

City of Canton
Department of Community Development
2021 Notice of Funding Available



Guidelines and Application
For
HOME Funds

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I General Information

BACKGROUND

The HOME program is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. Each year it allocates approximately \$2 billion among the States and hundreds of localities nationwide. The program was designed to reinforce several important values and principles of community development.

All respondents are expected to familiarize themselves with the current HOME regulations and to follow requirements contained in it. The HOME Policy Manual can be found on the City of Canton's website, <https://www.cantonohio.gov/DocumentCenter/View/427/HOME-Policy-Manual-PDF?bidId=> and may be obtained at the City of Canton Department of Community Development located on the 5th floor of City Hall upon request. All respondents are also expected to familiarize themselves with the requirements of the City of Canton. The City reserves the right to review employee qualifications of the agency(s) who will be undertaking the proposed project(s). The City also reserves the right to reject any or all proposal and to waive any informalities or irregularities in application/proposal received.

Approximately \$350,000 in HOME funds will be available for proposals.

OBJECTIVE

All projects must benefit very low, low, or moderate-income persons. Gross annual household income (including Social Security, wages, and all other sources) must be verified and cannot exceed the following limits, which are subject to change:

2020 HOME Income Limits

Family Size	1	2	3	4	5	6	7	8
30%	\$14,600	\$16,700	\$18,800	\$20,850	\$22,550	\$24,200	\$25,900	\$27,550
80%	\$38,950	\$44,500	\$50,050	\$55,600	\$60,050	\$64,500	\$68,950	\$73,400

Eligible Applicants – Eligible applicants include governmental agencies, non-profit agencies, and for-profit entities. Requests from individuals will not be accepted.

ELIGIBLE ACTIVITIES

Projects must be located in and serve only City of Canton households inside the corporate limits of the City of Canton. Please refer to 24 CFR 92.204 - Eligible activities include:

- New Construction/Rehabilitation – Both Rental and Ownership Housing
- Tenant Based Rental Assistance
- Homeownership Assistance



Minimum Amount of Assistance – The minimum amount of HOME funds that must be invested in a project involving rental housing or home ownership is \$1,000.00 multiplied by the number of HOME-assisted units in the project.

Forms of Award – HOME funds will be allocated in a form that best serves the project or persons served by the activity. The terms of the grant or loan will coincide with the project's affordability period.

Program Requirements – Applicants must comply with all requirements of the HOME Investment Partnership Program (HOME) 24 CFR Part 92. A grant/loan agreement outlining complete requirements will be executed between the grantee and the City of Canton prior to the release of funds. No signed agreement, no release of funds!

The City of Canton needs are to meet the CHDO requirement with eligible projects receiving priority funding as described in 24 CFR 92.300.



II APPLICATION PROCESS

The Department of Development, on behalf of the City of Canton, is requesting proposals for the 2021 HOME Investment Partnership Program (HOME) funds. The United States Department of Housing & Urban Development (HUD) funds the HOME program.

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

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.

TECHNICAL ASSISTANCE

While Community Development staff is available to answer questions regarding HOME regulations, applicant and project eligibility and the City's application process, it is the responsibility of the applicant to become educated on the federal regulations that govern the HOME program, as well as any state or local standards that apply to their program.

HOME Regulations can be found at

<https://www.hudexchange.info/programs/home/home-laws-and-regulations/>

Grant Management Requirements in 2 CFR 200 can be found at

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Census data is available on the United States Census Bureau website

<https://www.census.gov/data.html>

REQUEST FOR PROPOSAL CONDITIONS

Responses to the Requests for Proposals must include all required documents, completed and signed per the instructions and attached forms included in this RFP package. The City of Canton reserves the right to reject any or all proposals, award less than the full amount of HOME funds indicated as available, award no CHDO Projects, award more than 15% to CHDO Projects, or to cancel this Request for Proposals.

If a proposal is selected, it will be the most advantageous regarding price, quality of service, the applicant's qualifications and capabilities to provide the specified service, and other factors, which the City of Canton may consider.

In the event it becomes necessary to revise any part of the RFP, an addendum will be provided. Deadlines for submission of the RFPs may be adjusted to allow for revisions.

Proposals should be prepared simply and economically providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. Forms may be duplicated but not changed.

Developers and contractors are not eligible if they are presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in federal housing programs or have had a professional license suspended or revoked which is required to provide services for a project under this RFP.

Acceptance of a proposal does not constitute a grant agreement and does not obligate the City of Canton to award funds.

Applicants may not be delinquent on any City, County, State, or Federal indebtedness.

Applicants must receive a 70% scoring threshold to be considered for funding.

All costs of proposal preparation are the responsibility of the applicant. City of Canton shall not, in any event, be liable for pre-contractual expenses incurred by the bidder in the preparation and/or submission of the proposal. The applicant shall not include any such expense as part of the budget in the proposal. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP.

Additional information may be required by the City of Canton for determination of the applicant's qualification to successfully complete the project.

PROJECT CRITERIA & REVIEW PROCESS

Successful applicant(s) will be determined by the scope and capacity of the project to conform to the City of Canton Consolidated Plan. Consolidated Plan can be obtained on the City of Canton's website <https://www.cantonohio.gov/DocumentCenter/View/2250/2019-2023-Consolidated-Plan> . Successful applicants will execute a grant/loan agreement with the City of Canton to complete the accepted proposal(s).

PROJECT CRITERIA

1. Contributes to Implementation of Strategic Goals of the Consolidated Plan
 - Proposed project matches one or more of the City of Canton's Housing and Neighborhood Development Funding Priorities as listed in the City of Canton's Consolidated Plan.
2. Site Control
 - Applicant has site control or opportunity for site control of all properties necessary for project completion.
3. Financial Feasibility
 - Applicant must submit a Project Development Pro Forma including a project budget, which provides evidence of a financially feasible project, evidenced by a complete listing of anticipated sources available to the project. The pro forma should illustrate reasonable assumptions regarding interest rates, confidence on availability of funds, and evidence of market need. For homeownership projects – cost, sales, and market analysis are required. For rental projects – reasonable rent and operating cost assumptions are required. A Pro Forma template will be made available upon request.
4. Project Time Frame
 - Applicants should submit a timeline for project completion that makes reasonable assumptions concerning land acquisition and site preparation, funding cycles and parameters for all funding sources, construction time, and sales absorption or rent-up period. Applicant's history in project development completion will also be considered.
5. Leverage of HOME funds
 - The City of Canton must follow HOME Underwriting and Subsidy Layering guidelines per HUD Notice CPD-15-11 to establish the level of HOME subsidy which is necessary and reasonable. Priority consideration will be given to projects with budgets that require less than 50% of permanent funding from HOME funds. Although projects that serve very low-income households may require higher public subsidies, leveraging other funds with HOME is strongly encouraged. For awarded projects the City of Canton will make conditional commitments early in the project development process to assist the developer in seeking funds from other sources.
 - In reference to CPD-15-09 Requirements for Committing HOME funds, the City of Canton may not commit HOME funds to a project until:
 - a. A project is identified
 - b. Environmental Review Requirements are met
 - c. Budget and production schedule is established
 - d. Financing is secured
 - e. Underwriting and Subsidy Layering is complete (including assessment of market and developer capacity).
 - f. Construction is expected to start within twelve (12) months

6. Evidence and Capacity of Development Team

- Applicant should have a track record of successful project development, timely completion and projects in service or, in the case of a new or emerging developer, evidence of real estate development and project management expertise. Application should indicate what skills and roles the non-profit staff will be assuming and any other members of the project development team. Applicant must complete Developer/Contractor forms included in this packet.

7. Community Support

- Projects should provide evidence of outreach, involvement and cooperative intent with residents or organizations representative of the residents within the target neighborhoods. Evidence of support must be project specific and current. A letter of support from the ward councilperson stating that the project is addressing an identified need in a manner consistent with overall community development and planning is required.

8. Readiness to Proceed

- Funding priority will be given to projects that are considered to have best met the overall test for feasibility, comprehensiveness of planning, and timeliness of completion and funding draw down of City of Canton directed dollars.

New Applicants

New program participants must demonstrate that they have the capacity to fulfill the terms of the grant contract. Evaluation of new projects may place less emphasis on an established track record, and more emphasis on innovation and strength of plan, as well as the applicant's capacity, if funded, to implement the program in a timely manner. For evaluation purposes, a new applicant will be defined as an organization that has never received HOME funding from the City of Canton.

REVIEW PROCESS

The City of Canton will review and score each application for conformance with the HOME regulations and guidelines, as well as how well each application conforms to the City of Canton Consolidated Plan. Then, the City of Canton's Scoring Committee will determine the funding allocation and prepare a recommendation to submit to Canton City Council for approval.

III PROGRAM REQUIREMENTS

Funding for this project will be made possible by the federal HOME Investments Partnership Program pursuant to Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, 42 U.S.C. §12701 et seq. ("Program") and the HOME Investment Partnership Program Rule, 24 C.F.R., all as may be amended from time to time.

The applicant assures and certifies that it will comply with all regulations, policies, guidelines and requirements applicable to the acceptance and use of Federal HOME funds and will be responsible for implementing and complying with all relevant future changes to Federal Regulations or OMB Circulars.

Conforming your project to Federal Regulations can impact the timing and budget of your project. Budgets and schedules should reflect complete realistic costs and time required to meet these requirements.

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 <https://ohio.gov/wps/portal/gov/site/jobs/topic-hubs/labor-law/labor-law>

Information regarding applicants' compliance with Equal Opportunity requirements must be provided on Attachment III, Bidder (Agency) and Contractor Employment Practices Report.

Affirmative Marketing

The City's Affirmative Marketing Plan is posted on the City of Canton's website <https://www.cantonohio.gov/DocumentCenter/View/391/Affirmative-Marketing-Policy-PDF>

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.

Facility Standards

All properties funded with Federal monies must comply with the 2015 Residential Code of Ohio enforced by the City of Canton Building Department and all applicable state and local codes.

Fair Housing

All properties funded with Federal monies must comply with City of Canton Codified Ordinance 515 Fair Housing Code, which is available at https://codelibrary.amlegal.com/codes/canton/latest/canton_oh/0-0-0-10506#JD_515

Lead-Based Paint Requirements

Any project requiring rehabilitation of buildings and/or housing, 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/sites/documents/DOC_12311.PDF

www.epa.gov/lead/pubs/renovation.htm

MBE/WBE or Section 3 (LOCAL 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). 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. Developer's Section 3, MBE, WBE, and supporting documentation must be submitted to Grantee with the application and must be approved by Grantee to ensure that the local hiring requirement is met. A minimum of 10% of total project is required for MBE/WBE and Section 3 local hiring requirement. The Executive Orders and Section 3 are available at

<https://www.archives.gov/federal-register/codification/executive-order/11625.html>

<https://www.archives.gov/federal-register/codification/executive-order/12432.html>

<https://www.archives.gov/federal-register/codification/executive-order/12138.html>

<https://www.hud.gov/section3>



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> and Section J 2 of HUD's CPD -92-19, which is available at <https://www.hudexchange.info/resource/2159/notice-cpd-92-19-using-cdbg-funds-implementing-home-hope/>.

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/sect504docs

Uniform Relocation

The City will not fund projects that invoke the Uniform Relocation Act (URA)

Additional Requirements

All applicants must be in good standing with the city for grants previously received. In addition, they must 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 I-1 must be completed and submitted with the application to provide authorization to verify this information.

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 funds will 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
- Articles of Incorporation
- Applicant's most recent audit report
- Applicant's operating budget for the current year
- Internal Revenue Service 501 (c) designation for non-profits
- Agency by-laws
- Current year Certificate of Good Standing from the Secretary of State
- 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
- Stark County Auditor's website printout with parcel number
- Map of project location



- Design Plans (if applicable)
- Construction estimates (if applicable)
- Three (3) references (for first time applicants)
- Subsidy Layering documentation such as: Market Studies; Development Budget; Sources and Uses Statement; ProForma Operating Expense Statements or Homebuyer Sales Plan

IV Financial Information

FUNDS DISBURSEMENT

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 manual and requested in the application process. HOME subrecipients will request their grant award reimbursement by submitting the Request for Payment Form with proof of payment which detail itemized expenditures. All HOME funds must be requested on the HOME Request for Payment Form.

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 HOME 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 HOME is 14.239. 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.

APPLICATION CHECKLIST
Documents to be returned as part of application

Check the appropriate box. If item is not included, please explain on an additional page.

Yes	No	APPLICATION FOR HOME GRANT CHECKLIST
		HOME Grant Application, including:
		Schedule of Developer/Contractor's Work in Progress
		Project Leveraging
		Development Information
		Project Narrative
		Affidavit (Attachment I-1)
		Certification of Exhibit "A" and Certification of Exhibit "B" (Attachment II)
		Bidder and Contractor Employment Practices Report (Attachment III)
		Signature Page
		Copy of 501c(3) status for non-profit organizations
		Stark County Auditor's website printout with parcel number
		Map of project location(s)
		Design Plans (if applicable)
		Materials or documentation showing the need for the project (i.e.- studies, statistics, research, etc.)
		Construction Estimates (if applicable)
		Project Budget form, Project Pro Forma (rental projects), and related worksheets - both paper copy and copy on disk or USB supported device
		Copy of your most recent audit
		Tax Credit Project Pro Forma (if applicable)
		Letters or Lines of Credit Documentation
		Resumes of staff involved with this project
		Three (3) References (for first time applicants)
		Project timeline
		Subsidy Layering documentation such as: Market Studies; Development Budget; Sources and Uses Statement; or Homebuyer Sales Plan
		Council Letter of Recommendation

I certify that the documents indicated on this checklist are included in this proposal and are accurately completed.

Name Title Date



2021 HOME Grant Application

Name of Organization: _____

Mailing Address: _____

Project Name: _____

Project Address/Location: _____ Located in Council Ward # _____

Grant Request Amount: _____

Project Start Date: _____ Project End Date: _____

Agency Federal Tax ID# _____

Agency DUNS number _____

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: _____

Development Information

Development Team

Developer: _____

General Partner(s): _____

Limited Partner(s): _____

General Contractors/
Construction Managers: _____

Property Manager: _____

Project Pro Forma, including all development costs, uses of funds and operating costs *must* be attached for all rental projects to have the application considered. A Pro Forma template will be made available upon request.

Schedule of Developer/Contractor's Work in Progress

Please provide a list of all projects your agency currently has in process include the following information for each project:

- Job name
- Number of units
- Location, City/State
- Contact person's name
- Contact person's phone number
- Contract amount
- Percent completed

Yes	No	If the answer to any of these questions is "Yes", you must attach an explanation with your application.
		Are you a maker, co-maker or guarantor on any financial obligation that is in default or has been demanded?
		Have you failed to respond to a public filing such as a lien or a judgment?

Project Narrative

Please provide a narrative regarding your project that includes answers to the questions listed below. Total Narrative section must be no longer than four (4) typewritten, single spaced pages, in 12-point font. Please label your narrative following the numbers and letters used in the outline.

1. Project need in the City of Canton

- a. Provide a detailed description of your project, including project location
- b. Provide a statement of need that provides the rationale for the proposed activity
- c. How this program compliments existing programs

2. Immediacy and funding

- a. Is the project ready to begin immediately?
- b. What are your goals for start and completion of the project?
- c. Provide a project timeline.

3. Project Budget Narrative

- a. Outline the proposed budget provided in the Pro Forma.

4. Capacity

- a. Describe your prior experience in administering, managing, and/or developing similar projects.
- b. Describe roles and responsibilities of individuals involved in the project implementation.
- c. Provide as an attachment, resumes of the staff to be involved with the administration and/or facilitation of this project.
- d. List all projects under way and projects that are funded but not yet under way.

5. Procedures

- a. Provide the methods that will be used by your agency to administer the project.

6. **Site and Neighborhood Standards**

- a. May utilize up to three (3) typewritten, single spaced pages, in 12-point font, to respond. Please provide enough documentation to adequately address each of the following:
- b. Adequacy of site
- c. Project and location in regards to compliance with fair housing laws
- d. Site is not located in an area of minority concentration. If the site is in a minority concentration area, provide data lending to the project not significantly increasing the proportion of minorities, or proof if there is sufficient comparable opportunities existing outside the area for minorities based on analysis of HUD assisted housing, or proof it is necessary to meet overriding housing need that cannot otherwise be met integral to preservation strategy or integral to revitalization strategy
- e. Promote greater choice of housing opportunities and avoids undue concentration of assisted persons
- f. Neighborhood is not seriously detrimental to family life
- g. Neighborhood is comparably accessible to broad range of services and facilities; and
- h. Travel and access to jobs is not excessive

SIGNATURE PAGE

This proposal must be signed by an official authorized to bind the provider to its provisions for at least a period of 120 days.

The below individual is authorized to sign on behalf of the company submitting proposal. The signing of this page shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP.

Signature

Company Name

Printed Name

Company Address

Title

City/State/Zip

Telephone Number

Fax Number

Email Address

Federal Tax ID Number

ATTACHMENT I-1
AFFIDAVIT
(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 B1, 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 I-2:
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 II

CERTIFICATIONS

(Complete and submit with application)

CERTIFICATION FOR EXHIBIT "A"

This certification must be signed by an official authorized to bind the provider to its provisions for at least a period of 120 days.

The below individual is authorized to sign on behalf of the company submitting proposal.

The signing of this page shall constitute acknowledgment and acceptance of all terms and conditions contained in the Exhibit "A" Building Specifications. The City of Canton reserves the right to reject any materials, appliances and/or construction practice that in the City's determination does not meet Exhibit "A" Building Specifications.

Signature

Company Name

Printed Name

Title

CERTIFICATION FOR EXHIBIT "B"

This certification must be signed by an official authorized to bind the provider to its provisions for at least a period of 120 days.

The below individual is authorized to sign on behalf of the company submitting proposal.

The signing of this page shall constitute acknowledgment and acceptance of all terms and conditions contained in the Exhibit "B" Model Energy Code or Energy Star. The City of Canton reserves the right to reject any materials, appliances and/or construction practice that in the City's determination does not meet Exhibit "B" Model Energy Code or Energy Star.

Signature

Company Name

Printed Name

Title



ATTACHMENT III

BIDDER (AGENCY) AND CONTRACTOR EMPLOYMENT PRACTICES REPORT

CITY OF CANTON OFFICE OF COMPLIANCE

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 (OFFICE USE ONLY)
<input type="checkbox"/> Compliance
<input type="checkbox"/> Non-Compliance
<input type="checkbox"/> Follow-Up needed _____



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 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

**ATTACHMENT IV
ENVIRONMENTAL CERTIFICATION**

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)



Attachment V
FAIR HOUSING CERTIFICATION

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.



Jenna Bucklew
Fair Housing Manager

Date

