



## **2020/2021 Library Door Replacement Request for Quote**

Sealed Proposals will be received by the City of Mt. Morris for the Library Door Replacement. Proposals will be received at 11649 N. Saginaw St, Mt. Morris, MI 48458 until October 15th, 2020 at 2:00p.m. All bids received will be opened and publicly read aloud.

**Project Location:** 685 Van Buren St, Mt. Morris MI 48458

The City of Mt. Morris is requesting quotes for the following works:

**Main entrance:** Remove existing pair doors of aluminum doors and replace with new aluminum single door and side lights, and necessary hardware. Finish of aluminum shall be dark bronze anodized; all glazing shall be clear. The door shall meet all American Disabilities Act of 1990 barrier free standards and include an automatic operator.

**North entrance:** Remove existing steel door and replace with new single door and necessary hardware. Finish of aluminum shall be dark bronze anodized; all glazing shall be clear. The door shall meet all American Disabilities Act of 1990 barrier free standards and include an automatic operator.

The above referenced project is a federally funded activity authorized under the Housing and Community Development Act of 1974. All successful bidders must comply with federal labor standards, including the Davis-Bacon Act and Copeland Anti-Kickback legislation; federal equal opportunity requirements, and Section 3 of the Housing and Urban Development Act of 1968.

Minority/Women/Handicapped business owned enterprises (MBE/WBE/HBE) and Section 3 business concerns seeking bid opportunities under this Project Notice are encouraged to respond.

In accordance with Act No. 453, Public Acts of 1976, the City of Mt. Morris does not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap unrelated to an individual's ability to perform the job.

A copy of all Project and Contract Documents are on file and are available for Inspection on and after October 1, 2020, at the following location: City of Mt. Morris Office Located at 11649 N. Saginaw St. Mt. Morris, MI 48458.

The City of Mt. Morris, hereinafter called the Owner, reserves the right to reject any or all proposals and to waive any formality or technicality in any Proposal in the interest of the Owner.

**Subrecipient Agreement Between  
The County of Genesee  
And  
City of Mt. Morris**

**THIS AGREEMENT**, made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2020 between the County of Genesee, acting by and through the:

Genesee County Metropolitan Planning Commission  
Community Development Program  
Room 223, 1101 Beach Street, Genesee County Administration Building  
Flint, Michigan 48502

Hereinafter referred to as the "Grantee", and

City of Mt. Morris  
11649 N. Saginaw Street  
Mt. Morris, MI 48458

Hereinafter referred to as the "Subrecipient", and

**WHEREAS**, the Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

**WHEREAS**, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing Community Development Block Grant (CDBG) funds;

**NOW, THEREFORE**, it is agreed between the parties hereto that;

The Subrecipient will be responsible for administering the **2020 Infrastructure Improvements** in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. The following attachments are hereby incorporated to this Contract by reference, and included respectively as:

Attachment A:	Reimbursement Request Form
Attachment A-1:	Reimbursement Request Schedule
Attachment B-1:	Project Status and Accomplishments Report – LMA Projects
Attachment B-3:	Project Status and Accomplishments Report – LMC Projects
Attachment C:	Genesee County Labor Standards
Attachment D:	Genesee County Bid Procedures
Attachment E:	Minority/Women/Handicap Business Enterprise Procurement Procedures
Attachment F:	MBE/WBE/HBE Outreach Report
Attachment G:	Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability
Attachment H:	Certification for Residents Seeking Section 3 Preference in Training and Employment
Attachment I:	Section 3 Summary Report
Attachment J:	Federal Award Information

If a conflict exists between this document and those incorporated by reference, this document governs.

**I. SCOPE OF SERVICE**

**A. Activities**

The following activities are eligible under the 2020 Community Development Block Grant program:

**City of Mt. Morris – Infrastructure Improvements**

The City of Mt. Morris shall fund the installation of new sidewalks at locations to be determined throughout the City. This will improve accessibility in the City by providing continuous sidewalks where gaps currently exist.

This activity will be funded with **\$13,013** of 2020 Genesee County CDBG funds.

B. National Objectives

All activities funded with CDBG funds must meet one of the CDBG Program's National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208.

The Subrecipient certifies that the activity(ies) carried out under this Agreement will benefit low- and moderate-income persons.

II. TIME OF PERFORMANCE ← August 1, 2020 to  
July 31, 2021

Services of the Subrecipient shall start on the 1st day of XXXXXX, 2020 and end on 31st day of XXXXXX, 2021. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.

III. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this Agreement shall not exceed **\$13,013**. Grantee will disburse Project funds for the payment of eligible expenses and reimbursement payments shall be made for eligible contract activities and in accordance with performance.

Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in 24 CFR 85.20.

IV. AMENDMENTS

The Grantee or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Subrecipient from its obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Subrecipient.

The Grantee or Subrecipient may amend the funding amount of this Agreement at any time **60 days prior to end of contract**. Such requests for amendments shall make specific reference to this Agreement and must include reference to any other agreement that funds shall be transferred to or from. An amendment based on a transfer of funds from the Subrecipient must be evidenced by a signed Resolution made by the Subrecipients governing body. Any request made by the Subrecipient to the County, for a transfer of funds shall be subject to approval by Resolution of the Genesee County Board of Commissioners.

V. NOTICES

Notices required by the Grantee under this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending.

VI. GENERAL CONDITIONS

A. General Compliance

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Subrecipient does not assume the recipient's

environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient agrees to affirmatively further fair housing as required under Title I of the Housing and Community Development Act of 1974, as amended. The Subrecipient agrees to comply with all other applicable federal, state and local laws, regulations, and policies governing the funds provided under this contract. The Subrecipient also agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available. The Subrecipient further agrees that a sign recognizing the funding organization and the Grantee may be placed at the jobsite during the project construction period. Any printed materials related to this project shall include the Genesee County logo.

B. Independent Contractor

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement.

C. Hold Harmless

The Subrecipient shall hold harmless, defend and indemnify the Grantee from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

D. Workers' Compensation

The Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

E. Insurance & Bonding

The Subrecipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee.

The Subrecipient shall comply with the bonding and insurance requirements of 2 CFR Part 200.325 and 200.447, Bonding and Insurance.

F. Grantee Recognition

The Subrecipient shall insure recognition of the role of the Grantee in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

G. Suspension or Termination

In accordance with 2 CFR Part 200.471, the Grantee may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any material respect.

In accordance with 2 CFR Part 200 Uniform Administrative Requirements, this Agreement may also be terminated for convenience by either the Grantee or the Subrecipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.

## **VII. ADMINISTRATIVE REQUIREMENTS**

### **A. Financial Management**

#### **1. Accounting Standards**

The Subrecipient 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.

#### **2. Cost Principles**

All Subrecipients, which are governmental entities (including public agencies), shall comply with the requirements and standards of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Requirements) as may be amended.

The Subrecipient will abide by all applicable terms and conditions imposed on the Grantee and required by the U.S. Department of Housing and Urban Development under 24 CFR Part 570, at Subpart K.

The Subrecipient will abide by all applicable policies and procedures imposed by the Genesee County Board of Commissioners and its designated administrative agents.

### **B. Documentation and Record Keeping**

#### **1. Records to be Maintained**

The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. All records shall be made available to the County and its representatives. Such records shall include but not be limited to:

- a. The original, or a copy, of this executed Agreement
- b. Records providing a full description of each activity undertaken;
- c. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- d. Records required to determine the eligibility of activities;
- e. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- f. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- g. Financial records as required by 24 CFR 570.502, and Uniform Requirements; and
- h. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.
- i. The Subrecipient will abide by all applicable policies and procedures imposed by the Genesee County Board of Commissioners and its designated administrative agents.

#### **2. Retention**

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the Grantee's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the

above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

### 3. Client Data

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Demographic data, not to be used for determination of eligibility, including race, ethnicity, and gender shall also be collected and maintained by the Subrecipient. The Subrecipient will report applicable client data with each request for reimbursement and in accordance with Section VI. C. of this Agreement. Such information shall be made available to Grantee monitors or their designees for review upon request.

### 4. Disclosure

The Subrecipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the Grantee's or Subrecipient's responsibilities with respect to services provided under this contract, is prohibited by State and Federal law unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

### 5. Close-outs

The Subrecipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including program income.

### 6. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the Grantee, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning Subrecipient audits and OMB Circular A-133.

## C. Reporting and Payment Procedures

### 1. Payment Procedures

The Grantee will pay to the Subrecipient funds available under this Agreement that are consistent with any approved budget and Grantee policy concerning payments. The Grantee shall reimburse the Subrecipient for eligible costs within thirty days of approval of the Subrecipient's submission using the **Reimbursement Request Form (Attachment A)** and documentation substantiating all expenditures for which reimbursement is requested. Requests for reimbursement under this contract shall follow the **Reimbursement Request Schedule (Attachment A-1)**. The **Reimbursement Request Schedule** outlines due dates by which all requests for reimbursement must be submitted, based on the date the Subrecipient expended the funds.

The County retains the right to approve or reject reimbursement based on conformity with terms of this contract. Prompt reimbursement shall be contingent upon full contractual compliance and submittal of requisite documentation.

## 2. Performance Monitoring and Accomplishment Reports

The Grantee will monitor the performance of the Subrecipient. Substandard performance as determined by the Grantee will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time after being notified by the Grantee, contract suspension or termination procedures will be initiated.

The Subrecipient shall submit regular performance reports to the Grantee in the form, content, and frequency as required by the Grantee. The Subrecipient will submit a Project Status and Accomplishments Report (Attachment B-1) with each reimbursement request or as requested by the Grantee.

## 3. Program Income

The Subrecipient shall report monthly, or as it occurs, (whichever is a longer time period) all program income (as defined at 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this contract. The use of program income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. By way of further limitations, the Subrecipient may use such income during the contract period for activities permitted under this contract and shall reduce requests for additional funds by the amount of any such program income balances on hand. All unexpended program income shall be returned to the Grantee at the end of the contract period. Any interest earned on cash advances from the U.S. Treasury and from funds held in a revolving fund account is not program income and shall be remitted promptly to the Grantee.

## D. Procurement

### 1. Compliance

The Subrecipient shall comply with current Grantee 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 herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Grantee upon termination of this Agreement.

The Subrecipient will comply with the **Genesee County Labor Standards (Attachment C), and Genesee County Bid Procedures (Attachment D).**

### 2. Minority, Women and Handicapped Business Enterprise (MBE/WBE/HBE) Procurement

The Subrecipient will comply with the **Minority/Women/Handicapped Business Enterprise Procurement Procedures (Attachment E).** The Subrecipient further agrees to utilize and complete an **MBE/WBE/HBE Outreach Report (Attachment F)** during the procurement process under the terms of this Agreement.

### 3. Section 3 Procurement

The Subrecipient agrees to submit to the Grantee completed **Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability (Attachment G), and Certification for Resident Seeking Section 3 Preference in Training and Employment (Attachment H)** for all Business Concerns and Residents seeking Section 3 preference during the procurement process under this Agreement.

The Subrecipient further agrees to submit to the Grantee the **Section 3 Summary Report (Attachment I)** during the procurement process under this Agreement. The **Section 3 Summary Report** shall be completed by the Subrecipient and submitted to the Grantee for each project, regardless if a Section 3 business concern or

resident, as described in Section VIII. C. 3. of this Agreement, was selected as a contractor or subcontractor, in order to measure the efforts made to comply with Section 3 requirements.

#### 4. OMB Standards

Unless specified otherwise within this agreement, the Subrecipient shall procure all materials, property, or services in accordance with the Uniform Requirements.

#### E. Use and Reversion of Assets

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of Uniform Requirements and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient shall transfer to the Grantee any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.
2. Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement. If the Subrecipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Subrecipient shall pay the Grantee an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Grantee. The Subrecipient may retain real property acquired or improved under this Agreement after the expiration of the five-year period.
3. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Grantee an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment.

#### VIII. RELOCATION, REAL PROPERTY ACQUISITION AND ONE-FOR-ONE HOUSING REPLACEMENT

The Subrecipient agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the Housing and Community Development Act (HDCA); and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies.

The Subrecipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project. The Subrecipient also agrees to comply with applicable Grantee ordinances, resolutions and policies concerning the displacement of persons from their residences.

#### IX. PERSONNEL & PARTICIPANT CONDITIONS

##### A. Civil Rights

Title VI of the 1964 Civil Rights Act, Section 60 states "no person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance" (23 CFR 200.9 and 49 CFR 21). The Civil



Rights Restoration act of 1987 broadened the scope of Title VI, clarified the intent, and expanded the definition of the terms "programs and activities" to include all programs and activities of Federal-aid recipients, subrecipients, and contractors, whether such programs are federally assisted or not (Public Law 100259 [S.557] March 22, 1988).

1. Compliance

The Subrecipient agrees to comply with provisions of Titles VI and VII of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended; Section 3 of the HUD Act of 1968, as amended; Section 104(b) and Section 109 of Title I of the Housing and Community Development Act (HCDA) of 1974 as amended; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Age Discrimination Act of 1975; Executive Order 11063; and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

2. Nondiscrimination

The Subrecipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

3. Land Covenants

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the Grantee and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. Section 504

The Subrecipient agrees to comply with all federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the individuals with disabilities or handicaps in any federally assisted program. The Grantee shall provide the Subrecipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

B. Affirmative Action

1. Approved Plan

The Subrecipient agrees that it shall be committed to carry out pursuant to the Grantee's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. Upon request the Grantee shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program.

2. Minority, Women and Handicapped Owned Business Enterprises (M/W/HBE)

The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, handicapped owned business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are African Americans, Spanish-speaking, Spanish surnamed or

Spanish-heritage Americans, Asian-Americans, and Alaskan/North American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. Access to Records

The Subrecipient shall furnish and cause each of its own subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, HUD or its agent, or other authorized federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

4. Notifications

The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal Employment Opportunity (EEO) Statement

The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity Employer.

6. Subcontract Provisions

The Subrecipient will include the provisions of Paragraphs VIII. A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own subrecipients or subcontractors.

C. Employment Restrictions

1. Prohibited Activity

The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

2. Labor Standards

The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) and all other applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 et seq.) and implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Grantee shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Subrecipient for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$2,000.00 for construction, renovation or repair work financed in whole or in part with assistance provided under this contract, shall comply with federal requirements adopted by the Grantee pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The

Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

The Subrecipient will comply with the policies contained on the **Genesee County Labor Standards (Attachment C)**.

**3. Section 3:**

**a. Compliance**

Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this contract, shall be a condition of the federal financial assistance provided under this Agreement and binding upon the Grantee, the Subrecipient, and any of the Subrecipient Contractors and Subcontractors. Failure to fulfill these requirements shall subject the County, the Subrecipient and any of the Subrecipient Contractors and Subcontractors, their successors and assigns, to those sanctions specified by the Agreement through which federal assistance is provided. With the execution of this Agreement, the Subrecipient certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

The Subrecipient further agrees to comply with these Section 3 requirements and to include the following language in all Prime and Subcontracts executed under this Agreement:

**"135.38 Section 3 Clause**

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b)."

The Subrecipient further agrees to define Section 3 Residents as one of the following:

1. Residents of Public and Indian Housing; or
2. Individuals that reside in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended and whose income do not exceed the local HUD income limits set forth for low- or very-low-income households.

The Subrecipient further agrees to define Section 3 Business Concerns as one of the following:

1. Businesses that are 51% or more owned by Section 3 residents;
2. Business whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the firm were Section 3 residents.
3. Business that provide evidence of a commitment to subcontract in excess of 25% of the dollar amount of all subcontracts to be awarded to businesses that meet the qualifications described above.

Through the execution of this Agreement, the Subrecipient certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements.

b. Notifications

The Subrecipient agrees to send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

c. Subcontracts

The Subrecipient will include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the grantor agency. The Subrecipient will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the entity has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

D. Conduct

1. Assignability

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Grantee thereto; provided, however, that claims for money due or to become due to the Subrecipient from the Grantee under this

contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantee.

2. Subcontracts

a. Monitoring

The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

b. Content

The Subrecipient shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

c. Selection Process

The Subrecipient shall undertake to ensure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements including the requirements of Genesee County (Attachments C, D and E). Executed copies of all subcontracts shall be forwarded to the Grantee along with documentation concerning the selection process.

3. Hatch Act

The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

4. Conflict of Interest

The Subrecipient agrees to abide by the provisions of Uniform Requirements and 570.611, which include (but are not limited to) the following:

- a. The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by federal funds.
- b. No employee, officer or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.
- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, the Subrecipient, or any designated public agency.

5. Lobbying

The Subrecipient hereby certifies that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of it, 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;
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- c. It will require that the language of paragraph (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly:

6. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

7. Copyright

If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

8. Religious Activities

The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

**X. ENVIRONMENTAL CONDITIONS**

A. Air and Water

The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- Clean Air Act, 42 U.S.C. , 7401, et seq.;
- Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, et seq., as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
- Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

B. Flood Disaster Protection

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Subrecipient shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood

hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

**C. Lead-Based Paint**

The Subrecipient agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

**D. Historic Preservation**

The Subrecipient agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a federal, state, or local historic property list.

**XI. SEVERABILITY**

If any provision of this Agreement, or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this Agreement, and the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

**XII. SECTION HEADINGS AND SUBHEADINGS**

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

**XIII. WAIVER**

The Grantee's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

**XIV. ENTIRE AGREEMENT**

This agreement constitutes the entire agreement between the Grantee and the Subrecipient for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Grantee and the Subrecipient with respect to this Agreement.

### CERTIFICATION

In witness whereof, the foregoing provisions to this Agreement have been examined by the undersigned and the parties have caused this Contract to be executed by their duly authorized agents.

DocuSigned by:  
Martin Cousineau  
County's Authorized Representative

\_\_\_\_\_  
Subrecipient's Authorized Representative

Nichole Odette  
Digitally signed by Nichole Odette  
DN: cn=Nichole Odette, o=GC&MPC, ou=GC&MPC,  
email=nichole.odette@genereccounty.gov, c=US  
Date: 2020.07.24 16:50:18 -0400  
County's Witness  
7/22/2020

\_\_\_\_\_  
Subrecipient's Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Attachment A****Reimbursement Request Form**

Genesee County Community Development Block Grant (CDBG) Program

**I. PROJECT INFORMATION****DATE:** \_\_\_\_\_

Local Unit of Government Name: \_\_\_\_\_

Project/Activity Title: \_\_\_\_\_

Program Year: **2020**

Project Number: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**II. PROJECT FUNDING**

2020 Project Funding Amount: \_\_\_\_\_

\$

Funds Previously Requested: \_\_\_\_\_

\$

Balance Remaining Prior to This Request: \_\_\_\_\_

\$

**III. CURRENT REIMBURSEMENT REQUEST**

Time Period of Expenditures for this Request: \_\_\_\_\_

Total Reimbursement Request: \_\_\_\_\_

\$

Balance Remaining After this Request: \_\_\_\_\_

\$

**IV. EXPENSE ITEMS:****Completion of All Sections in this Part is Mandatory**

<u>Use of Funds</u>	<u>CDBG Amount</u>	<u>Other Project Funds Amount</u>	<u>Other Project Source</u>
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
<b>TOTAL:</b>	\$	\$	

**V. PROJECT STATUS REPORT / PERFORMANCE REPORT**

The Project Status and Accomplishments Report is enclosed:

☐ YES☐ NO**VI. AUTHORIZED SIGNATURE**

I certify that, to the best of my knowledge and belief, the billed costs of disbursements are in accordance with the terms of the project, scope of work and budget and that the reimbursement represents the federal share due, which has not been previously requested, and that an inspection has been performed and all work is in accordance with the terms of this grant.

Prepared by: \_\_\_\_\_

Phone: \_\_\_\_\_

Name and Title

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Authorized Official

**Attachment A-1**  
**Reimbursement Request Schedule**  
Genesee County Community Development Block Grant (CDBG) Program

The following Reimbursement Request Schedule identifies the last date for which requests for reimbursement will be accepted by the Genesee County Metropolitan Planning Commission (GCMPC), as determined by the date expenses were incurred by the Subrecipient. An expense is incurred when work is performed, an item is purchased, or a service is provided.

Example: Expense Incurred: On October 19, 2020, the contractor installs new doors, or supplies are purchased for a senior center, etc.

Reimbursement: A Reimbursement Request Form and all backup documentation must be submitted to GCMPC no later than November 30, 2020.

**For Expenses Incurred:**

**Reimbursement Request Due No Later Than:**

July 1, 2020 – September 30, 2020

October 31, 2020

October 1, 2020 – December 30, 2020

January 31, 2021

January 1, 2021 – March 31, 2021

April 30, 2021

April 1, 2021 – June 30, 2021

July 31, 2021

July 1, 2021 – September 30, 2021

October 31, 2021

**NOTE:**

These dates are subject to change based upon when HUD funding allocations are received, and contracts are signed with sub-recipients.

Reimbursement requests may be required earlier to close the fiscal year. You will be notified if this requirement is applicable.

**Attachment B-1**  
**Project Status and Accomplishments Report for Low to Moderate-Income Area (LMA) Projects**  
 Genesee County Community Development Block Grant (CDBG) Program

**I. PROJECT INFORMATION****DATE:** \_\_\_\_\_

Local Unit of Government Name: \_\_\_\_\_

Project/Activity Title: \_\_\_\_\_

Program Year: **2020**

Reporting Period: \_\_\_\_\_

Report Prepared By: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**II. PROJECT STATUS**

<b>Check One</b>	<b>Project Phase</b>	<b>Other Information</b>
	Design Phase	
	Pre-Bid Phase	Expected Date of Bid Publication: _____
	Contract Awarded	List all Prime Contractors, Sub-Contractors and Contract Award Dates: _____
	Pre-Construction	Pre-Construction Meeting Date: _____
	Under Construction	Circle One: The project is 10%, 25%, 50%, 75%, 100% Complete _____

**III. ACCOMPLISHMENT NARRATIVE**

Use the space below to briefly explain what accomplishments have been achieved under this project to date.

Narrative:

**IV. TOTAL PERSONS ASSISTED (NOT REQUIRED FOR DEMOLITION PROJECTS)**

How many persons have been assisted with this public facility / infrastructure improvement? \_\_\_\_\_

**Attachment B-3**

**Project Status and Accomplishments Report for Limited Clientele (LMC) Projects (Non-Public Service)**  
 Genesee County Community Development Block Grant (CDBG) Program

**I. PROJECT INFORMATION****DATE:** \_\_\_\_\_

Local Unit of Government Name: \_\_\_\_\_

Project/Activity Title: \_\_\_\_\_

Program Year: **2020**

Reporting Period: \_\_\_\_\_

Report Prepared By: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**II. PROJECT STATUS**

Check One	Project Phase	Other Information
	Design Phase	
	Pre-Bid Phase	Expected Date of Bid Publication: _____
	Contract Awarded	List all Prime Contractors, Sub-Contractors and Contract Award Dates: _____
	Pre-Construction	Pre-Construction Meeting Date: _____
	Under Construction	Circle One: The project is 10%, 25%, 50%, 75%, 100% Complete

**III. ACCOMPLISHMENT NARRATIVE**

Use the space below to briefly explain what accomplishments have been achieved under this project to date.

Narrative:

**IV. DIRECT BENEFIT DATA BY PERSONS**

Race	Current Reporting Period		Cumulative Count	
	Total Persons by Race	For Each Race, Number Hispanic/Latino	Total Persons by Race	For Each Race, Number Hispanic/Latino
White				
Black/African American				
Asian				
American Indian/Alaskan Native				
Native Hawaiian/Other Pacific Islander				
American Indian/Alaskan Native & White				
Asian & White				
Black/African American & White				
American Indian/Alaskan Native & Black/African American				
Other Multi-Racial				
<b>Total</b>				

**V. INCOME LEVELS FOR "PRESUMED BENEFIT" POPULATIONS SERVED**

<b>Check One</b>	<b>Group Served</b>	<b>Income Level</b>
	Elderly (62 and older):	Low Income
	Abused Children:	Extremely Low Income
	Battered Spouses:	Low Income
	Persons with Disabilities:	Low Income
	Homeless Persons:	Extremely Low Income
	Illiterate Adults:	Low Income
	Persons with AIDS:	Low Income
	Migrant Farm Workers:	Low Income
	Other:	Moderate Income (unless otherwise documented)

**Attachment C**  
**Genesee County Labor Standards**  
Genesee County Community Development Block Grant (CDBG) Program

- **Contract under \$2,000**

*No Labor Standards required.*

- **Contract exceeds \$2,000**

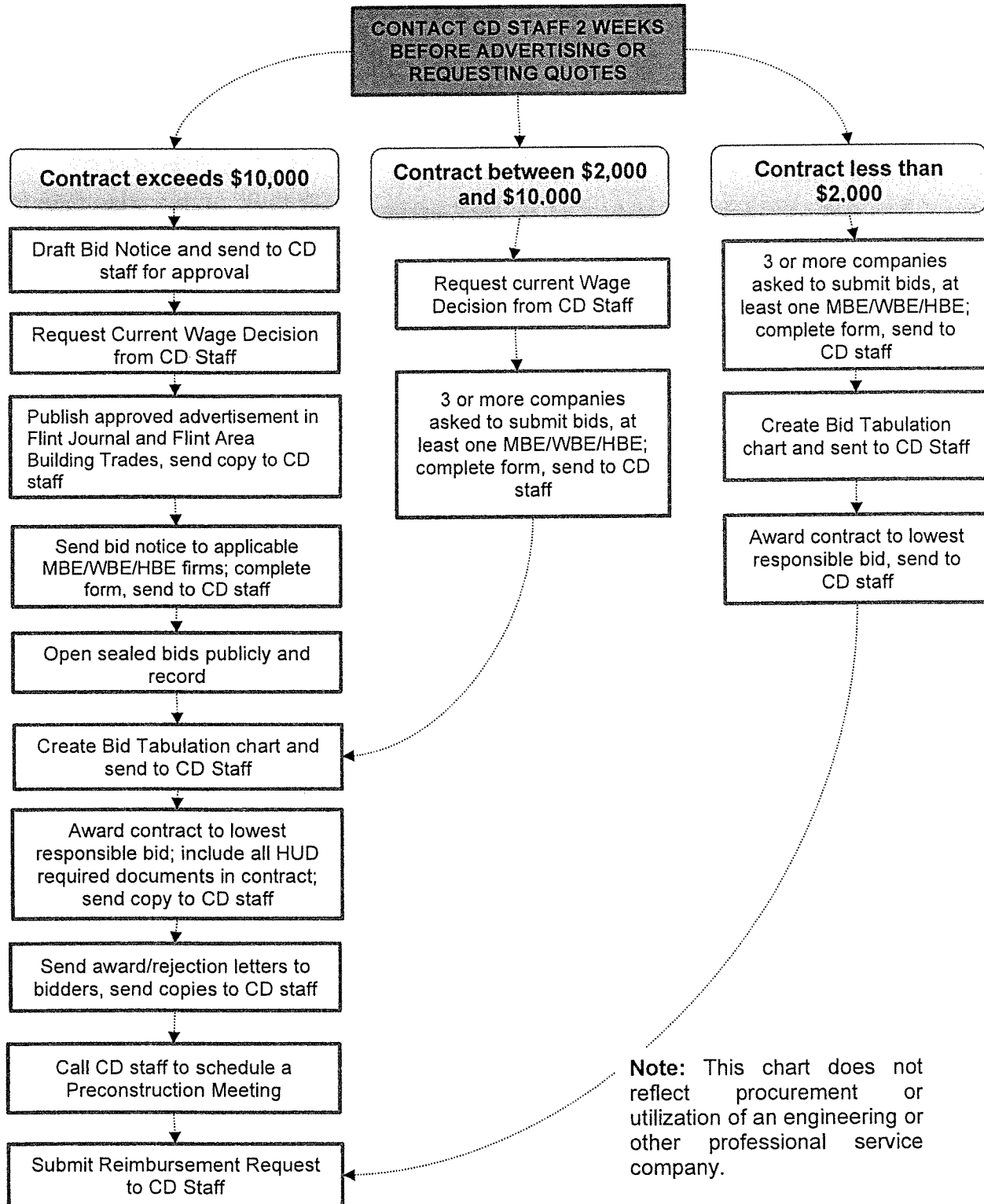
Notify County staff at least two weeks before advertising or requesting quotes.

County staff will provide the Wage Decision and Federal Requirements/contract material to be incorporated into bid specifications. Obtain approval of Genesee County Community Development Program staff at (810) 257-3010 **prior to advertising bid opportunities.**

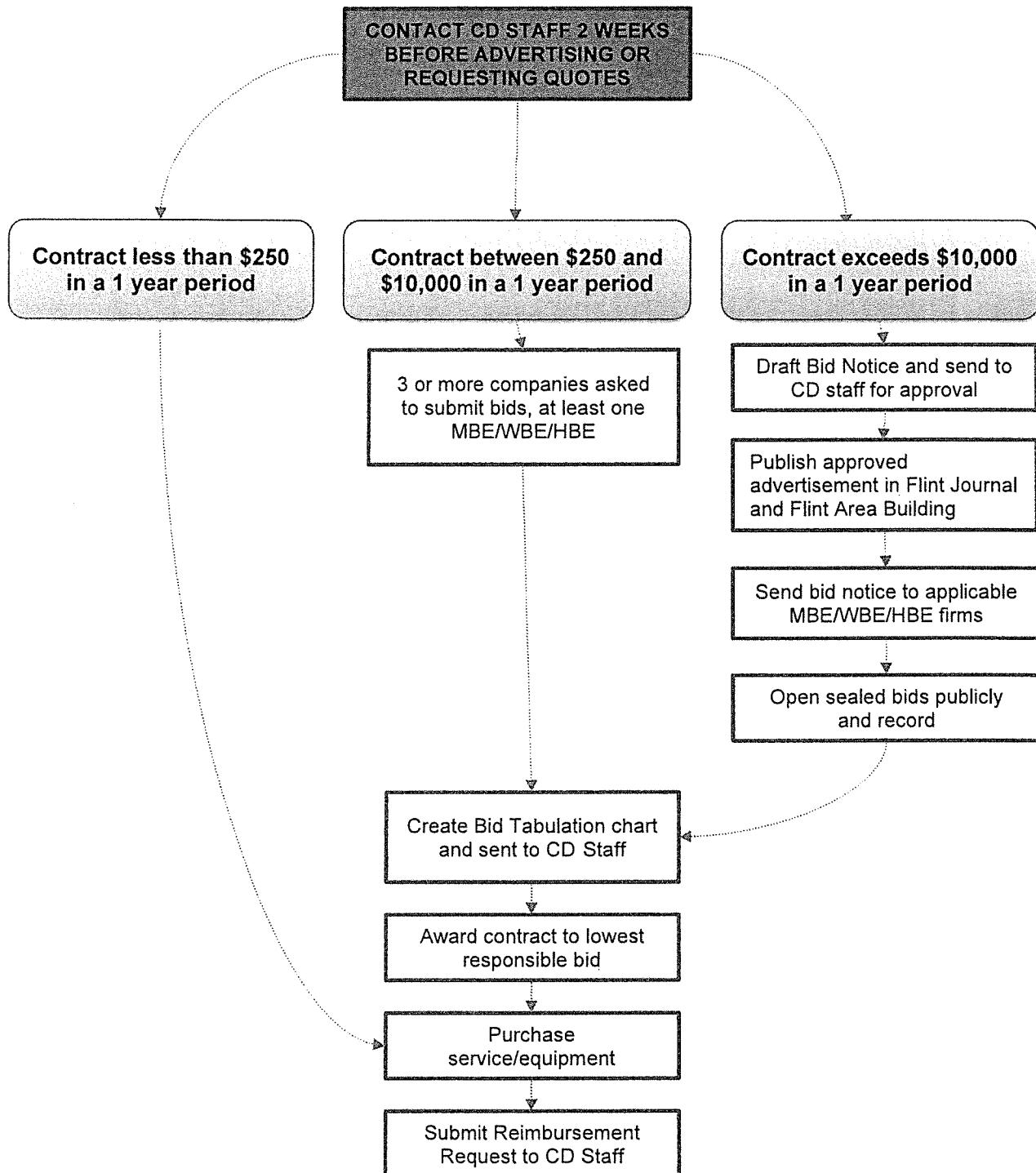
Bid Project - Published Notice must state that this project is federally funded with language included according to Federal Requirements.

Notify Genesee County Community Development Program staff at (810) 257-3010 to establish a preconstruction meeting **immediately after contract has been awarded.**

# Community Development Block Grant (CDBG) Program Procurement Process for **Construction Contracts**



## Community Development Block Grant (CDBG) Program Procurement Process for **Service/Equipment Contracts**





**Attachment D**  
**Genesee County Bid Procedures**

Genesee County Community Development Block Grant (CDBG) Program

• **MANDATORY FOR ALL CONTRACTS**

1. Bid specifications submitted to and approved by GCMPC staff
2. Pre-bid meeting with GCMPC staff
3. Staff to provide Wage Decisions for bid packet for construction activities
  - **Davis-Bacon Act:** Contracts greater than \$2,000 - all prime contractor and subcontractor laborers must be paid Prevailing Wages in order to receive reimbursement
4. Submit bid tabulation to GCMPC staff
5. Award bid to lowest responsible bidder
6. Pre-construction meeting (if applicable) with GCMPC staff, prime contractors and subcontractors present
7. A copy of any signed contract assisted with federal funds must be retained in Subrecipient's file and a copy submitted to Genesee County Community Development Program offices, located at:  
Room 223, 1101 Beach Street, Flint, MI 48502  
Telephone: (810) 257-3010  
Fax: (810) 257-3185  
[www.gcmnpc.org](http://www.gcmnpc.org)

• **Contract for Services/Emergency Repairs/Supplies Over \$250**

For activities that are on-going throughout the year exceeding \$250, three or more companies should be asked to submit costs/prices (quotes must be retained in subrecipient's file and copies sent to Genesee County Community Development Program). At least one of the three companies asked for quotes should be a Minority/Women/Handicapped Business Enterprise (MBE/WBE/HBE). Lowest responsible bid should be awarded contract. Contract with the selected company may not exceed a one year period.

New bids must be secured on an annual basis. Examples of activities that may use this process include monthly printing of newsletters, cleaning services, snow removal, trash removal, weed cutting, emergency repairs for such items as heating and plumbing, and monthly purchases of like supplies such as paper, pens, paper towels, etc.

• **Contract Between \$250 and \$10,000**

Three or more companies should be asked to submit costs/prices (quotes must be retained in subrecipient's file and copies sent to Genesee County Community Development Program). At least one of the three companies asked for quotes should be a MBE/WBE/HBE.

Lowest responsible bid should be awarded contract (letter of award/rejection must be placed in subrecipient's file and copy sent to Genesee County Community Development Program).

- **Contract Exceeds \$10,000**

Bid notice must be formally advertised in local newspapers and a trade journal (affidavit placed in subrecipient's file and copy sent to Genesee County Community Development Program).

Bid notice also should be sent to as many applicable MBE/WBE/HBE firms as can be found through means inclusive, but not limited to, the "Genesee County Minority Business Directory" (Document this and send copies to Genesee County Community Development Program.)

Bid notice must be sent to the Flint Area Building Trades Council.

Sealed bids must be publicly opened and recorded (bid tabulation placed in subrecipient's file and copy sent to Genesee County Community Development Program).

Lowest responsible bid should be awarded contract (letter of award/rejection placed in subrecipient's file and copy sent to Genesee County Community Development Program). **IF** lowest responsible bidder is not awarded, the subrecipient **must submit written justification and obtain approval** of the award from Genesee County Community Development Program staff.

- **Contract Equal to or Exceeds \$100,000**

Follow requirements for a contract which exceeds \$10,000.

The work to be performed under these contracts, and any subsequent subcontracts for work performed under this amount of contract award, are subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. Bid notice must include reference of Section 3 opportunities available under this contract/subcontract. Any vacant employment positions, including training positions to be filled as a direct result of this contract/subcontract, must be in compliance with Section 3 requirements.

## Attachment D CDBG Federal Requirements Checklist

### **Advertisement:**

\_\_\_ Sealed Proposals will be received by the Local Unit of Government for Project Name, located at address. Proposals will be received at location, address, until time, date. All bids received will be opened and publicly read aloud.

\_\_\_ The above referenced project is a federally funded activity authorized under the Housing and Community Development Act of 1974. All successful bidders must comply with federal labor standards, including the Davis-Bacon Act and the Copeland Anti-Kickback legislation; federal equal opportunity requirements; and Section 3 of the Housing and Urban Development Act of 1968.

\_\_\_ Minority/Women/Handicapped business owned enterprises (MBE/WBE/HBE) and Section 3 business concerns seeking bid opportunities under this Project Notice are encouraged to respond.

\_\_\_ Description of project with enough detail that the contractors can tell if they would want to apply.

\_\_\_ The right is reserved by Local Unit of Government to accept any bid, to reject any or all bids, and to waive any irregularities in any bid, in the interest of Local Unit of Government.

### **Bid Packet:**

\_\_\_ The above-reference project is a federal funded activity authorized under the Housing and Community Development Act of 1974. All successful bidders must comply with the federal labor standards, including the Davis-Bacon Act and the Copeland Anti-Kickback legislation, federal equal opportunity requirements and Section 3 of the Housing and Urban Development Act.

\_\_\_ Enclosed is the set of documents related to compliance with federal requirements concerning Genesee County Community Development Block Grant projects/ or Federal Requirements/CDBG Requirements:

- \_\_\_ Labor Standards Requirements
  - \_\_\_ Federal Labor Standards Provisions (Form HUD-4010)
- \_\_\_ Equal Employment Opportunity Requirements
  - \_\_\_ Equal Employment Opportunity Clause
  - \_\_\_ Standard Federal Equal Employment Opportunity Construction Contract Specifications
  - \_\_\_ Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity
  - \_\_\_ Participation Goals for Minorities and Females
- \_\_\_ Minority/Women/Handicap Business Enterprise Requirements
  - \_\_\_ Minority/Women/Handicap Business Enterprise (MBE/WBE/HBE) Procurement Procedures

- ☐ Genesee County MBE/WBE/HBE Outreach Form
- ☐ Genesee County Certified Businesses and Minority Directory
- ☐ Section 3 Clause Requirements
  - ☐ Section 24 CFR, Part 135.38 and HUD Grant Agreement (Section 3)
  - ☐ Certification for Business Concerns Seeking Section 3 Preference in Contracting
- ☐ Resident Opportunity for Section 3 Eligibility
- ☐ Applicable Federal Acts, Guidelines, and Orders
  - ☐ Architectural Barriers Act of 1968 Provision
  - ☐ Accessibility Guidelines for Building and Facilities
  - ☐ Clean Air Act of 1970 and Federal Water Pollution Control Act Provisions
  - ☐ Wetlands Protection Clause Executive Order 11990
- ☐ Davis-Bacon Act Requirements
  - ☐ Project Wage Decision

**Contract:**

☐ "The Contractor acknowledges that this project is funded through a Community Development Block Grant Program grant from the U.S. Department of Housing and Urban Development."

☐ Grant Compliance

☐ *Prevailing Wage.* The Contractor shall pay its employees not less than the prevailing wage rates and fringe benefits for corresponding classes of laborers and mechanics employed on similar projects in the area. The Contractor shall submit to the Local Unit a certified payroll record at the completion of the project, or within 10 days of the end of each month, and shall permit the Local Unit or Genesee County Metropolitan Planning Commission staff to conduct on-site interviews with the Contractor's employees to ensure compliance with this Section. For the purposed of this Section, the Contractor shall be in compliance if the Contractor is in compliance with the Davis-Bacon Act, 40 U.S.C. §3141, et seq., and pays wages consistent with the prevailing wage rates published by the United States Department of Labor, which can be found at [www.WDOL.gov](http://www.WDOL.gov).

☐ The Federal Labor Standards Provisions and the wage decision for this project are attached.

☐ *Equal Employment Opportunity.* The Equal Employment Opportunity requirements (Executive Order 11246, as amended- 41 CFR Part 60-1.4(b)) are detailed)

☐ Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246- 41 SFR Park 60.4.3).

☐ Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246- 41 SFR Park 60.4.3)

☐ Participation Goals for Minorities and Females

☐ *Minority/Women/Handicap Business Enterprises.* The Minority/Women/Handicap Business Enterprise (MBE/WBE/HBE) Procurement Procedures and Outreach Form.

\_\_\_ A list of references for locating a MBE/WBE/HBE

\_\_\_ *Section 3.* The Section 3 Clause (24 CFR Part 135.38) is included. Any Business Enterprise (Concern) claiming Section 3 status must fill out the form.

\_\_\_ *Architectural Barriers Act of 1968 Provision.* The Architectural Barriers Act of 1968 Provision (Public Law 90-480, as amended through 1984-42 U.S.C. 4151 et seq.), must be followed, if applicable, and is as follows: All contracts for construction facilities shall contain a provision which requires the recipient to comply with the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157), as amended, requirement that the design of any facility constructed comply with the "Architectural and Transportation Accessibility Compliance Board Guidelines under the Authority of the Architectural Barriers Act of 1968, as amended.

\_\_\_ *Accessibility Guidelines for Buildings and Facilities.* A complete version of the Accessibility Guidelines for Buildings and Facilities can be found at [www.access-board.gov/adaag/htm](http://www.access-board.gov/adaag/htm). This document contains scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990. These scoping and technical requirements are to be applied during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by federal agencies, including the Department of Justice and the Department of Transportation, under the ADA.

\_\_\_ *Clean Air Act of 1970 and the Federal Water Pollution Control Act.* Applicable to contracts and subgrants of amounts in excess of \$100,000.00. An amendment must be included in contracts over \$100,000.00 which shall contain a provision which requires the recipient to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1970 (42 U.S.C. 1857 et seq.) as amended. Violations shall be reported to the grantor agency and the Regional Office of the Environmental Protection Agency.

\_\_\_ *Wetlands Protection Clause.* Wetlands Protection Clause (Executive Order 11990) is included.

**Attachment D**  
**CDBG Projects Under \$10,000**

Project Check List

Community: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Year & Name: \_\_\_\_\_ Project Award: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Projects Between \$250 - \$10,000**

Quotes / Cost Estimates

- ☐ 3 Price Quotes
- ☐ At least 1 of 3 was Minority/Women/Handicap Business Enterprise
- ☐ Letters of Award / Rejection to Companies that Submitted Quotes

**Projects Greater than \$2,000 – Davison Bacon Triggered**

- ☐ Referenced Memo NO. 130 for Project Classification
  - Wage Decision Type: \_\_\_\_\_
  - General Decision Number: \_\_\_\_\_
  - Modification Number and Date: \_\_\_\_\_

Pre-Construction Period

- ☐ Contractor Verification (Excluded Parties List System Printout Attached) Completed on: \_\_\_\_\_
- (Optional) Preconstruction Meeting Date: \_\_\_\_\_
  - ☐ N/A or ☐ Pre-Construction Meeting Minutes/ Notes
- ☐ Contract Award Letter or Resolution
- ☐ Contract Award Date: \_\_\_\_\_
- Is the Award Date Within 90 Days of Bid Opening? ☐ Yes ☐ No
- Contract Dollar Amount: \$ \_\_\_\_\_
- ☐ Signed Construction Contract

Contractor Compliance

Prime Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

☐ Construction Start Date / Postcard: \_\_\_\_\_☐ Signed Notice of Construction Contract Award (NOCCA)☐ Signed Contractor's Certification Concerning Labor Standards and Prevailing Wage Requirements☐ Workforce Assessment - Job Expected to Take \_\_\_\_\_ days/weeks/months or ☐ N/A☐ Job Site Assessment☐ Job Classification: \_\_\_\_\_ Wages: \_\_\_\_\_ Fringes: \_\_\_\_\_☐ Job Classification: \_\_\_\_\_ Wages: \_\_\_\_\_ Fringes: \_\_\_\_\_☐ Job Classification: \_\_\_\_\_ Wages: \_\_\_\_\_ Fringes: \_\_\_\_\_☐ Job Classification: \_\_\_\_\_ Wages: \_\_\_\_\_ Fringes: \_\_\_\_\_☐ Signed Apprenticeship Certification☐ (Optional) GCMPC Staff Prepared Project Wage Rate Sheet☐ Signed Certified Payroll (Original Signatures)

Time Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work Performed  
 Time Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work Performed  
 Time Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work Performed  
 Time Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work Performed  
 Time Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work Performed  
 Time Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work Performed

☐ No "Other Deductions" or ☐ "Other Deductions" with Written Authorization  
☐ Fringes Option A or ☐ Fringes Option B  
☐ Payrolls Numbered and ☐ Final Payroll Marked

☐ Employment Utilization ReportEmployee Interview Date: \_\_\_\_\_ ☐ Identified Wages Correspond with Payroll

Date of Project Completion: \_\_\_\_\_

Other Notes:

**Attachment D**  
**CDBG Projects Over \$10,000**

Project Check List

Community: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Year & Name: \_\_\_\_\_ Project Award: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Bidding Process

☐ Referenced Memo NO. 130 for Project Classification

Wage Decision Type: \_\_\_\_\_

General Decision Number: \_\_\_\_\_

Modification Number and Date: \_\_\_\_\_

☐ Federal Funding Reference Included in Bid Advertisement

☐ Federal Funding Requirements Included in Bid Packet

Bid Advertisement Date: \_\_\_\_\_

Pre-Bid Meeting Date: \_\_\_\_\_

Bid Opening Date: \_\_\_\_\_

Wage Decision Verification ☐ 10 ☐ 9 ☐ 8 ☐ 7 ☐ 6 ☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 days Prior to Bid Opening:

☐ No Modification

☐ Modification – Do not have reasonable time to notify bidders ☐ Report included in file

☐ Modification – Effective

If Modification Effective: New General Decision Number: \_\_\_\_\_

If Modification Effective: New Modification Number and Date: \_\_\_\_\_

☐ Minority/Women/Handicap Business Enterprise Outreach Form Completed

☐ Bid Tabulation

☐ Section 3 Bids within 10% of Lowest Bidder

☐ Section 3 Bids not within 10%

☐ None

☐ Section 3 Summary Report

Other Notes:

-----



Pre-Construction Period

☐ Contractor Verification (Excluded Parties List System Printout Attached) Completed on: \_\_\_\_\_

(Optional) Preconstruction Meeting Date: \_\_\_\_\_

- ☐ N/A or ☐ Pre-Construction Meeting Minutes/ Notes
- ☐ Includes Date and Place of Conference
  - ☐ Includes Project Name, Location and Description
  - ☐ Includes Name of Contractor
  - ☐ Includes Contract Amount
  - ☐ Includes Wage Determination Number
  - ☐ Includes Summary of Items Covered
  - ☐ Includes List of Attendees

☐ Contract Award Letter or Resolution

☐ Contract Award Date: \_\_\_\_\_

Is the Award Date Within 90 Days of Bid Opening? ☐ Yes ☐ No

If No - Wage Decision Verification:

- ☐ No Modification
- ☐ Modification

If Modification:

General Decision Number: \_\_\_\_\_

Modification Number and Date: \_\_\_\_\_

Local Unit Notified on: \_\_\_\_\_

Bidders Notified on: \_\_\_\_\_

Contract Dollar Amount: \$ \_\_\_\_\_

- ☐ Signed Construction Contract
- ☐ Includes Labor Standard Provisions
  - ☐ Includes Wage Decision, Including Modifications

☐ Notice to Proceed Letter

- ☐ N/A or ☐ Contract Change Orders (Only Allowed After the Start of Construction)
- ☐ Approved at Official Meeting
  - ☐ Signed by Contractor
  - ☐ Added as Addendum to Contract
  - ☐ Cumulative Total of Change Orders Does Not Exceed 20% of Original Contract

Other Notes:

Contractor Compliance

Prime Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

☐ Construction Start Date / Postcard: \_\_\_\_\_☐ Signed Notice of Construction Contract Award (NOCCA)☐ Workforce Assessment - Job Expected to Take \_\_\_\_\_ days/weeks/months or ☐ N/A☐ Job Site Assessment☐ Job Classification: \_\_\_\_\_ Wages: \_\_\_\_\_ Fringes: \_\_\_\_\_☐ Job Classification: \_\_\_\_\_ Wages: \_\_\_\_\_ Fringes: \_\_\_\_\_☐ Job Classification: \_\_\_\_\_ Wages: \_\_\_\_\_ Fringes: \_\_\_\_\_☐ Job Classification: \_\_\_\_\_ Wages: \_\_\_\_\_ Fringes: \_\_\_\_\_☐ Signed Apprenticeship Certification☐ (Optional) GCMPC Staff Prepared Project Wage Rate Sheet☐ Signed Certified Payroll (Original Signatures)Time Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work PerformedTime Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work PerformedTime Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work PerformedTime Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work PerformedTime Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work PerformedTime Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work Performed☐ No "Other Deductions" or ☐ "Other Deductions" with Written Authorization☐ Fringes Option A or ☐ Fringes Option B☐ Payrolls Numbered and ☐ Final Payroll Marked

Employee Interview Date: \_\_\_\_\_

☐ Identified Wages Correspond with Payroll

Date of Project Completion: \_\_\_\_\_

Other Notes:

Sub-Contractor Compliance

Sub-Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

☐ Construction Start Date / Postcard: \_\_\_\_\_☐ Signed Notice of Construction Contract Award (NOCCA)☐ Workforce Assessment - Job Expected to Take \_\_\_\_\_ days/weeks/months☐ Job Site Assessment☐ Job Classification: \_\_\_\_\_ Wages: \_\_\_\_\_ Fringes: \_\_\_\_\_☐ Job Classification: \_\_\_\_\_ Wages: \_\_\_\_\_ Fringes: \_\_\_\_\_☐ Job Classification: \_\_\_\_\_ Wages: \_\_\_\_\_ Fringes: \_\_\_\_\_☐ Job Classification: \_\_\_\_\_ Wages: \_\_\_\_\_ Fringes: \_\_\_\_\_☐ Signed Apprenticeship Certification☐ (Optional) GCMPC Staff Prepared Project Wage Rate Sheet☐ Signed Certified Payroll

Time Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work Performed  
Time Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work Performed  
Time Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work Performed  
Time Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work Performed  
Time Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work Performed  
Time Period: \_\_\_\_\_ ☐ Payroll and ☐ Correspond to Wage Decision OR ☐ No Work Performed

☐ No "Other Deductions" or ☐ "Other Deductions" with Written Authorization  
☐ Fringes Option A or ☐ Fringes Option B  
☐ Payrolls Numbered and ☐ Final Payroll Marked

Employee Interview Date: \_\_\_\_\_

☐ Identified Wages Correspond with Payroll

Date of Project Completion: \_\_\_\_\_

Other Notes:

**Attachment E**  
**Minority/Women/Handicap Business Enterprise Procurement Procedures**  
Genesee County Community Development Block Grant (CDBG) Program

Projects assisted with Genesee County Community Development Block Grant (CDBG); Emergency Shelter Grants (ESG); and HOME Investment Partnerships Program (HOME) funds must comply with Program procurement standards. Federal regulations contained at 24 CFR 85.36(e)(2)(I) require that the opportunity to bid on activities assisted, in any part, with these Genesee County Program funds, be offered to MBE/WBE/HBE firms.

Local Units of Genesee County government, Non-Profit Agencies, Architectural / Engineering / Design / Consulting firms; Prime Contractors, and Subcontractors must complete the appropriate Procurement Outreach form (attached) in order for bid procedures to be complete and compliant with federal regulations. For your convenience a copy of the *Minority Business Directory* can be found at: <http://gcmpc.org/wp-content/uploads/2020/02/DBE.MBE.WBE-Business-Listing.pdf> to assist you in identifying contractors and businesses needed to carry out your project activity. The *Directory* is not to be construed as the sole source listing of MBE/WBE/HBE firms in our community, but rather as one source.

It is required that a minimum of three contractors/business be contacted for each industry Procurement that proposed to be assisted with Genesee County federal Program funds. Of these three, at least one MBE/WBE/HBE per industry must be offered the opportunity to bid on the project activity. Examples of industries are: architectural and engineering services; janitorial services; paper goods; asphalt paving services; roofing firms; electrician services; and other construction trades. This is not an exhaustive list of activities. Procurement procedures depend on the amount of the work to be procured. Please reference the attached information on procurement and labor standards for federally assisted projects and activities.

All subrecipients are responsible for ensuring that their Prime and Subcontractors also complete the MBE/WBE/HBE outreach report (Attachment F) in order for the bid process to be considered compliant. Prime Contractors are required to perform the outreach procedures when seeking subcontractors for performing work / offering materials, services, or supplies on the federally assisted project / activity. Proper documentation includes: the name of the company, name of person contacted, date of contact, registered mail slip, and identification of selected MBE/WBE/HBE. Should the outreach documentation not include a potential MBE/WBE/HBE, the subrecipient; prime and subcontractors must indicate through written documentation the reason(s) why this situation has occurred. This must be attached to the proposed bid tabulations prior to approval of acceptable bid by Genesee County.

If the proper documentation is not provided to Genesee County, the project procurement procedures will not be considered compliant, and therefore any resulting bids will not be considered acceptable. The bid process may be delayed and/or may be required to be re-bid should the MBE/WBE/HBE outreach process be non-compliant. This will be determined at the sole discretion of Genesee County.

In order to assure compliance with federal regulations, a copy of all bid tabs and the MBE/WBE/HBE outreach forms must be submitted to Genesee County prior to any award of contracts, the preconstruction meeting; and/or any purchase of equipment, supplies, and / or services to be assisted under a federally assisted project / activity.

**Attachment F**  
**Genesee County MBE/WBE/HBE Outreach Report**  
for Local Units of Government, Contractors and Subcontractors

Date: \_\_\_\_\_

Local Unit of Government: \_\_\_\_\_

Prime Contractor: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Type (Construction, Materials, Services OR Supplies): \_\_\_\_\_

To comply with federal Procurement and MBE/WBE/HBE outreach requirements, local units of government; non-profit agencies; prime contractors; and subcontractors are required to select three businesses for each category, (i.e., materials, supplies, services, design/engineering/architectural services, construction trades, etc.). Of these three businesses, one business must be selected for solicitation from a MBE/WBE/HBE. This form may be reproduced if necessary for additional contacts.

The following information is required. If the proper documentation is not provided, your bid documentation will be considered as incomplete, and therefore will not be considered acceptable.

Proper documentation includes: name of company, name of person contacted, date of contact, registered mail slip, and identification of selected MBE/WBE/HBE's.

- 1) Contractor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Form of Contact: \_\_\_\_\_ Date: \_\_\_\_\_  
Supporting Documentation: \_\_\_\_\_  
Written Bid Received: YES NO Amount: \_\_\_\_\_  
Were they Selected for Contract?: YES NO  
If No, Why? \_\_\_\_\_  
MBE/WBE/HBE: YES NO  
Section 3: YES NO If yes, please fill out Section 3 forms.

2) Contractor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Form of Contact: \_\_\_\_\_ Date: \_\_\_\_\_  
Supporting Documentation: \_\_\_\_\_  
Written Bid Received: YES NO Amount: \_\_\_\_\_  
Were they Selected for Contract?: YES NO  
If No, Why? \_\_\_\_\_  
MBE/WBE/HBE: YES NO  
Section 3: YES NO If yes, please fill out Section 3 forms.

3) Contractor Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Form of Contact: \_\_\_\_\_ Date: \_\_\_\_\_  
Supporting Documentation: \_\_\_\_\_  
Written Bid Received: YES NO Amount: \_\_\_\_\_  
Were they Selected for Contract?: YES NO  
If No, Why? \_\_\_\_\_  
MBE/WBE/HBE: YES NO  
Section 3: YES NO If yes, please fill out Section 3 forms.

Local Unit of Government Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prime Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subcontractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment G**  
**Certification for Business Concerns Seeking Section 3 Preference**  
**in Contracting and Demonstration of Capability**  
Genesee County Community Development Block Grant (CDBG) Program

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Type of Business: ☐ Corporation ☐ Partnership ☐ Joint Venture  
☐ Limited Liability Corporation ☐ Sole Proprietorship

Type of Work: \_\_\_\_\_

I \_\_\_\_\_, hereby certify that the business  
(Print Name and Title)

known as \_\_\_\_\_  
(Print business name)

\_\_\_\_\_ is not a Section 3 business (sign below)

\_\_\_\_\_ is a Section 3 business because (check one of the following, sign and complete page 2)

51 percent (51%) or more is owned by Section 3 residents\*; or

\_\_\_\_\_ 30 percent (30%) of the permanent full time employees are currently Section 3 residents\* or were Section 3 residents\* when first hired (if within the last three years); or

\_\_\_\_\_ The business commits in writing to subcontract over 25 percent (25%) of the total dollar amount of all subcontracts to be let to businesses that meet the requirements of paragraphs 1 and 2 of this definition;

AND

The business was formed in accordance with state law and is licensed under state, county or municipal law to engage in the business activity for which it was formed.

\* A Section 3 Resident is a person living in Genesee County who is a Public Housing resident or who is low income.

Low Income Persons means families whose incomes do not exceed 80% of the annual median income as adjusted by HUD, for Genesee County (see income limits on page 2).

*It is important to note that a Genesee County Section 3 Certification in itself, shall not in any way be construed, that any bid or contract award is accepted, nor guaranteed, nor is any Business Concern entitled to any contract award based upon the Section 3 Certification.*

Warning: This program is funded through Federal funds provided by the U.S. Department of Housing and Urban Development. Any person who knowingly presents a false, fictitious, or fraudulent statement or claim in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability, and administrative sanctions, including but not limited to : (i) fines and imprisonment under 18 U.S.C. §§ 287, 1001, 1010 and 1012; (ii) civil penalties and damages under 31 U.S.C. § 3729; and (iii) administrative sanctions, claims, and penalties under 24 C.F.R. parts 24, 28 and 30. Section 1001 of Title 18 U.S. Code makes it a criminal offense to make willful, false statements or misrepresentation of any material fact involving the use of or to obtain federal funds.

\_\_\_\_\_  
Authorizing Name and Signature

\_\_\_\_\_  
Date

Attach the following documentation, as applicable, as evidence of status. Not all may apply to your firm or circumstance, although at least one will apply.

**For business claiming status as a Section 3 resident-owned business concern:**

- |   |   |
|---|---|
| <input type="checkbox"/> Copy of resident lease   | <input type="checkbox"/> Copy of receipt of public assistance                               |
| <input type="checkbox"/> Copy of evidence of participation in a public assistance program | <input type="checkbox"/> Copy of previous year's income tax filings for Section 3 residents |

**For business claiming Section 3 status due to at least 30% of its current workforce is Section 3 residents, or were Section 3 residents when first hired (if within the last three years) please provide:**

- |   |   |
|---|---|
| <input type="checkbox"/> List of all current full-time employees                            | <input type="checkbox"/> List of employees claiming Section 3 status                        |
| <input type="checkbox"/> PHA/IHA Residential lease less than 3 years from day of employment | <input type="checkbox"/> Copy of previous year's income tax filings for Section 3 residents |

**For business claiming Section 3 status by subcontracting 25% of the dollar amount awarded to qualified Section 3 businesses:**

- ☐ List of subcontracted Section 3 business(es), subcontract amount, and date of subcontract
- ☐ Copy of all Subcontractors' previous year's income tax filings

FY 2019 Median Family Income for Flint and Genesee County MSA - \$57,300		
Section 3 Maximum Income Limits		
Number in Household	Very-Low Income	Low Income
One Person	\$21,400	\$25,700
Two Person	\$24,450	\$29,360
Three Person	\$27,500	\$33,050
Four Person	\$30,550	\$36,700
Five Person	\$33,000	\$39,650
Six Person	\$34,450	\$42,600
Seven Person	\$37,900	\$45,550
Eight Person	\$40,350	\$48,450



**Attachment H****Certification For Residents For Seeking Section 3 Preference in Training and Employment**  
Genesee County Community Development Block Grant (CDBG) Program**Eligibility for Preference**

A section 3 resident seeking the preference in training and employment provided by Section 3 will certify, or submit evidence to Genesee County, subrecipient, subgrantee, contractor or subcontractor, that the person is a Section 3 resident, as defined in Section 135.5. (Examples of evidence of eligibility for the preference include demonstration of receipt of public assistance; or evidence of participation in a public assistance program; or previous year's income tax filings.) All residents of public housing developments located in Genesee County qualify as Section 3 residents. Additionally, individuals residing in Genesee County who meet the annual income limits set forth in the following table can also qualify for Section 3 status.

A picture identification card and proof of current residency is required.

**Certification for Resident Seeking Section 3 Preference in Training and Employment**

I, \_\_\_\_\_, am a legal resident of \_\_\_\_\_  
\_\_\_\_\_ and meet the income eligibility guidelines for a low-  
or very-low-income person as included in this Certification.

My permanent address is: \_\_\_\_\_  
\_\_\_\_\_

I have attached the following documentation as evidence of my status:

- |  |  |
|--|--|
| <input type="checkbox"/> Copy of lease   | <input type="checkbox"/> Copy of receipt of public assistance              |
| <input type="checkbox"/> Copy of Evidence of participation<br>in a public assistance program | <input type="checkbox"/> Copy of the most recent year's income tax filings |
| <input type="checkbox"/> Other evidence _____  |  |

*Warning: This program is funded through Federal funds provided by the U.S. Department of Housing and Urban Development. Any person who knowingly presents a false, fictitious, or fraudulent statement or claim in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability, and administrative sanctions, including but not limited to : (i) fines and imprisonment under 18 U.S.C. §§ 287, 1001, 1010 and 1012; (ii) civil penalties and damages under 31 U.S.C. § 3729; and (iii) administrative sanctions, claims, and penalties under 24 C.F.R. parts 24, 28 and 30. Section 1001 of Title 18 U.S. Code makes it a criminal offense to make willful, false statements or misrepresentation of any material fact involving the use of or to obtain federal funds.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FY 2019 MEDIAN FAMILY INCOME FOR FLINT AND GENESEE COUNTY -- \$57,300****MAXIMUM HIP INCOME LIMITS**

Household Size	30% Extremely Low Income	50% Very Low Income	60% Low Income	80% Moderate Income
One Person	\$12,850	\$21,400	\$25,700	\$34,250
Two Person	\$16,910	\$24,450	\$29,360	\$39,150
Three Person	\$21,330	\$27,500	\$33,050	\$44,050
Four Person	\$25,750	\$30,550	\$36,700	\$48,900
Five Person	\$30,170	\$33,000	\$39,650	\$52,850
Six Person	\$34,590	\$35,450	\$42,600	\$56,750
Seven Person	\$37,900	\$37,900	\$45,550	\$60,650
Eight Person	\$40,350	\$40,350	\$48,450	\$64,550

**Attachment I**  
**Section 3 Summary Report**  
 Genesee County Community Development Block Grant (CDBG) Program

**Part I. Employment and Training**

Job Category	Number of New Hires	Number of New Hires that are Section 3 Residents	Number of Section 3 Trainees
Professionals			
Technicians			
Office/Clerical			
Construction by Trade (List)			
Trade -			
Trade -			
Trade -			
Trade -			
Other (List)			
Other -			
Other -			
Other -			
Other -			

**Part II. Contracts Awarded**

1. Construction Contracts

A. Total dollar amount of all contracts awarded on the project	\$
B. Total dollar amount of contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving contracts	

2. Non-Construction Contracts

A. Total dollar amount all non-construction contracts awarded on the project	\$
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving non-construction contracts	

### Part III. Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government assistance for housing. (check all that apply)

\_\_\_\_\_ Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the neighborhood or within Genesee County, or similar methods

\_\_\_\_\_ Participated in a HUD program or other program which promotes the training or employment of Section 3 residents

\_\_\_\_\_ Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns

**Attachment J**  
**Federal Award Information**

Genesee County Community Development Block Grant (CDBG) Program

- 1) Recipient Name: City of Mt. Morris
- 2) Recipient's Unique Entity Identifier: N/A
- 3) Unique Federal Award Identification Number (FAIN): B-20-UC-26-0001
- 4) Federal Award Date: TBD
- 5) Period of Performance Start and End Date: TBD
- 6) Amount of Federal Funds Obligated by this action: N/A
- 7) Total Amount of Federal Funds Obligated: N/A
- 8) Total Amount of the Federal Award: \$13,013
- 9) Budget Approved by the Federal Awarding Agency: \$13,013
- 10) Total Approved Cost Sharing or Matching where applicable: N/A
- 11) Federal Award Project Description:
- The City of Mt. Morris shall fund the installation of new sidewalks at locations to be determined throughout the City. This will improve accessibility in the city by providing continuous sidewalks where gaps currently exist.
- 12) Name of federal awarding agency and contact information for awarding official: HUD
- 13) CFDA Number and Name: 14.218
- 14) Identification of whether the award is R & D: N/A
- 15) Indirect Cost Rate for the Federal Award: N/A