

City of Canton
Department of Development
Notice of Funding Available



Guidelines and Application
For
CDBG Funds

2018

Mayor, Thomas M. Bernabei
Rollin Seward, Community Dev. & Planning Director



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Section I - General Information

BACKGROUND

The Community Development Block Grant (CDBG) program is operated by the Department of Housing and Urban Development and provides communities with resources that can be used to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to local government and states.

The CDBG entitlement program allocates annual grants to larger cities and urban counties to assist with the development of viable communities.

Entitlement communities may develop their own programs and funding priorities. However, grantees must give maximum priority to activities that benefit low- and moderate-income persons. A grantee may also carry out activities that aid in the prevention or elimination of slums or blight, and activities meeting an urgent need. CDBG funds may not be used for activities that do not meet these broad national objectives, and this round of funding will only consider applications that benefit low/mod income persons or the elimination of slum and blight.

All awarded activities must fall within the guidelines of the City's Consolidated Plan.

OBJECTIVE

The objective of the City of Canton's CDBG program is to develop viable neighborhoods by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons.

Section II - APPLICATION PROCESS

The Community Development Block Grant (CDBG) is designed to provide communities with resources that can be used to address a wide range of unique community development needs. As a grantee, the City of Canton must give maximum priority to activities that benefit low- and moderate-income persons. The application process is designed to provide applicants with the necessary resources to comply with all Federal requirements and to allow the city to determine that all projects are in compliance with both Federal requirements and the city's Consolidated Plan.

A separate application must be submitted for each program for which funding is being requested.

All applications presented for submission must be sealed upon delivery. Applications that are not sealed will not be time stamped.

"Sealed applications" must be time stamped on or before Noon on November 17, 2017.

Final grant awards will be based on actual funding allocations from HUD.

Grant award determinations and funding agreements will be prepared upon completion and acceptance of the city's Annual Action Plan and receipt of funds from HUD and approval by Canton City Council.

Sealed applications should be labeled and include an original and five (5) copies. Applications must be submitted on or before Noon on November 17, 2017 to:

City of Canton Department of Development
Attention: Reneé Biggums
218 Cleveland Ave SW
PO Box 24218
Canton Ohio 44701-4218

APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

APPLICATIONS WITH MISSING INFORMATION OR DOCUMENTS WILL NOT BE CONSIDERED. ALL REQUESTED INFORMATION MUST BE SUBMITTED AT THE TIME THE APPLICATION IS SUBMITTED.

TECHNICAL ASSISTANCE

City of Canton Department of Development (DOD) staff is available to answer questions regarding this application or provide technical. Please contact Renee Biggums at (330)438-4117.

It is the responsibility of the applicant to become educated on the federal regulations that govern the CDBG program, as well as any state or local standards that apply to their program.

Links to Federal Regulation and other guidelines and information are located on the City website at

<https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html>

and

24 CFR 570

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl

CONTRACTS/SUBRECIPIENT AGREEMENTS

The City of Canton Department of Development will enter into Contracts or Subrecipient Agreements with all agencies that are awarded funds. Contracts and Subrecipient Agreements will contain provisions for cancellation in cases where the Subrecipient fails to adhere to the terms and conditions outlined in the Contract or Subrecipient Agreement or for other unacceptable performance. Contracts and Subrecipient Agreements will:

- Stipulate the total amount of the award;
- Stipulate a specified contract period;
- Indicate the method of funds disbursement; and
- Set forth performance requirements and production schedule.

All applicants will receive written notice of the decisions for awards.

All grant awards must be expended in accordance with the signed contract or subrecipient agreement.

Department of Development staff may contact applicants for verification or clarification of information or for additional information prior to a funding decision.

Recipients who have not complied with the terms of previous agreements (i.e. failure to utilize funds within the time specified, failure to submit requested documents and/or information in the manner requested or in a timely manner, etc.) may be denied funding.

Section III - PROGRAM REQUIREMENTS

Recipients must abide by the requirements detailed in the Federal Register Part II; Code of Federal Regulations Title 24, Housing and Urban Development and Title 42, Public Health, and 2 CFR 200 (cost principles and audits of non-profit organizations); regulations related to lead-based paint hazards, and other applicable federal and state regulations. Additional requirements, including reporting requirements, may be communicated prior to executing a contract or subrecipient agreement.

ELIGIBLE ACTIVITIES

A list of eligible activities are listed on **Attachment I**. Detailed information can be found in the Federal Regulations in 24 CFR 570.

INELIGIBLE ACTIVITIES

CDBG funds may not be used for any activity that is in violation of Federal law or the laws of the state of Ohio. CDBG awards will not be made for any activities that are ineligible in accordance with 24 CFR 570.204.

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

Section 109 of Title I of the Housing and Community Development Act of 1974 states that "no person in the United States shall, on the ground of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Federal financial assistance."

Applicants are required to provide proof of compliance with Canton City Codified Ordinance 507.03 and with State and Federal Affirmative Action and Equal Employment Opportunity Laws. Information regarding Ohio's Employment Law can be found at

<http://www.employmentlawhandbook.com/wage-and-hour-laws/state-wage-and-hour-laws/ohio/>

Information regarding applicants' compliance with Equal Opportunity requirements **must be submitted with the application on Attachment II, Bidder and Contractor Employment Practices Report.**

ENVIRONMENTAL REVIEW AND CLEARANCE

All projects are subject to environmental review, clearance and release of funds by the U.S. Department of HUD. **No project work can begin until the City has notified the recipient that the environmental review process, including historic preservation review and clearance, has been completed. Refer to Attachment III.**

FACILITY STANDARDS

All properties funded with Federal monies must comply with the 2013 Residential Code of Ohio enforced by the City of Canton Building Department and all applicable state and local codes.

FAIR HOUSING

All housing related programs funded with Federal monies must comply with City of Canton Codified Ordinance 515 Fair Housing Code, which is available at:

<https://cantonohio.gov/forms/pdf/CHAPTER%20515%20Canton%20Fair%20Housing%20Code.pdf>

Refer to Attachment IV

LEAD-BASED PAINT REQUIREMENTS

Any project requiring rehabilitation of buildings must comply with HUD Lead-Safe Housing Rule, (24 CFR 35, subparts A through Q), and the Lead Renovation, Repair and Painting Rule (40 CFR 745.80, subpart e). City of Canton staff will perform the initial inspections and recommend appropriate actions.

Copies of the applicable regulations are available for download at:

https://www.hud.gov/program_offices/healthy_homes/enforcement/regulations and <https://www.epa.gov/lead>.

MBE/WBE OR SECTION 3 HIRING REQUIREMENTS FOR REHAB/CONSTRUCTION PROJECTS

Developers who are requesting funding for rehab and/or construction projects are required to hire individuals who reside in the City of Canton and/or contract with small businesses that are owned and operated by persons residing in the City of Canton (Section 3). Section 3 workers must be considered low-moderate income based on HUD income limits and family size. Developers must also comply with the requirements of Executive Order 11625 & 12432 concerning Minority Business Enterprises and Executive Order 12138 concerning Women Business Enterprises. Section 3, MBE, and WBE documentation must be submitted to Grantee, and must be approved by Grantee prior to entering into contract to ensure that the local hiring requirement is met. A minimum of 10% of total project is required for MBE/WBE and/or Section 3 local hiring requirement. Copies of the Executive Orders are available from the Department of Development.

PREVAILING WAGE

Projects involving rehab or construction which are funded with Federal funds may be subject to Davis-Bacon wage determinations as issued by the U.S. Department of Labor. More information can be found at <http://www.dol.gov>

HANDICAPPED ACCESSIBILITY

All public facilities funded with Federal monies must comply with Section 504 Standards. Copies are available for download at

https://www.hud.gov/program_offices/fair_housing_equal_opp/disabilities/sect504.

Attachment V must be completed and submitted with the application as a statement describing the handicapped accessibility of every facility to be assisted with CDBG funds.

ADDITIONAL REQUIREMENTS

All applicants must be in good standing with the city for grants previously received. They must also be in good standing with the City of Canton and Stark County in payment of city income tax, real estate taxes, personal property taxes, water and sewer charges or other city assessments for any properties owned within the City of Canton. **Attachment VI must be completed and submitted with the application to provide authorization to verify this information.**

All applicants must provide a "Letter of Good Standing" for the current year from the State of Ohio. This certificate can be obtained for a nominal fee at:

<https://www.sos.state.oh.us/businesses/business-reports>

Primarily religious organizations must agree to provide all activities under this program in a manner that is free from religious influences. The conditions prescribed by HUD for the use of CDBG funds must be included in the agreement.

ADDITIONAL DOCUMENTS

Additional documents required with the application:

- Organizational chart with all vacancies indicated
- Position descriptions for all affected staff positions
- Applicant's most recent audit report
- Applicant's operating budget for the current year
- Internal Revenue Service 501 (c) designation
- Articles of Incorporation
- Agency by-laws
- Certificate of Good Standing from the Secretary of State **(most current year)**
- List of all current members of the organization's board of directors
- Copy of the organization's conflict of interest policy/questionnaire
- Board minutes for last 3 meetings
- Agency brochure or printout of website

Approved projects also may be required to show:

- Property deeds
- Proof of insurance

Section IV - Financial Information

FUNDING/FUNDS DISBURSEMENT

The City of Canton may award up to \$2 million CDBG funds through this Request For Proposals. The City of Canton reserves the right to reject any or all proposals and to waive any informalities or irregularities in applications/proposals received.

Funds will be disbursed on a reimbursement basis only.

No funds will be disbursed until approval of budget and receipt of all items identified in this document and requested in the application process. CDBG subrecipients will request their grant award reimbursement by submitting the Request for Payment Form with proof of payment which details itemized expenditures.

Acceptable proof of payment

Proof of payment must be in a form that clearly shows that payment was made. Original or copies of receipts or invoices are acceptable. If the documents submitted do not show clearly that payment was made by the applicant, a copy of a canceled check for the payment must be submitted with the request.

REPORTING AND MONITORING

All CDBG subrecipients shall be required to submit status reports to the City of Canton at various intervals. Reports may include, but are not limited to, the following information:

- Breakdown of services provided and demographic information on the persons served;
- Status of rehab and/or construction

City of Canton staff will monitor the use of grant funds through a combination of a review of all submitted reports, audit review, and site visits.

AUDITS/CATALOG OF FEDERAL DOMESTIC ASSISTANCE

The Catalog of Federal Domestic Assistance number (CFDA) for CDBG is 14.218. This number must be made available to the accountants who perform your organization's audit or audited financial statements.

All non-Federal entities that expend \$750,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, Regulation 2 CFR Part 200, the Compliance Supplement and Government Auditing Standards. A single audit is intended to provide a cost-effective audit for non-Federal entities in that one audit is conducted in lieu of multiple audits of individual programs.

Section V - REQUEST FOR PROPOSALS (RFP'S)

PROGRAM DESCRIPTION

Public Service Activities

The City's funding for public service projects is minimal unless the project is undertaken by a Community Based Development Organization (CBDO). **The City will not fund youth summer job programs.** Proposals for job training must provide specific details of how the program will assist the client with seeking permanent employment.

Housing Activities

The City is seeking housing partners with extensive experience in the maintenance, repair and rehabilitation of housing. Projects proposed in the NRSA areas will receive additional points.

- CANTON CARES NEIGHBORHOOD RESIDENTIAL REPAIR PROGRAM: Funding will be available to provide housing rehabilitation and repair assistance to homeowners residing within the City's Neighborhood Revitalization Strategy Areas (NRSAs) and other target areas. Applicants who are able to leverage/match City funding will receive priority for funding. Applications must include project details, **including a pipeline of addresses** and general scope of work for each address and a budget. (Ex. roof and furnace \$8,000)

Rehabilitation Requirements: Inspections of all properties shall be conducted by the City of Canton. The Development Partners will evaluate the condition of owner occupied, single family housing and prepare a Scope of Work, which must receive City approval prior to initiation of work. The rehabilitation Scope of Work must meet the City of Canton Building and Code standards. In the NRSA areas, at least 51% of homeowners assisted must have household incomes at or below 80% of the Area Median Income, allowing households who are over 80% to be assisted. In non NRSA target areas, **each** household assisted with grant funds must be owner-occupied, with household income at or below 80% of the median income. Income is adjusted by household size, as set forth annually by the U.S. Department of Housing and Urban Development (HUD).

Development Partner Qualifications: For residential rehabilitation programs, the Development Partner must have demonstrated experience with the rehabilitation of single family properties. This experience includes evaluating property conditions, identifying building code violations, preparing a written rehabilitation scope of work, determining rehabilitation costs; obtaining required building permits and inspections, and having a general contractor license in good standing with the City of Canton, as well as, being a LEAD Safe Renovator with both company and EPA certifications. Stringent HUD guidelines for Lead paint and asbestos must be followed.

PROGRAM INCOME: Any/all program income generated from the program activities shall be returned to the City of Canton.

COMPENSATION: When determined to be appropriate, a Developer's fee, not to exceed 10% of the total project cost may be allowed. The DOD may adjust the fee based on the project. Project delivery costs will be paid based on actual costs.

CAPACITY: The Department of Development will consider the capacity of Development Partners in the evaluation of individual RFP proposals. **In particular, the Department of Development will require evidence that agencies have the financial ability to cover program expenses, such as rehab costs, in advance of cash reimbursement by the City of Canton.**

PROGRAM AWARDS: Successful applicant(s) will be determined by the scope and capacity of the agency to conform to the requirements of the RFP and the City of Canton's determination of the agency's capability of providing the best service for qualified clientele, the applicant's past performance, and overall project cost.

Applications will be scored based on pre-defined criteria, some of which is weighted based on the overall goals of the City of Canton's Annual Action Plan. Successful applicant(s) will enter into a contract agreement with the City of Canton.

The City of Canton reserves the right to review employee qualifications of the agencies who will be undertaking the proposed project(s). *The City of Canton reserves the right to reject any or all proposals and to waive any informalities or irregularities in applications/proposals received.*

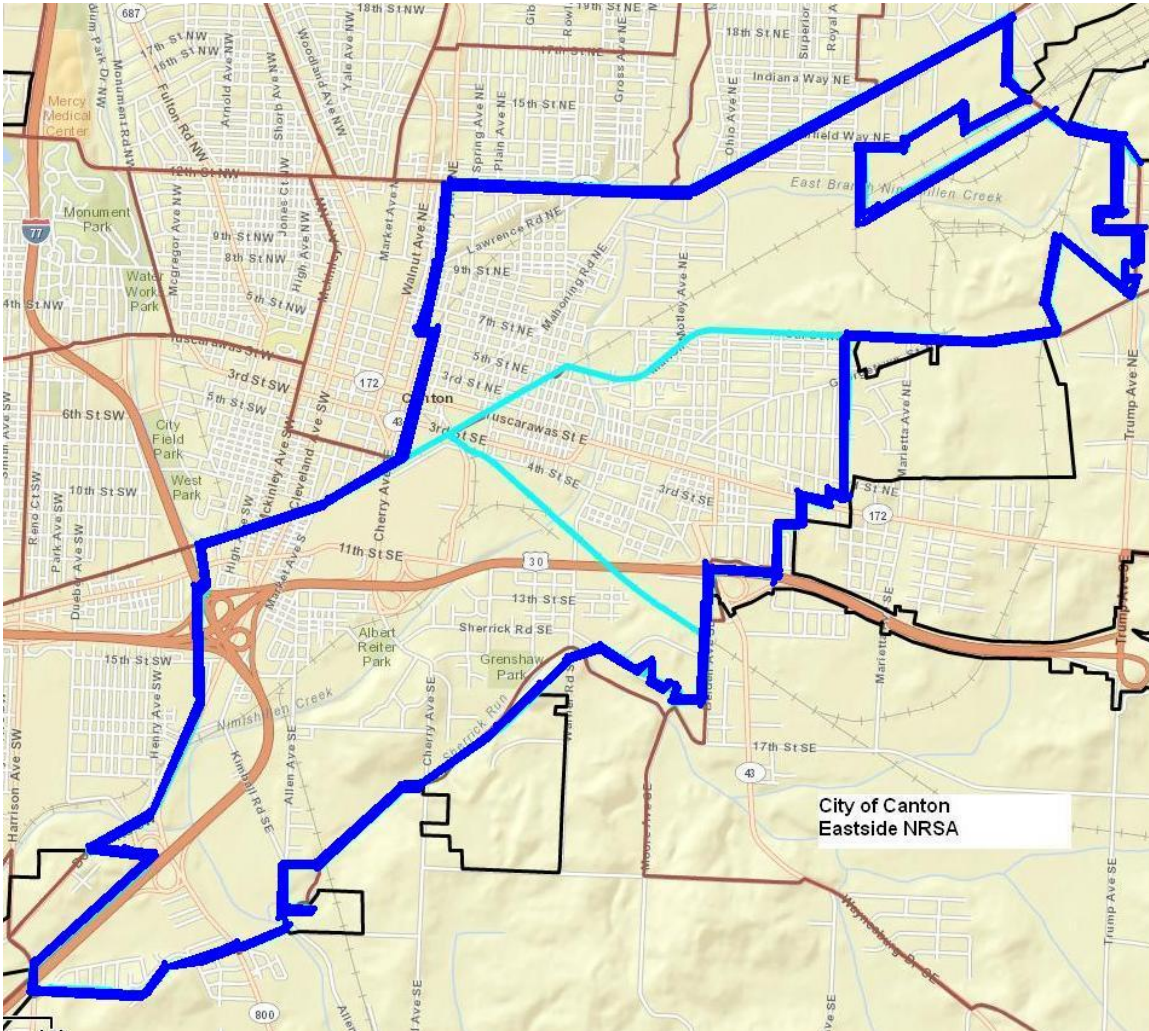
Target Area

Within the Community Development Block Grant (CDBG) program, a local jurisdiction can designate specific areas or neighborhoods as a Neighborhood Revitalization Strategy Area (NRSA). The NRSA allows greater flexibility in the use of CDBG funding that would promote the revitalization of those specified areas.

The City of Canton has established two NRSA areas:

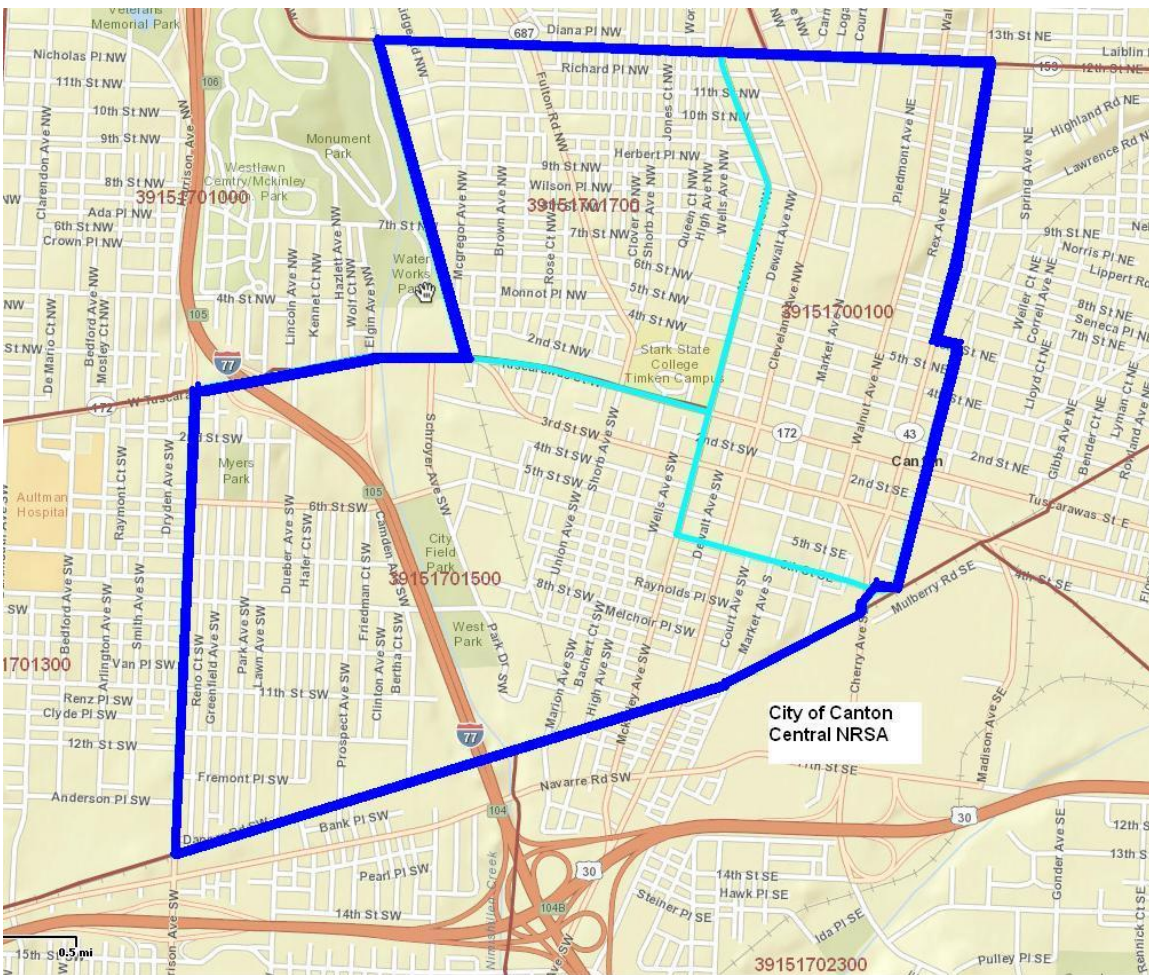
Eastside NRSA

The Eastside strategy area covers much of the northeast and southeast sections of the city, including neighborhoods east of Cherry Street, and south of 12th and Mahoning Road on the northeast side, and the neighborhoods along East Tuscarawas Street and along Sherrick Road in the southeast side. The area coincides with the following U.S. Census tracts: 7018, 7021, and 7023.



Central NRSA

The Central strategy area covers the downtown and surrounding neighborhoods to the west, and is generally bounded by 12th Street on the north, Cherry Street on the East, Navarre Road on the south, and Harrison Avenue and Monument Road on the west. The area coincides with the following U.S. Census tracts: 7001, 7015, and 7017.



Through its Neighborhood Revitalization Strategy Area Plan, the City of Canton will be able to target public investment and encourage private investment in neighborhoods that need an extra push, resulting in measurable improvements to these areas, benefitting both the residents and the City as a whole. Broad community objectives have been developed and key strategies outlined in the City's NRSA Plan to help improve the quality of life and transform these two areas into neighborhoods where people desire to live, work, and play. Key strategies include housing preservation and development; elimination of blight and blighting influences such as vacant, abandoned buildings and lots; improvements to public facilities and infrastructure; and economic development. Using the tools provided by the NRSA Program, and with the cooperation of various government agencies, business groups, neighborhood organizations, and housing agencies, the City can help these neighborhoods reach their fullest potential and become true neighborhoods of choice.

APPLICATION CHECKLIST

Documents to be returned as part of application

Check the appropriate box. If item is not included, please explain at the bottom of this page or attach additional pages if needed.

APPLICATIONS WITH MISSING INFORMATION OR DOCUMENTS WILL NOT BE CONSIDERED. ALL REQUESTED INFORMATION MUST BE SUBMITTED AT THE TIME THE APPLICATION IS SUBMITTED.

Yes	No	APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT CHECKLIST
		Signed, completed, original application (2 pages)
		Bidder and Contractor Employment Practices Report (Attachment II) (4 pages)
		Environmental Review (Attachment III) (1 page)
		Fair Housing Statement (Attachment IV) (1 page)
		Mission Statement and Project Summary
		Sources and Uses of Funding
		Handicapped Accessibility Statement (Attachment V) (1 page)
		Affidavit (Attachment VI) (1 page)
		Organizational chart with all vacancies indicated
		Position descriptions for all affected positions
		List of current Board members
		Most recent audit report
		Operating budget for the current year
		Internal Revenue Service 501 (c) designation
		Articles of Incorporation
		Agency by-laws
		Certificate of Good Standing (<i>current year</i>)
		Conflict of Interest Policy
		Board minutes for 3 months
		Agency brochure or website printouts
		Property deeds, if applicable
		Proof of Insurance, if applicable

2018 Community Development Block Grant Application

Legal Name of Organization: _____

Mailing Address: _____

Project Name: _____

Project Address/Location: _____

_____ Located in Council Ward#: _____

Agency Federal Tax ID# _____

Agency DUNS number _____

Total Project Cost: \$ _____ Funding Requested: \$ _____

Mission Statement

Organization Mission Statement: _____

Contact Person *(This is the person who will receive ALL grant-related information, i.e. correspondence, telephone calls, e-mails, etc.):*

Name: _____

Title: _____

Telephone: _____ Fax: _____

E-mail: _____

Contact for financial information if different from above. *(This is the person who will sign all documents and requests for disbursement, etc.):*

Name: _____

Title: _____

Telephone: _____ Fax: _____

E-mail: _____

The undersigned certifies that:

- a) The information contained in this document is complete and accurate;
- b) The proposed program/project described in this application meets the National Objective of benefiting low and moderate-income persons, as described by CDBG Federal Regulations;
- c) The applicant shall comply with all Federal, state, and city laws, policies and requirements affecting the CDBG Program;
- d) Sufficient funds are available from non-CDBG sources to complete the project as described if CDBG funds are awarded.

Signature of Authorized Applicant Representative

Date

Name and Title of Authorized Applicant Representative (Please print or type)

Project Summary

Additional pages may be added if needed.

Briefly describe the proposed project. The narrative should include the need or problem to be addressed in relation to the City of Canton's Consolidated Plan or other community development priorities, as well as the population to be served or the area to benefit.

Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method or approach, and the implementation schedule.

Describe clients to be served in terms of age, gender, ethnicity, income level, and other defining characteristics.

Who will carry out the activities?

What is the period over which the activities will be carried out?

For service programs, include how you propose to coordinate your services with other community agencies and leverage resources.

Sources and Uses of Funding

Estimated total project cost: \$_____

*Attach certified engineer's/architect's estimate for bricks and mortar project

Complete the detailed project budget below:

Types of Funding Utilized						
Sources (Examples)	City CDBG	Private	In-kind	Other Federal	State	TOTAL
TOTAL						

List other funding obtained or solicited for this project (including other public funds, private funds, and foundations). All projects must include funding from other sources. Due to the limited amount of HUD dollars available, *no agency's project can be 100% CDBG funded.*

<u>Funding Sources</u>	<u>Committed Amount</u>	<u>Pending Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total	=====	=====

PERSONS BENEFITTED & CDBG COST PER BENEFICIARY

- How many persons will the project benefit within the qualified geographic area?
 - ☐ 1,000+
 - ☐ 300-499
 - ☐ 100-199
 - ☐ 500-999
 - ☐ 200-299
 - ☐ At least 50
- What is the CDBG cost per beneficiary? To calculate this divide the CDBG requested amount by the number of beneficiaries.
 - ☐ \$500 or less
 - ☐ \$1,501- \$2,500
 - ☐ \$4,001- \$6,000
 - ☐ \$501- \$1,500
 - ☐ \$2,501- \$4,000
 - ☐ \$6,001- \$10,000

PROJECT ELIGIBILITY BY NATIONAL OBJECTIVES

(Your project must meet one of the following national objectives below; please complete the objective section applicable to your project.

☐ **L/M Income Area Benefit**

In what specific census tract(s) and block group(s) will your program or project operate?

☐ **L/M Income Housing**

How many LMI households will benefit?

☐ **L/M Income Jobs**

How many permanent jobs will be created or retained by L/M income persons or be available to L/M income persons?

Agency Information

How many years has the agency been in service?
List the types of services the agency provides.
How many people does the agency serve? Provide a breakdown by characteristic, ie, children, elderly.
Describe the agency's experience with federal programs and the agency's capacity to carry out this program.

Attach a list of staff who will be involved in the project. Include name, title, years of experience and their responsibilities related to this project.
Financial capacity. Attach the agency's current operating budget. Identify set commitments for ongoing funding. The city will only fund reimbursement grants. If you are funded, you will be required to show proof that funds are available to operate the program while reimbursements are processed.

Attachment I

ACTIVITY TYPES

	Acquisition or Disposition of Real Property
	Public Facility Improvements
	Senior Centers
	Handicapped Centers
	Homeless Facilities
	Youth Centers
	Neighborhood Facilities
	Parks, Recreational Facilities
	Parking Facilities
	Sidewalks
	Child Care Centers
	Tree Planting
	Health Facilities
	Facilities for Abused and Neglected Children
	Asbestos Removal
	Facilities for AIDS Patients
	Operating Costs of Homeless/AIDS Patients Programs
	Providing public services
	Senior Services
	Handicapped Services
	Legal Services
	Youth Services
	Transportation Services
	Substance Abuse Services
	Services for Battered and Abused Spouses
	Employment Training
	Crime Awareness/Prevention
	Tenant/Landlord Counseling
	Child Care Services
	Health Services
	Services for Abused and Neglected Children
	Mental Health Services
	Housing Counseling
	Neighborhood Cleanups
	Food Banks
	Direct Homeownership Assistance
	Housing Rehab Program
	Economic Development
	Direct Financial Assistance to For-Profits
	Technical Assistance
	Micro-Enterprise Assistance



Attachment II

(Complete and submit with application)

BIDDER AND CONTRACTOR EMPLOYMENT PRACTICES REPORT

I. INSTRUCTIONS

I. INSTRUCTIONS

- A. This form is designed to provide an evaluation of your policies and practices relating to the extension of equal employment opportunity to all persons regardless to race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity.
- B. City of Canton Codified Ordinance 507 and rules and regulations pursuant thereto provide for a contract compliance inspection of personnel policies and practices related to any contract with the City including contracts for work, labor, services, supplies, equipment, materials, leases, concession agreements, and permits.
- C. Completion of this Contractor and Bidder Employment Practices Report is one of the steps which demonstrate compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with the Program by the vendor and its subcontractors rests with the vendor or subcontractor. Such demonstration is a pre-requisite for continued eligibility for the award City contracts.

II. VENDOR OR BIDDER INFORMATION

1. REPORTING STATUS			
a. Prime Contractor	b. Prime Sub-Contractor	c. Supplier	d. Other (<i>Specify</i>)
2. NAME, ADDRESS, AND TELEPHONE NUMBER OF BIDDER COVERED BY THIS REPORT:			
3. NAME, ADDRESS, AND TELEPHONE NUMBER OF PRINCIPAL OFFICIAL OR MANAGER OF BIDDER:			
4. NAME, ADDRESS, AND TELEPHONE NUMBER OF PRINCIPAL OFFICE OF BIDDER:			

EVALUATION

<input type="checkbox"/> Compliance	<input type="checkbox"/> Follow-Up Needed _____
<input type="checkbox"/> Non-Compliance	

III. POLICIES AND PRACTICES

The bidder and the Contractor will indicate his willingness or unwillingness to comply with the requirements of the Equal Employment Opportunity Program of the City of Canton by encircling the applicable letter associated with each item below. The letters are interpreted as follows:

A. Current Practice unable to adopt policy **B.** Company will immediately adopt this policy **C.** Company is unwilling or is unable to adopt policy

CIRCLE ONE	ITEMS	STATE REASON IF (C) IS CHECKED
A B C	1. The Company will adopt a policy of non-discrimination on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity, with regard to recruitment, hiring, training, upgrading, promotion and discipline of employees or applicants for employment. This policy will be communicated in writing to all employees, subcontractors, recruitment sources and all relevant labor organizations and unions.	
A B C	2. The Company will develop procedures which will assure that this policy is understood and carried out by managerial, administrative, supervisory personnel.	
A B C	3. The Company will use recruitment sources such as employment agencies, unions, and schools which have a policy of referring applicants on a non-discriminatory basis.	
A B C	4. The Company will participate in training programs for the benefit of employees or prospective employees, according to the intent of City Codified Ordinance 507.	
A B C	5. Company recruiters will seek a broad recruitment base in order that a representative cross-section of applications might be obtained, and will refrain from a hiring policy which limits job applicants to persons recommended by company personnel.	
A B C	6. Company will take steps to integrate any position, departments, or plant locations which have no minority persons, or are almost completely staffed with one particular ethnic or racial group.	
A B C	7. Company will review its qualifications for each job to determine whether such standards eliminate unemployed persons who could, if hired, perform the duties of the job adequately. The following qualifications should be reviewed: Education, Experience, Tests, and Criminal Records.	
A B C	8. Residence in a particular geographical area will not be a qualifying or disqualifying criterion for employment with the Company.	
A B C	9. The Company will provide that all bargaining agreements with employee organizations, including labor unions, have non-discrimination clauses requiring equal employment opportunity.	

IV. EMPLOYMENT DATA

Please note that this data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any Federal, State or local law. All specified data are required to be filled in by law. Please provide truthful and accurate information. If information provided is found to be false, bidder/contractor will be subject to the loss of all future awards.

	Overall Total Male & Female	Male	Female	MALE				FEMALE			
				African American	Asian American	Native American	Hispanic	African American	Asian American	Native American	Hispanic
Officials, Managers, & Supervisors											
Professionals											
Technicians											
Part-Time Seasonal											
Office and Clerical											
Craftsmen (Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Service Workers											
TOTAL											

REMARKS: Please explain any identification data appearing on the last report which differs from that given above. This includes major changes in employment, changes in composition of reporting units, and other pertinent information. Use a separate sheet if additional space is required.

V. ADDITIONAL INFORMATION (OPTIONAL)

Describe any other action taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, religion, color, sex, national origin, disability, sexual orientation, or sexual identity. Use separate sheet if additional space is required.

VI. POLICY STATEMENT

THE CITY OF CANTON, OHIO IN CONFORMANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS, REQUIRES EACH VENDOR, CONTRACTOR, AND MATERIAL SUPPLIERS WORKING ON CITY PROJECTS OR AWARDED CITY CONTRACTS BE SIGNATURES OF THE FOLLOWING STATEMENTS:

- 1) IT IS THE POLICY OF _____ THAT EQUAL EMPLOYMENT OPPORTUNITIES BE AFFORDED TO ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR SEXUAL IDENTITY.
- 2) IN SUPPORT OF THIS DOCUMENT _____ WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT BECAUSE OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR SEXUAL IDENTITY.
- 3) _____ WILL TAKE AFFIRMATIVE ACTION TO INSURE THAT APPLICANTS FOR EMPLOYMENT AND CURRENT EMPLOYEES ARE TREATED FAIRLY WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR SEXUAL IDENTITY. SUCH ACTION WILL INCLUDE BUT NOT BE LIMITED TO RECRUITMENT, ADVERTISING, OR SOLICITATION FOR EMPLOYMENT, HIRING, PLACEMENT, UPGRADING, TRANSFER OR DEMOTION, SELECTION FOR TRAINING INCLUDING APPRENTICESHIP RATES OF PAY OR OTHER FORMS OF COMPENSATION, LAYOFFS OR TERMINATION.
- 4) _____ WILL MAKE EVERY EFFORT TO COMPLY WITH MINORITY UTILIZATION GOALS AS FOLLOWS: (9%) NINE PERCENT MINORITIES IN YOUR WORKFORCE ON THE JOB, (6.9%) SIX POINT NINE PERCENT FEMALE UTILIZATION ON THIS JOB, AND (10%) TEN PERCENT OF CONTRACT AMOUNT EXPENDED WITH MINORITY BUSINESS ENTERPRISES, WOMEN-OWNED BUSINESS ENTERPRISES OR A COMBINATION OF BOTH.
- 5) _____ SHALL REQUIRE EACH SUBCONTRACTOR HIRED FOR THIS PROJECT TO ADHERE TO THIS STATEMENT.

VII. SIGNATURE

THE UNDERSIGNED CERTIFIES THAT HE/SHE IS LEGALLY AUTHORIZED BY THE VENDOR/BIDDER TO AFFIRM ALL INFORMATION AND STATEMENTS INCLUDED IN THIS EMPLOYMENT PRACTICES REPORT. THAT HE/SHE HAS READ ALL OF THE FOREGOING STATEMENTS, REPRESENTATIONS, AND AFFIRMATIONS AND THAT THEY ARE TRUE AND CORRECT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF. THE UNDERSIGNED, UNDERSTANDS THAT IF ANY OF THE STATEMENTS AND REPRESENTATIONS ARE MADE KNOWING THEM TO BE FALSE OR THERE IS A FAILURE TO IMPLEMENT ANY OF THE STATED INTENTIONS OR OBJECTIVES, SET FORTH HEREIN, WITHOUT PRIOR NOTICE TO THE OFFICE OF COMPLIANCE, THE BIDDER/CONTRACTOR COULD BE SUBJECT TO LOSS OF CURRENT AND FUTURE AWARDS.

Firm or Corporation Name:

SIGNATURE

Title

Date of Signing

ENVIRONMENTAL CERTIFICATION

Attachment III

The business or organization understands and agrees that:

- All Federally funded projects must obtain environmental clearance prior to **any portion** of the project moving forward or project funds will be rescinded and/or repaid to the City of Canton Department of Development.
- The environmental review must cover the **entire scope of the project**, as presented in this application. The project is defined and includes all line items listed in the application and all aspects necessary for the successful completion of the project, including both **private** and **public**, on- and off-site investment, by any party.
- If the project involves construction, federal regulations may require that a public notice be published in the area's newspaper of general circulation and that a public comment period be observed. This process will take a minimum of 45 days. If comments are received, this process may take longer.
- Local and regional governmental and civic bodies must be notified of the project's potential effects on various aspects of the environment. In addition, the environmental review process may include coordination with several regulatory entities. These entities may have requirements such as archaeological studies, special permitting, and mitigation measures.
- If a purchase option is offered prior to the environmental review being completed, the option must contain contingency language indicating that there will be no transfer of the title to the purchaser until all environmental review procedures have been completed. Any deposits made must be nominal or refundable.

I certify that _____ (business or organization) understands the information provided and will not begin any portion of the project until a written clearance is obtained by the applicant. I further certify that I make this commitment on behalf of _____ (business or organization).

This certification is duly authorized and executed this _____ day of _____ 20 ____.

Signature

Witness

Authorized Business or Organization Representative
Typed or Printed Name and Title

Witness Name Typed or Printed

As a duly authorized representative of The City of Canton, I certify that I have explained the environmental review process to the authorized business or organization representative.

Signature

Environmental Review Analyst (Typed or Printed Name and Title)

FAIR HOUSING CERTIFICATION

Attachment IV

I hereby certify on behalf of the following agency:

_____, that there are no current, past, or unresolved fair housing violations. I also certify that if a Conciliation Agreement has been entered into with the City of Canton Fair Housing Commission, there are no past or current violations of non-compliance to any agreement.

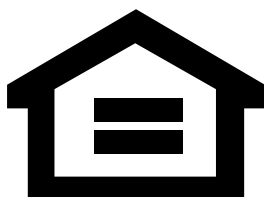
Printed Name
On behalf of the Agency

Signature
On behalf of the Agency

Date

On Behalf of the City of Canton Fair Housing Commission:

I have verified the above information and confirm that the above is accurate and that there are no current, past, or unresolved fair housing violations. I also certify that if a Conciliation Agreement has been entered into with the City of Canton Fair Housing Commission, there are no past or current violations of non-compliance to any agreement.



EQUAL HOUSING
OPPORTUNITY

Teri Hawkins Ross
Fair Housing Manager

Date

Handicapped Accessibility Statement
Required for projects involving public services
or rehabilitation of public facilities
Attachment V
(Complete and submit with application)

- _____ Yes _____ No There is sufficient accessibility so that persons with disabilities have an equal opportunity to participate in and benefit from the program.
- _____ Yes _____ No The same range of choices and amenities are offered to persons with disabilities as those offered to others.
- _____ Yes _____ No Steps are taken to assure that information regarding the availability of accessibility assistance reaches individuals with disabilities.
- _____ Yes _____ No Reasonable non-discriminatory steps are taken to maximize participation by eligible individuals.
- _____ Yes _____ No Are offices and facilities located on an accessible route and those which can be approached, entered, and used by individuals with physical disabilities?

The Federal Fair Housing Act (FHA) 42 U.S.C. §§ prohibits discrimination in housing practices on the basis of race, color, religion, sex, national origin, familial status, and disability. The Act prohibits housing providers from discriminating against persons because of their disability or the disability of anyone associated with them and from treating persons with disabilities less favorably than others because of the disability. The Act also requires housing providers "to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person(s) equal opportunity to use and enjoy a dwelling." In addition, the Act requires that housing providers allow tenants to make reasonable modifications to units and common spaces in a dwelling. The Act applies to the vast majority of privately and publicly owned housing including housing subsidized by the federal government or rented through the use of Section 8 voucher assistance.

Mechanical rooms and other spaces that, because of their intended use, will not require accessibility to the public or beneficiaries or result in the employment or residence therein of individuals with physical disabilities are not required to be made accessible in projects.

AFFIDAVIT
Attachment VI
(Complete and submit with application)

Program Name: _____

Organization Name: _____

Organization Address: _____

STATE OF OHIO)

COUNTY OF STARK §
)

TO WHOM IT MAY CONCERN:

Pursuant to Canton City Council Ordinance 205-2010 as attached, labeled Exhibit A, the undersigned certifies that to the best of his/her knowledge, any officers, director, trustee, or their spouse and/or other immediate family members (are/are not) delinquent in the payment of any indebtedness to the City of Canton, any other municipality, township, county, state or federal entity, including City Income Tax, real estate taxes, personal property taxes, water and sewer charges or other City assessments for any properties owned within the City of Canton.

The undersigned hereby authorizes the City of Canton Department of Development, to be given information concerning income tax filing status, real estate taxes, personal property taxes, water and sewer charges or other City assessments, and the existence of any delinquencies.

Further, the undersigned states that (he/she) or that to the best of his/her knowledge, any officers, director, trustee, or their spouse and/or other immediate family members is (related/not related), personally and/or through business to (any/the following) City of Canton employee(s) or elected official(s):

COMPLETE ONLY IF RELATIONSHIP EXISTS:

1) Relative's Name _____

Relative's Title/Department _____

2) Relative's Name _____

Relative's Title/Department _____

Signed _____
(Signature/Title)

Signed _____
(Signature/Title)

Sworn to before me and signed in my presence this _____ day of _____ 20____

Signed: _____

My commission expires: _____



Attachment VII: Grant and Loan Requirements
Per City of Canton Ordinance
(Ord. 205-2010. Passed 11-8-10.)

105.07 GRANT AND LOAN APPLICANT REQUIREMENTS

- (a) No person, partnership, corporation and/or unincorporated association shall be eligible to receive any grant or loan from Community Development funds or tax incentive, whether administered directly by the Department of Development or indirectly through a program administered by a non-profit agency on behalf of the City, unless the applicant is paid in full or is current and not otherwise delinquent in the payment of any of the following:
 - (1) Any outstanding judgments, liens, grant or delinquent loan obligations owed to the City of Canton, any other municipality, township, county, state or federal governmental entity;
 - (2) Utility bills for water, sewer and sanitation services owed to the City of Canton;
 - (3) Income taxes (to include mandatory wage withholding by employers) owed to the City of Canton, any other municipality, township, county, state or federal governmental entity;
 - (4) Real estate taxes and assessments on any properties owned by the applicant;
 - (5) Personal property taxes owed to the Stark County Auditor and/or State of Ohio; or
 - (6) Any outstanding loans, grants, subsidies or other entitlements received from any federal or state funded Housing and Community Development Program.
- (b) The applicant shall be required to provide to the City of Canton a notarized statement averring that the applicant is paid in full or is current and not otherwise delinquent in the payment of obligations listed in subsections (a) (1-6).
- (c) Falsification of such statement shall result in cancellation of any grant or loan received, and the applicant shall be required to refund any grant or loan funds received.
- (d) Council may waive or modify the requirements of this section as applied to a particular applicant if in the interest of justice, and upon consideration of the surrounding circumstances, such waiver or modification is deemed reasonably necessary by Council.
- (e) Under any Department of Development program in which the combined household income of all members is calculated for the purpose of determining income eligibility of the applicant, no applicant shall be eligible to receive any grant or loan from Department of Development if any co-applicant or other member of the same household is delinquent in the payment of any of the categories listed in subsection (a) hereof.
- (f) Notwithstanding the above, this section shall not apply to any individual, partnership, corporation or incorporated association seeking assistance under a HOME Repair or Emergency Shelter program grant, at the time of application.
- (g) No partnership, corporation or unincorporated association which has as one of its partners, shareholders, or owners, any person who is twenty percent (20%) or greater equity owner in such partnership, corporation or unincorporated association and who is delinquent in any of the categories listed in subsection (a) hereof, shall be eligible for the award of any grant or loan. No person who is a twenty percent (20%) or greater equity owner in any partnership, corporation or unincorporated association which is delinquent in any of the items listed in subsection (a) hereof shall be eligible for the award of any grant or loan.

- (h) The Department of Development and any other department which may hereinafter or presently administer the awarding of grants and loans to applicants under any program shall establish guidelines and screen applicants consistent with the foregoing requirements. All City Departments shall comply with the requests of the Department of Development and any other department for information, which is made pursuant to this section.
- (i) The Department of Development, for programs within its administration and authority, may waive or modify the requirements of this section, under appropriate surrounding circumstances, where a strict interpretation of this section would not further the established goals of the Department.

ATTACHMENT VIII

CITY OF CANTON COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

EVALUATION AND SELECTION PROCESS

The City of Canton Department of Development will evaluate grant applications and make recommendations to the administration and City Council for funding. A maximum of 100 points is possible.

Part I – Meeting National Objectives (30%)

- This section is designed to evaluate each application based on HUD eligibility requirements and guidelines. A maximum of 25 points is possible in this section.

NOTE: Points will be awarded based upon the evaluation criteria (number of persons, jobs or cost/beneficiary) that results in the highest points.

Benefit Low- and Moderate-Income Persons

- The application will be evaluated against only one of the following low/mod categories:
A) geographic area; B) limited clientele; C) housing; D) jobs.

A. The project or service benefits a **geographic area** where at least 51% of residents benefiting are low- and moderate- income as verified by 2010 Census data. An example is construction of a neighborhood playground, or a community center servicing a predominantly lower income area.

25 points – project or service will benefit 1,000+ persons within the qualified geographic area or CDBG cost is \$500 or less per beneficiary.

20 points – project or service will benefit between 500-999 persons within the qualified geographic area or CDBG cost is between \$501 - \$1,500 per beneficiary.

15 points – project or service will benefit between 300-499 persons within the qualified geographic area CDBG cost is between \$1,501 - \$2,500 per beneficiary.

10 points – project or service will benefit between 200-299 persons within the qualified geographic area of CDBG cost is between \$2,501 - \$4,000 per beneficiary.

5 points – project or service will benefit between 100-199 persons within the qualified geographic area or CDBG cost is between \$4,001 - \$6,000 per beneficiary.

1-4 points – project or service will benefit at least 50 persons within the qualified geographic area or CDBG cost is between \$6,001 - \$10,000 per beneficiary.

Divide the CDBG amount requested by the number of beneficiaries.

- B. Program or service benefits a **limited clientele**: elderly, abused children, battered spouses, homeless persons, low-and moderate-income persons or more, and/or persons with disabilities.

25 points - project will benefit 1000+ persons

20 points - project will benefit 500 persons

15 points - project will benefit 400 persons

10 points – project will benefit 300 persons

5 points – project will benefit at least 100 persons

Divide the number of beneficiaries by the total population of the community according to the 2010 census.

In many cases, applications are taken from individuals as a condition of participation in this program or the activity will exclusively serve these persons. An example is a day care scholarship program for lower income households, a senior citizen center, or the purchase of a senior citizens bus.

- C. Activity which assists in the acquisition, construction, or improvement of permanent residential **housing** or structures that benefit L/M income persons only to the extent that housing is occupied by L/M income persons. This includes activities directed towards homeownership.

25 points - project will benefit more than 100 households.

20 points - project will benefit 50 -100 households.

15 points – project will benefit less than 50 households.

- D. Special economic development activities that are located in a predominately L/M income neighborhood and serve the L/M income residents or involve the creation of **jobs**, the majority of which are for the employment of L/M income persons. This activity must create or retain permanent jobs, at least 51% of which, on a full time equivalent (FTE) basis are either held by L/M income persons or considered to be available to L/M income persons.

25 points - project will create or retain 150+ FTE jobs.

20 points - project will create or retain 100-149 FTE jobs.

15 points - project will create or retain 50-99 FTE jobs.

10 points – project will create or retain 25-49 FTE jobs

5 points – project will create or retain 5-24 FTE jobs

Bonus Points

5 points – project is located in or serves residents of a Neighborhood Revitalization Strategy Area.

Part II – Project Design and Impact (45%)

A. Leveraging of Funds – Possible 10 Points

The City will not fund 100% of any grant request. Points will be given for matching funds. Total matching funds includes in-kind contributions as well as funds leveraged from other sources such as Sisters of Charity, United Way etc. In-kind match is allowed but must be documented in a form provided by the City. Award letters or other documentation must be submitted that states the source of funds, the amount committed and the date when funds will be available. If funds are not committed, points will not be awarded for that portion.

Match % of requested funding

10 points – 100% or more

8 points - 51 - 80%

6 points – 26 - 50%

4 points – 11 - 25%

2 points – 0 - 10%

B. Operating Capacity

All projects are funded on a reimbursement basis only.

5 points – Agency has cash on hand to operate an effective program while reimbursements are pending. (Estimated time for reimbursements to be processed is 30 days.)

C. Community or Project Support – Possible 5 Points

5 points – Agency met with those affected by the proposed activity residents, businesses, others. There was evidence of involvement and support that were documented by news articles, flyers, sign-in forms, minutes, petitions, letters of support etc.

3 points – Written support or request for problem to be addressed (letters, council minutes).

1 point - Verbal support or requests for problem to be addressed

D. Quality of the Application – Possible 5 Points

5 points – the grant application is clear, complete, typewritten and includes all supporting documentation and the community need and strategy is clearly stated.

3 points – the grant application is missing information or materials at the time of submission that can be easily obtained, but the need and strategy is clearly stated.

1 point – the grant application is complete but the need and strategy is not clearly stated.

E. Long Term Impact – Possible 5 Points

5 points – the project or service will have a long term, permanent impact on the community. The impact is measurable and sustainable. The impact is clearly quantified in the grant application (i.e. dollars saved, investment generated, jobs created or retained).

3 points – project or service is a long term, permanent improvement to the community. Activity can continue or physical improvements can be maintained without additional future federal funds.

1 point – there is a strong likelihood that the project or service can continue without additional future federal funds, but the project or service will not make a long term permanent improvement to the community.

F. Health or Safety Need – Possible 5 Points

5 points – project alleviates an emergency, survival, health or safety need as clearly documented by an appropriate (third party) authority.

3 points – project alleviates a high degree of traffic endangerment, helps to reduce a high crime area, or similar situations.

1 point – project alleviates a lesser degree of the above listed concerns.

G. Percent of L/M Population Served - Possible 10 points

10 points - 80.1+%

7 points - 70.1-80.0%

5 points - 60.1-70.0%

3 points - 50.1-60.0%

1 point - 41.1-50.0%

Part III – Timeliness/Past Performance (25%)

A. Experience

10 points – Agency is established in the community and has successfully carried out similar projects.

5 points – Agency is established in the community, but is not experienced with this type of project.

B. Timeliness/Past Performance/Past Receipt – Possible 10 points

10 points – the applicant's most recent CDBG funded project was completed and all CDBG funds spent within 18 months of the award date with CDBG staff approved time extensions due to weather, site conditions, contractor problems or other problems

beyond the control of the applicant; applicant had no findings on their most recent CDBG monitoring.

5 point – the applicant has not received CDBG funding in the past five years.

-10 points – the applicant failed to complete the project within the contract period and had findings on most recent CDBG monitoring.