environmental Issues Questionnaire		
Appendix A - Debarment Certification		
Appendix B - Certifications Required of All Recipients of FY2018-2019 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 - List of Current Board of Directors		
Exhibit F - Resumes of all Management Staff		
Exhibit G - State of Florida Certificate of Good Standing		
Exhibit H - Most Recent Financial Statements (Audited if available)		
Exhibit I - Match/Leverage Award Letters/Evidence of Fund Availability (If applicable)		
Exhibit J - Written Procurement Policy (If available)		
Exhibit K - Letters of Support Less than Two (2) Years Old (If available)		

Section 1 - Applicant Information

Organization Name	
Organization Mailing Address	
Organization Physical Address	
Organization Phone Number	
Contact Person Name/Title	
Contact Email Address	
Contact Phone Number	
Federal Tax ID #	
DUNS # *	

**DUNS numbers are required in order to receive Federal funds and may be obtained by calling 1-866-705-5711, or via internet at <http://fedgov.dnb.com/webform>.*

Category of Funding Request (Check only one):

	Permanent Housing
	Affordable Housing
	Emergency Housing
	Handicap Accessibility
	Program Services
	Community Facility
	Economic Development

	Neighborhood Revitalization
	Acquisition
	Rehabilitation/Reconstruction
	Construction (other than Housing)
	Other (Specify):

Organizational Attributes:

Questions	Response
1. Is your organization a private non-profit with an approved 501(c)3 status?	
2. Is your organization or agency faith-based?	
3. How many years has your organization operated under the current name?	
4. Identify national or state affiliation (If any).	

5. Provide your mission statement.

--

6. State the primary activities currently provided by your organization.

--

7. List any recent agency accomplishments/awards/recognition.

--

8. Does the organization have annual board orientation & training policy?

--

9. Does the organization have a written and implemented personnel policy?

--

12. Does the organization have a written operating procedure manual?

--

Section 2 - Certifying Representative

To the best of my knowledge and belief, data in this proposal is true and correct.

I have been duly authorized to apply for this funding on behalf of this agency/organization. I understand that this grant funding is conditioned upon compliance with federal CDBG regulations and/or state regulations.

I grant St. Johns County access, with notice, to review agency records, make site visit(s), and make other inquiries related to this application.

Agency/Organization Name	
Project Name	
Representative Name	
Representative Signature	
Representative Title	
Date Signed	

Section 3 - Project Description

Project Name	
Amount of CDBG Funding Requested	
Total Project Cost	

1. Provide a brief summary of the proposed activity.

2. Describe the project area and the client base that will benefit from this project. Utilize verifiable data as available, such as census information, studies, and reports. 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. 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.

--	--

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

Number of Clients/Households Served (Indicate which)	Low – Moderate Income Percentage

8. 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

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

Number of Clients/Households Served (Indicate which)	Low – Moderate Income Percentage

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

Number of Clients/Households Served (Indicate which)	Low – Moderate Income Percentage

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

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

Section 4 - Demonstrated Need/Proposed Outcomes

1. What is the need or problem your agency intends to address? Describe the need/problem using data & local information. Attach additional pages if necessary.

2. List your goals/objectives, activities to be implemented, and expected outcomes. (# of units; # of individuals; etc). Attach additional pages if necessary.

Empty response area for listing goals/objectives, activities, and expected outcomes.

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

4. Please describe any anticipated obstacles you may encounter and how you expect to overcome them?

Section 5 - Scope of Services (Utilized in the Funding Agreement)

Brief Project Description (4-6 sentences)

Project Budget (Whole Dollars Only)			
Line Item:	CDBG:	Match:	Total:
TOTALS			

Project Schedule	
Activity:	Completion Date:

Outcome Performance Measures

Performance Objective	Performance Measure	Activity	Indicators/ Numbers Projected

Section 6 - Readiness to Implement

1. Describe the specific steps the organization will take to implement the proposed project.

2. Who will be responsible for carrying out each step?

3. What staff resources are currently available to implement this activity?

4. What financial resources are currently available to implement this activity?

Empty response area for question 4.

5. Identify projects your organization has completed in a timely manner during the past two years?

Empty response area for question 5.

Section 7 - Organizational Capacity

1. Explain your organization's experience in completing each activity listed in your application.

[Empty response area for organizational capacity explanation]

2. Explain how your organization has sufficient capacity to administer the proposed project. Include staffing levels, qualifications of key staff, and organizational structure.

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

4. Provide information about your organization's knowledge of and ability to follow federal/state project guidelines. This could include previous grant awards and final disposition, staff experience, and other factors.

5. Provide a summary of your 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 Award

6. Explain the management's ability to provide financial oversight for grant funds.

Section 8 - Leveraging/Match

All applicants are encouraged to provide leverage funds.

1. Have other funding sources been identified and secured?		
2. Indicate the status of each funding request from other sources and whether or not the implementation of this activity is contingent upon receiving funds from other sources.		
Non-CDBG Funding Source	Status	Can the project be implemented without this funding source?
3. Are award letters and/or letters of intent for each funding commitment, including the date of funds availability, attached to this application?		
4. Of the total project costs, what percentage has been or will be financed with CDBG funds?		
5. Provide an estimate of the CDBG funds utilized per beneficiary served.		
6. Explain how your organization will provide funding for your proposed project during the reimbursement process. Include all funding sources for your proposed project.		

7. 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?

Section 9 - Budget

Project Budget (Whole Dollars Only)			
Line Item	CDBG	Match	Non-CDBG Funding Source(s)
TOTALS			

Section 10 - Audit/Financial Statements/Financial Policies

Please answer each with Yes or No, unless otherwise directed:

1. Does your organization have an established accounting system?	
If yes, please attach a certification from a Certified Public Account, if they are providing accounting services.	
2. One (1) copy of the most recent, signed, annual financial statement is included in the application package as indicated in the Submission Checklist.	
3. If currently funded by St. Johns County, has the organization submitted monthly reports and met its contractual requirements in a timely manner?	
4. Indicate the letter, of the choices below, in regard to 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. Submitted less than half of the required reports on time; have had project delays or unresolved monitoring findings. D. No previous Federal funding.	
5. Does the organization have a written and implemented fiscal policy?	
6. Does the organization maintain a Cash Receipts Journal?	
7. Does the organization maintain a Cash Disbursements Journal?	
8. Does the organization maintain a General Ledger?	
9. Does the organization maintain a Chart of Accounts?	
10. Does the organization maintain a Payroll Journal and Individual Payroll Records?	
11. Does the organization maintain written Procurement Procedures?	
12. Does the organization maintain a Capital Inventory?	
13. Does the organization maintain a Written Travel Policy?	
14. Does the organization maintain a Property Control Policy and Records?	
15. 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?	
16. Does the organization agree to submit an audit each year under contract for CDBG funds?	

Section 11 - Evaluative Measures

1. Provide an evaluation plan that includes specific, quantifiable performance measurements.

2. What strategies will your organization implement to collect the data necessary to analyze your results?

Empty response area for data collection strategies.

3. What impact do you expect to have on the target population and the community?

Empty response area for the question.

Section 12 - Environmental Issues

Answer each question with Yes or No:

Question	Response
Project/property is located on a historical or archeological site	
Project/property is in the 100-year flood plain.	
Project/property is in a wetlands area.	
Project/property is in a coastal barrier area	
Project/property is within a half-mile of an airfield.	
Project/property is near storage or manufacturing facility of industrial products.	
Project/property is on or near soil contaminated by diesel/fuel or gasoline.	
Is the proposed activity expected to impact the environment in any negative manner or pose a hazard or nuisance?	
Are any endangered, threatened, or listed species located on the proposed project site?	
Are there any environmental concerns or impediments associated with the proposed activity?	
Is the proposed activity expected to have an adverse/significant impact on the environment?	
Project/property is on a properly zoned site.	

Note: If any of the above items are marked yes, please attach a detailed explanation of how the proposed project is affected and the expected impact on the surrounding environment.

Appendix A – Debarment Certification

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

<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>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).</p>
<p>(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.</p>
<p>(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.</p>
<p>Signature:</p>
<p>Date:</p>
<p>Name and Title of Authorized Individual:</p>
<p>Name of Organization:</p>

Appendix B – Certifications Required of All Recipients of FY2018-2019 CDBG Funding

Every organization awarded a FY2018-2019 CDBG Contract or grant by St. Johns County for the provision of services 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 your organization can and will comply with these requirements, if funded.

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.	