

**PY 2020 Application Form for the Community Development Block Grant Program
(Reproduce this form as necessary or copy this form onto your Official Letterhead)**

APPLICATION FOR PUBLIC SERVICE PROGRAMS

Date: _____

PROGRAM TITLE:

SUMMARY OF PROPOSED PROGRAM:

Amount of funds requested: \$ _____ (Funds should cover the period of no more than 1 year between October 1st and September 30th)

Location of Proposed Program Site (Be Specific):

Address: _____ **City:** _____

Zip Code: _____ **Tax I.D. #** _____ **DUNS #:** _____

Are you currently registered with SAM.GOV _____ If yes, what is your expiration date? _____

Is Program currently in operation: _____ **Yes** _____ **No** **If yes, How long in operation:** _____

Estimate the number of people to be served by this program between October 1st and September 30th? _____

List tools that will be used to verify residence and income eligibility: _____

Title of Applying Agency: _____

Non-Profit: _____ **Yes** _____ **No**

501(c)(3) obtained: _____ **Yes** _____ **No**

(Please Print Name Below)

(Please Sign Name Below)

Submitted by: _____

Name & Title

Signature

Address _____

City _____ Zip Code _____ Telephone # _____

Fax #: _____ Email Address: _____

Submit This Form & Attachments To: Non-Housing CDBG Application
Frederick L. Hamilton
Jefferson County Office of Community Services & Workforce Development
716 Richard Arrington Jr. Blvd, North
Suite A-430
Birmingham, AL 35203
(205) 325-5761

Audit Certification

(Please complete either Block 1 or Block 2 as applicable)

Block 1

<p>As the _____ of _____ (Title) (Agency)</p> <p>I do hereby certify, attest, and confirm that _____, (Agency)</p> <p>as a non-Federal entity and grant recipient of funds awarded from the Jefferson County Office of Human-Community Services & Economic Development, have expended \$750,000.00 or more in total (cumulative) Federal Awards during our established Fiscal Year (_____), and, Fiscal Year Covered _____</p> <p>as required, have conducted or procured a single and/or program-specific audit for this Fiscal Year in accordance with the provisions of the Code of Federal Regulations, Title 2: Grants and Agreements, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F – Audit Requirements.</p> <p>This audit has been submitted/reported/procured as required by paragraph §200.507 Program-Specific Audits, paragraph (c)(2) and (c)(3).</p> <p>_____ Printed Name Signature Date</p>		
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Block 2

<p>As the _____ of _____ (Title) (Agency)</p> <p>I do hereby certify, attest, and confirm that _____, (Agency)</p> <p>as a non-Federal entity and grant recipient of funds awarded from the Jefferson County Office of Human-Community Services & Economic Development, did not expend \$750,000.00 or more in total (cumulative) Federal Awards during our established Fiscal Year (_____), and, as such, Fiscal Year Covered _____</p> <p>will not conduct or procure a single and/or program-specific audit for this Fiscal Year per Code of Federal Regulations, Title 2: Grants and Agreements, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F – Audit Requirements.</p> <p>_____ Printed Name Signature Date</p>		
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CONFLICT OF INTEREST CERTIFICATION

Agency: _____

- a) **Applicability.** (1) In the procurement of supplies, equipment, construction, and services the conflict of interest provisions in 2 CFR 200.318 shall apply. (2) In all cases not governed by 2 CFR 200.318, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the above agency to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202).
- b) **Conflicts prohibited.** The general rule is that no persons described in (c) below who exercises or have exercised any functions or responsibilities with respect to ESG activities assisted, 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 or benefit from an ESG-assisted activity, or have financial interest in any contract, sub-contract, or agreement with respect to an ESG-assisted activity, or with respect to the proceeds of the ESG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
- c) **Persons covered.** The conflict of interest provisions of paragraph (b) above apply to any person who is an employee, agent, consultant, offer, or elected official or appointed official of the agency, or of any designated public agencies, or of sub-recipients that are receiving funds under this grant.
- d) **Exceptions.** Upon the written request of the agency, Jefferson County may forward the request to HUD for consideration of granting an exception to the provisions of paragraph (b) on a case-by-case basis when it is satisfactorily met the threshold requirements of (d)(2) below.
 - (1) Threshold Requirements. Jefferson County will forward the request of an exception to HUD for consideration only after the agency has provided the following documentation:
 - i. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
 - ii. An opinion of the agency's attorney that the interest for which the exception is sought would not violate State or local law.
 - (2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the agency has satisfactorily met the requirements of paragraph (d)(1), HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the agency's ESG program or project, taking into account the cumulative effect of the following factors, as applicable:
 - i. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
 - ii. Whether an opportunity was provided for open competitive bidding or negotiation;
 - iii. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
 - iv. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;

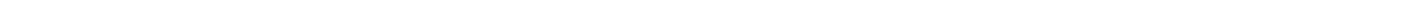
- v. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b);
- vi. Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- vii. Any other relevant considerations.

By applying for ESG funds, the agency certifies that they have read, understands the above, and further certifies that should they become aware of any relationships described herein this Certification, or should any such relationships come into being subsequent to the submission of this Certification, will provide written notification to the Jefferson County Office of Human-Community Services & Economic Development within 10 working days.

Agency:
Authorized Official Printed Name:
Authorized Official Signature:
Date:

Notifications should be sent to the following:

Jefferson County Office of Community Services & Workforce Development
716 Richard Arrington Jr Blvd N, Suite A-430
Birmingham, AL 35203
Attn: Frederick L. Hamilton



JEFFERSON COUNTY

CDBG PUBLIC SERVICE APPLICATION CHECKLIST

- _____ Application form
- _____ 501(c)(3) IRS Determination Letter attached
- _____ Articles of Incorporation attached
- _____ List of Board Members attached
- _____ Requested funds budget attached
- _____ Total program budget attached
- _____ List of other sources of funds attached
- _____ List of staff members' names and titles attached
- _____ Program Synopsis attached
- _____ Audit Certification
- _____ Conflict of Interest Certification
- _____ DUNS Number
- _____ SAM.GOV