

# 2024 CDBG APPLICATION FORM

## FEDERAL REQUIREMENTS ACKNOWLEDGEMENTS

Every person or Agency awarded a CDBG Contract or grant by San Luis Obispo County for the provision of services shall be required to certify to the County that they will comply with federal and local requirements including, but not limited to, those listed below. Please initial each certification listed to indicate you or your agency can and will comply with these requirements if funded.

Federal Requirements		Initials
Americans with Disabilities Act	Certify that the applicant agency has reviewed its projects, programs, and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.	
Audits	Agrees to have an annual audit conducted in accordance with current San Luis Obispo County policy regarding audits and 2 CFR 200.501 audit requirements. Shall comply with current San Luis Obispo County policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided through the grant.	
Conflict of Interest	(2 CFR 200.112, 200.318, and 570.611) Certify and agree that no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the agency	
Civil Rights Act	Certify that the applicant agency complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.	
Debarment Status of Contractors	Certify to the best of its knowledge and belief, that the applicant or applicant agency principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency ( <a href="https://www.sam.gov/portal/public/SAM/">https://www.sam.gov/portal/public/SAM/</a> )	
Drug-Free Workplace	Certify that it will provide a drug-free workplace.	
Financial Management	<b>Accounting Standards:</b> Agree to comply with 2 CFR 200(E)(F) 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.	

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	<p><b>Cost Principles:</b> Shall administer its program in conformance with 2 CFR 200(E), "Cost Principles for Non-Profit Organizations," or 2 CFR 225, "Cost Principles for State and Local Governments," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.</p>	
	<p><b>Procurement Policies:</b> Certify and agree to procure all materials, property, or services in accordance with the requirements of 2 CFR 200.320-326.</p>	
Lobbying Activities	<p>Certify that no Federal appropriated funds have been paid or will be paid, by or on behalf of the agency, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.</p>	
Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small Business Contracting	<p>Certify that it will comply with 2 CFR 200.321 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to San Luis Obispo County at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG funds with contracts of \$10,000 or greater, in a format that will be provided by the County.</p>	
Real Property	<p>Certify that it will comply with real property standards (24 CFR Part 570.505) applicable to any property within the owner's control that is acquired or improved in whole or in part using CDBG funds in excess of \$25,000.</p>	
Religious Activities	<p>Certify and agree that funds provided to the agency will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.</p>	
Section 3	<p>Certify and agree to ensure that opportunities for training and employment arising in connection with contracts or subcontracts for a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing</p>	

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	<p>rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located. Where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.</p>	
Section 504	<p>Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.</p>	
Liability	<p>The County and cities require all grant recipients to maintain general liability, automobile, and workman's compensation insurance with limits of not less than \$1 million (may vary by jurisdiction). If you are successful in obtaining a reward, you will be asked to provide documentation regarding your ability to provide the required coverage.</p>	
Environmental Review	<p>Prior to HUD's release of grant conditions and/or funds for the CDBG-funded project, a review of the project's potential impact on the environment must be conducted and approved by the County of San Luis Obispo prior to obligating or incurring project costs. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project shall not benefit from the federal funds. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at <a href="http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf">http://www.hud.gov/offices/pih/ih/codetalk/onap/docs/24cfr58.pdf</a>.</p>	
Relocation	<p>Any project that involves the acquisition of property, construction, and/or rehabilitation and that is funded in whole or in part with federal CDBG funds is subject to federal relocation requirements. In general, any property owner, commercial business, or residential occupant who is displaced by a HUD-funded project may be eligible for relocation benefits. A project cannot be broken into separate "projects" in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning the relocation regulations for a specific property acquisition project should be directed to the Homeless Services Division Grant Unit staff before any action is taken on the project.</p>	
HMIS Reporting	<p>All homeless service providers applying for CDBG funds to assist, house, or shelter the homeless must identify and demonstrate the capacity to participate in the County of San Luis Obispo Homeless</p>	

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	Management Information System (HMIS) to provide personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care and reports aggregate data for the County as per HUD's Data Standards.	
Affirmative Marketing	Quarterly and annual reports shall be submitted by the project/program manager to the County for CDBG-funded public services and housing projects. Each report shall include the total number of project/program applicants and clients served with respect to race, ethnicity, gender, and disability status. Affirmative marketing efforts shall be taken to increase the participation of any underserved groups.	