

November 20, 2006

Date.....

PUBLIC HEARING AND APPROVAL OF THE PROPOSED THIRD YEAR ACTION PLAN (2007) OF THE 2005-2009 U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) CONSOLIDATED PLAN

WHEREAS, on May 8, 2006, by Roll Call No. 06-899, the City Council approved the recommendations of the Neighborhood Revitalization Board (NRB) regarding the PY2007 NOFAs for the Third Year Action Plan (2007) of the 2005-2009 HUD Consolidated Plan and directed and authorized the Community Development Department to distribute Notices of Funding Availability (NOFAs) to potential operating agencies and City Departments for programs and projects which address the goals and objectives of the Third Year Action Plan (2007) of the 2005-2009 HUD Consolidated Plan; and

WHEREAS, on September 25, 2006, by Roll Call No. 06-1874, in order to provide a forum for public comment on the Third Year Action Plan (2007) of the 2005-2009 HUD Consolidated Plan, the City Council set a public hearing for November 6, 2006; and

WHEREAS, on October 9, 2006, by Roll Call No. 06-1991, the City Council received the funding recommendations for the Third Year Action Plan (2007) of the 2005-2009 HUD Consolidated Plan from the Neighborhood Revitalization Board; and

WHEREAS, on November 6, 2006, by Roll Call No. 06-2204, the City Council approved the continuation of the public hearing until the Council meeting of November 20, 2006; and

WHEREAS, the Third Year Action Plan (2007), on file with the City Clerk as Exhibit "A" and by this reference made a part hereof, is a community-wide development strategy designed to meet the needs of low and moderate income persons residing in the City of Des Moines, and includes a five year strategy and Third Year Action Plan for the 2007 Program Year's projected CDBG (\$4,650,000), HOME (\$1,145,000), ESG (\$195,000), reprogramming funding (\$130,635), SF 424 application forms, required certifications and a Citizen Participation Plan which complies with HUD regulations; and

WHEREAS, the public hearing has now been opened and all persons seeking to express their views regarding the Third Year Action Plan (2007) of the 2005-2009 HUD Consolidated Plan have been afforded the opportunity to do so; and

WHEREAS, to implement the activities proposed by the agencies receiving 2007 CDBG, HOME, and ESG funding, City staff will work with the operating agencies to develop contracts that comply with all applicable federal, state, and local laws.

.....
Date..... November 20, 2006

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa, that the public hearing to obtain citizen views and comments on the proposed Third Year Action Plan (2007) of the 2005-2009 HUD Consolidated Plan is hereby closed and that all citizen views and comments are hereby received and filed.

BE IT FURTHER RESOLVED that the comments and recommendations of the City Manager as set out in Council Communication No. 06-_____, including Attachment 1 which lists the source of CDBG and ESG reprogramming funds included in the Third Year Action Plan (2007), are hereby received, filed and approved.

BE IT FURTHER RESOLVED that the Third Year Action Plan (2007), including the recommended funding allocations, consisting of CDBG, HOME, ESG, and CDBG and ESG reprogramming funds, and any modifications made by this Council, is hereby approved.

BE IT FURTHER RESOLVED that the City Manager or his designee is hereby authorized and directed to submit the Third Year Action Plan (2007) of the 2005-2009 HUD Consolidated Plan to the U.S. Department of Housing and Urban Development.

BE IT FURTHER RESOLVED that, consistent with Roll Call No. 96-1034, dated March 18, 1996 regarding contract and amendment procedures for CDBG, HOME, and ESG funded projects, the City Council authorizes and directs the City Manager to approve and execute the detailed work programs and written agreements with subrecipient entities implementing all projects contained in the Third Year Action Plan (2007) in accordance with City Council approval of the Consolidated Plan and the projects listed therein.

BE IT FURTHER RESOLVED that, consistent with Roll Call No. 96-1034, dated March 18, 1996 regarding contract and amendment procedures for CDBG, HOME, and ESG funded projects, the City Council authorizes and directs the City Manager to approve and execute amendments to any program year's work programs that do not include any substantive change in the location, level of service, time period, budget or project purpose.

BE IT FURTHER RESOLVED that, consistent with Roll Call No. 96-1034, dated March 18, 1996 regarding contract and amendment procedures for CDBG, HOME, and ESG funded projects, all proposed amendments to work programs and written agreements with subrecipient entities that are not in accordance with City Council approval of the Consolidated Plan and the projects listed therein or that constitute a substantive change in the location, level of service, time period, budget or project purpose shall be submitted to the citizen review process and City Council for consideration and approval prior to execution by the City Manager.

★ Roll Call Number

Agenda Item Number

47

Date November 20, 2006

BE IT FURTHER RESOLVED that the 2005-2009 HUD Consolidated Plan in hereby amended to include the Investor - Owned Rehabilitation Program Manual (dated July 1, 2002) for the purpose of adoption of the regulatory changes of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA) final rule as published in the HUD Handbook 1378 and applied to HUD programs.

(Council Communication No. 06- 712)

APPROVED AS TO FORM:

Ann DiDonato
Ann DiDonato
Assistant City Attorney

MOVED BY _____ TO ADOPT

| COUNCIL ACTION | YEAS | NAYS | PASS | ABSENT |
|----------------|------|------|------|--------|
| COWNIE | | | | |
| COLEMAN | | | | |
| HENSLEY | | | | |
| KIERNAN | | | | |
| MAHAFFEY | | | | |
| VLASSIS | | | | |
| TOTAL | | | | |

MOTION CARRIED

APPROVED

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

Mayor

City Clerk

UNSPENT CDBG & ESG FUNDING
REPROGRAMMED AS PART OF THE 2007 ALLOCATIONS

| | |
|---|----------|
| - 2005 CDBG funds from April '06 Reprogramming | \$79,682 |
| - 2006 CDBG funds from cancelled Excel Comm. Outreach | 40,000 |
| - 2006 ESG funds from cancelled Excel Comm. Outreach | 10,953 |

TOTAL REPROGRAMMING **\$130,635**

2007 PROPOSALS

| ACTIVITY/NAME | 2006 Contract Amount | 2007 Requested Amount | NRB Recommendations | | | | Manager's Recommendations | | | | City Council Action | | | | |
|--|----------------------|-----------------------|---------------------|------|-----|----------|---------------------------|------|-----|-------------|---------------------|-----|------|----------|-----|
| | | | CDBG | HOME | ESG | CDBG | CDBG | HOME | ESG | CDBG | HOME | ESG | CDBG | HOME | ESG |
| | | | | | | | | | | | | | | | |
| Code Enforcement | | | | | | | | | | | | | | | |
| NID - NH Based Svc Delivery | \$1,030,000 | \$1,063,475 | \$1,000,000 | | | | | | | \$1,000,000 | | | | | \$0 |
| Econ. Dvlpmt. - Comm. Redvlpmt | | | | | | | | | | | | | | | |
| OED - Neigh. Comm. Revit. Loan Program | \$0 | \$350,000 | \$0 | | | | | | | \$208,998 | | | | | \$0 |
| Econ. Dvlpmt - Microenterprises | | | | | | | | | | | | | | | |
| ISED - Microenterprise Development | \$30,000 | \$50,000 | \$30,000 | | | | | | | \$0 | | | | | \$0 |
| Homeless - Emergency Shelter & Support Svcs | | | | | | | | | | | | | | | |
| CaC - St. Jph Emrgncy Family Shelter | \$26,500 | \$30,000 | | | | \$27,000 | | | | | | | | \$27,000 | \$0 |
| Central Iowa Shelter-Community Kitchen | \$39,070 | \$42,000 | \$35,500 | | | \$4,500 | | | | \$35,500 | | | | \$4,500 | \$0 |
| Central Iowa Shelter - Emergency Homeless Shelter | \$44,000 | \$48,000 | \$44,000 | | | | | | | \$44,000 | | | | | \$0 |
| Central Iowa Shelter - Transit Shuttle Service | \$24,000 | \$26,000 | | | | \$24,000 | | | | | | | | \$24,000 | \$0 |
| CFI - Family Violence Center | \$26,000 | \$30,000 | | | | \$26,000 | | | | | | | | \$26,000 | \$0 |
| HRM - New Directions Shelter | \$34,252 | \$40,000 | | | | \$40,000 | | | | | | | | \$40,000 | \$0 |
| IHYC - Reggie's Place | \$20,000 | \$30,471 | \$20,000 | | | | | | | \$20,000 | | | | | \$0 |
| PHC - Clinic Operations Support | \$27,000 | \$27,000 | | | | | | | | | | | | | \$0 |
| Homeless - Transitional Hsg & Support Svcs | | | | | | | | | | | | | | | |
| Beacon - Trnstrl Hsg & Support Srv | \$35,000 | \$81,050 | \$35,000 | | | | | | | \$35,000 | | | | | \$0 |
| BLR - Bernie Lorenz Recovery, Inc. | \$20,000 | \$20,000 | \$20,000 | | | | | | | \$20,000 | | | | | \$0 |
| CFI - Compass Project | \$0 | \$30,000 | | | | | | | | | | | | | \$0 |
| Criminal Justice - Hansen House | \$30,000 | \$30,000 | | | | \$30,000 | | | | | | | | \$30,000 | \$0 |
| Home Connection - Transitional Housing Program | \$25,000 | \$40,000 | \$25,000 | | | | | | | \$25,000 | | | | \$10,953 | \$0 |
| House of Mercy - Child Development Center | \$0 | \$41,650 | | | | | | | | | | | | | \$0 |
| IHYC - Transitl Living/St. Outreach | \$24,132 | \$26,239 | | | | \$24,000 | | | | | | | | \$24,000 | \$0 |
| YMCA of Greater Des Moines | \$0 | \$78,273 | | | | | | | | | | | | | \$0 |
| YWCA - Operating Costs | \$40,000 | \$55,000 | \$40,000 | | | | | | | \$40,000 | | | | | \$0 |

| ACTIVITY NAME | 2006 | | 2007 | | NRB Recommendations | | | Manager's Recommendations | | | City Council/Action | | | |
|---|-----------------|------------------|-------------|-------------|---------------------|-------------|-------------|---------------------------|-------------|-------------|---------------------|------|------|-----|
| | Contract Amount | Requested Amount | CDBG | HOME | ESG | CDBG | HOME | ESG | CDBG | HOME | ESG | CDBG | HOME | ESG |
| | | | | | | | | | | | | | | |
| SP NEEDS - Maint./Chore Services | | | | | | | | | | | | | | |
| CHDC - Sp N: SeniorWise/Home Repair | \$150,000 | \$160,000 | \$149,000 | | | \$149,000 | | | | | | | | \$0 |
| Infrastructure - Street Improvements* | | | | | | | | | | | | | | |
| PW - NH Infracr. Rehab. Prog. NIRP | \$335,000 | \$350,000 | \$325,000 | | | \$325,000 | | | | | | | | \$0 |
| Neighborhood Capacity Building | | | | | | | | | | | | | | |
| Des Moines Neighbors Resource Office | \$0 | \$15,000 | | | | | | | | | | | | \$0 |
| HSG/Residential ReDvlpmnt | | | | | | | | | | | | | | |
| NDD - Forest Avenue Redevelopment | \$150,000 | \$300,000 | \$170,000 | | | \$150,000 | | | | | | | | \$0 |
| NCS - Housing Opportunities - HOME | \$1,044,499 | \$1,433,821 | \$1,033,000 | | | \$1,033,000 | | | \$1,033,000 | | | | | \$0 |
| NCS - Housing Opportunities - CDBG | \$700,000 | \$1,467,000 | \$1,198,998 | | | \$1,100,000 | | | \$1,100,000 | | | | | \$0 |
| Eng - Demolition | \$468,366 | \$146,000 | \$100,000 | | | \$100,000 | | | \$100,000 | | | | | \$0 |
| Public Service - Homebuyer Education Program | | | | | | | | | | | | | | |
| CCI - Home Ownership Project | \$50,000 | \$62,546 | \$50,000 | | | \$50,000 | | | \$50,000 | | | | | \$0 |
| NFC - Homebuyer Education | \$60,000 | \$70,000 | \$60,000 | | | \$60,000 | | | \$60,000 | | | | | \$0 |
| NFC - Tool Lending Library | \$50,000 | \$60,000 | \$50,000 | | | \$50,000 | | | \$50,000 | | | | | \$0 |
| Public Service - Community Services* | | | | | | | | | | | | | | |
| CS - Site Office Srv Delivery System | \$250,000 | \$275,830 | \$235,000 | | | \$235,000 | | | \$235,000 | | | | | \$0 |
| Public Service - Employee Training | | | | | | | | | | | | | | |
| CV - Project Turnaround | \$75,000 | \$75,000 | \$50,000 | | | \$50,000 | | | \$50,000 | | | | | \$0 |
| Public Service - SCRUB* | | | | | | | | | | | | | | |
| PW - SCRUB | \$110,000 | \$110,000 | \$110,000 | | | \$100,000 | | | \$100,000 | | | | | \$0 |
| Public Service - Transportation | | | | | | | | | | | | | | |
| RTA - Opportunities Thru Transit | \$20,000 | \$20,000 | \$20,000 | | | \$20,000 | | | \$20,000 | | | | | \$0 |
| Totals: | \$4,937,819 | \$6,684,355 | \$3,767,498 | \$1,033,000 | \$175,500 | \$3,807,498 | \$1,033,000 | \$186,453 | \$3,807,498 | \$1,033,000 | \$186,453 | \$0 | \$0 | \$0 |
| Projected Totals: | | | \$3,767,498 | \$1,033,000 | \$175,500 | \$3,807,498 | \$1,033,000 | \$186,453 | \$3,807,498 | \$1,033,000 | \$186,453 | | | \$0 |

Support Documentation

The following documents must accompany an application for CDBG, HOME, or ESG federal funds. Applications submitted without complete support documentation **WILL NOT** be processed.

Application Packet

Staff Use Only

Organizational Capacity

- 1. Private Nonprofit Incorporation Papers
- 2. Corporation By-laws
- 3. Copy of most recently filed IRS Form 990
- 4. Board Training
- 5. Annual Report
- 6. List of Corporate Officers
- 7. Conflict of Interest Policy
- 8. Board's Authorization to Request Funds
- 9. Board's Certification of Voting Membership
- 10. Board's Designation of Authorized Representative
- 11. Agreement of Monitoring Compliance
- 12. Organizational Chart
- 13. Management Policies & Practices
- 14. Resumes
 - Agency Director
 - Fiscal Officer
 - Program Administrator
- 15. An Affirmative Action & Grievance Procedure

| Date | Comments; Additional Info Needed |
|------|----------------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Resource Capacity

- 16. Current Financial Information (Submit only ONE)
 - Audit
 - Financial Report
 - Comfort letter from CPA
- 17. Financial/Performance Reporting
- 18. Current total Agency revenue and expense statement
- 19. Fidelity Bond
- 20. Insurance Certificates (Submit All That Apply)
 - General Liability
 - Automobile
 - Worker's Compensation
 - Contents
 - Indemnification clause
- 21. Copies of all Required Local, State & Federal Licenses
- 22. List of all Lease Agreements
- 23. Inventory of office equipment, vehicles, physical assets

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Network Capacity

- 24. List of Contracts with other Funding Agencies that are apart of the Activity/Service
- 25. Letter Designating Lead Agency for Collaborative Projects.

| | |
|--|--|
| | |
| | |

9. Certification of Board Voting Membership

If this agency receives funding from the City, it must be able to certify that no City of Des Moines officers or employees serve as voting members of their Board of Directors, unless such recipient has received a prior written exception from the City Manager’s Office and the City’s Legal Department.

Signature of Authorized Representative

Title

11. Monitoring, Evaluation, and Reporting Requirements

If this agency receives funding from the City, it shall provide information, including monthly progress reports about this project to the **Housing Services Department**, as requested, and will otherwise cooperate with the monitoring and evaluation of the project by **Housing Services Department** staff. Failure to comply with monitoring requirements may result in withholding of funds.

All **Housing Services Department** funded agencies should give first preference for employment to low/mod income residents. Information regarding the number of area residents is reported to the Contract Compliance Officer on a semi-annual basis.

Signature of Authorized Representative

Title

SUPPORTING DOCUMENTATION FOR APPLICATION

The following documents must be submitted with the application. Use the attached checklist to indicate each item you have included.

1. **Private Nonprofit Incorporation Papers/Federal Tax Information**-Articles of Incorporation are recognized by the State as formally establishing a private corporation, business, or agency. Nonprofit organizations must submit tax-exempt determination letters from the Federal Internal Revenue Service, including their federal tax identification number.
2. **Corporation By-laws**-By-laws are the organization's written rules that govern its board of directors and handling of internal affairs and operation. The Bylaws must contain: an article regarding Board Compensation and Expense Reimbursement; a formalized procedure to approve revisions that includes full board approval and notification of all grantor agencies; open meeting requirements, regular meeting schedule; and special meeting and notification requirements
3. **IRS Form 990** – Copy of most recently submitted form 990.
4. **Board Training** – include in by-laws or provide a written assurance, approved by the Board and signed by the Board Chair that the organization will provide new member orientation and periodic refresher training regarding the organization's mission, goals, management practices, financial policies, and conflicts of interest.
5. **Annual Report**-Annual report of the accomplishments/status of your organization.
6. **List of Corporate Officers**-A list of the current board of directors or other governing body of the agency. The list will include the name, telephone number, address, occupation, committee assignments, if any, affiliation of each member, and must identify the principal officers of the governing body.
7. **Conflict of Interest Policy**- Copies of the attached Conflict of Interest statement signed by each member of the Board. A signed statement for anyone becoming a new member of the Board during the Program Year must be submitted to the Housing Services Department.
8. **Board's Authorization to Request Funds**-Documentation of the governing body's authorization to submit the funding request. Documentation consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.
9. **Board's Certification of Voting Membership**- The Board Chair must sign the attached form to certify that no City of Des Moines officers or employees serve as voting members of their Board of Directors.
10. **Board's Designation of Authorized Representative**-Documentation of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation of this consists of a signed letter from the chairperson of the governing body providing the name, title, address and telephone number of each authorized individual.
11. **Agreement of Monitoring Compliance**-The authorized representative of the agency must sign the attached form to confirm that the agency will comply with all required reporting and evaluation processes.
12. **Organizational Chart**-An organizational chart that describes the agency's administrative framework and staff positions, that indicates where the proposed project will fit into the organizational structure and that identifies any staff positions of shared responsibility.

13. **Management Policies and Practices** – a copy of written policies that address the following areas, as well as the procedures governing policy adoption and revision: employee compensation and expense reimbursement, bargaining agreements, if any, job descriptions, salary ranges by position, compensation in addition to salary, leave policies, equal employment opportunity, nepotism,
14. **Resumes of Agency Director, Fiscal Officer and Program Administrator.**
15. **An Affirmative Action & Grievance Procedure**
16. **Financial Controls** – a copy of written policies that address the following areas: annual audit, or, if an audit is not available, annual financial statement, or comfort letter from a qualified accountant or CPA firm, cash receipting, regular and special payment processing, procurement (see attached form) separation of financial duties to the extent possible, considering the size of staff.
17. **Financial/Performance Reporting** – the agency shall maintain a file for monitoring review containing, board meeting agendas, minutes, interim financial and progress reports to the board of directors, adopted and amended operating and capital budgets, financial, annual inventory of equipment and assets, and performance reports to other funding entities.
18. **Agency Revenue & Expense Statement** – Copy of the current total agency budget and expense statement.
19. **Fidelity Bond**-State whether or not the agency has fidelity bond coverage for principal staff who handle the organization's accounts, in what amount and with what insuring agency.
20. **Insurance Certificates**-Provide a copy of your agency's insurance policy's declaration page including general liability, automobile, worker's compensation, contents, and indemnification. State whether or not the agency pays all payroll taxes and workers' compensation as required by Federal and State law.
21. **Copies of all Required Local, State and Federal Licenses**-Dependent on the nature of your agency's activities. For example, childcare and food service require licenses.
22. **List of all Lease Agreements**-Provide listing of all lease agreements related to the project. For example, rental space, vehicles, equipment leasing contracts.
23. **A copy of the most recent inventory of office equipment, vehicles, or other physical assets.**
24. **List of Contracts with other Funding Agencies that are a part of the City-funded Activity/Service**-Provide listing of contracts with other agencies that provide any portion of the project's funding.
25. **Letter Designating Lead Agency for Collaborative Projects**-The letter should identify the lead agency and the names of the other agencies making up the collaboration; also indicate the intent to collaborate.

Annual Assessment: City staff will monitor and review compliance with the above listed management protocol, and report to the City Council regarding the degree of compliance by each organization annually. Contents of this report will be included in deliberations of initial and future funding decisions. Compliance with this policy will be a requirement for initial and future contract approval by the City.

**CONFLICT OF INTEREST STATEMENT AND
CODE OF ETHICAL PRINCIPLES AND BEHAVIOR FOR
BOARD, COMMITTEE MEMBERS AND STAFF**

The _____ **Board of Directors, Committee Members and Professional Staff aspire to:**

- Perform duties with integrity, honesty, truthfulness, and adherence to the public trust.
- Act according to the highest ethical standards
- Place the mission and vision of the organization as a priority
- Improve knowledge and skills to better serve families in need
- Recognize cultural diversity as strength in our community and to treat all people with respect and dignity
- Exercise our best judgment, independently of our association with any other organization or personal concern.

Conflict of Interest Statement: A conflict of interest exists when:

1. Any board member, committee member, employee or any relative (by blood or marriage), or business partner of _____ has a private, economic or personal interest sufficient to appear to influence the outcome of a decision made by the Board from which he/she may gain personally, professionally, or financially in the pursuits of his/her own special interest.
2. Any member of the Board of _____ who is associated as a member of the Board, on a Committee, or has an employment or consulting relationship with an organization receiving money from _____.
3. Other Examples of a conflict of interest may include but are not limited to the following:
 - Self-dealing which is defined as using your position to secure a contract for your business or board
 - Influence peddling: which is defined as soliciting benefits in exchange for using his/her influence to unfairly advance the interest of a particular party
 - Accepting benefits: which is defined as bribery and non-token gifts from a supplier
 - Using confidential information to further his/her own interests or advancing the cause of another organization

Determining a Conflict of Interest: It is the responsibility of each Board or Committee member or employee to determine if a real or apparent conflict of interest exists and once determined declare the conflict that is influencing his /her decision-making ability and dismiss him or herself from the deciding vote.

Conflict of interest may be declared by one of two methods:

1. **Personal Financial Gain:** If it may appear that there is a conflict where the member would have personal gain, they should abstain from both the discussion and the vote.
2. **Organizational Gain:** If it may appear that there is a conflict of interest because the individual serves on a Board, or on a committee of the applicant, or has a family employment or consulting relationship with the applicant to which funds may be awarded, but there is no personal financial gain, the individual should abstain from both the discussion and the vote.

If the Board member believes that another Board member has not declared a real or apparent conflict of interest, he/she may request that the other Board member provide a clarification regarding the other board member's potential personal financial gain or association with any other organization requesting funding.

If a vote has been taken and any board member believes that the undeclared real or apparent conflict of interest existed at the time of the discussion or vote, the board member may contact the chairperson or a member of the executive committee. The executive committee, at its next meeting, shall determine if a re-vote should be held at the next board meeting.

**Potential Conflict of Interest Declaration
for Directors, Committee Members and Staff**

In accordance with _____ policy "Conflict of Interest Statement and Code of Ethical Principles and Behavior for Board, Committee Members and Staff" any member of the board, any committee member or staff of _____ shall identify his or her affiliation with other such agency or agencies in which there may be a real or apparent conflict of interest.

At this time, I am a board member, a committee member, or an employee of the following organizations, or have a family member or business partner who is:

Organization:

Conflict:

Now, this is to certify that I, except as described, am not now nor at any time during the past year have been: 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any organization doing business with _____ which has resulted or could result in personal benefit to me, a family member or business partner; 2) A recipient, directly or indirectly, of any salary payment or loans or gift of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with _____.

Signature of Board, Committee Member or Staff

Date

This form must be reviewed and updated as needed or no less than annually.

AGENCY NAME

Procurement Policy

For any procurement of goods and services over the value of \$1,000 the Board of Directors shall be notified at the monthly Board meeting. If it is timelier, a notice shall be mailed out to members notifying them of procurement of goods and services.

After notification, every attempt shall be made to secure three (3) bids.

Within the parameters of qualified bidders, reasonable efforts shall be made to secure bids, goods and services from small business, minority owned firms, women's enterprises and neighborhood companies whenever feasible.

Procurement will be made by following the procedures outlined:

CONFLICT OF INTEREST STATEMENT:

- Any employee, board member, officer or agent will be excluded from participation in the procurement process if there is a real or apparent conflict of interest identified. A conflict of interest is evident when any employee, board member, officer or his/her family members, his or her partner, or any organization, which employs or is about to employ, has a financial or other interest, or would benefit financially in any way in the award of the procurement.
- With the exclusion of documented in-kind donations of material or labor and/or discount or cash for the express purpose of grant match, no gratuities, favors or anything of monetary value shall be solicited or accepted from contractors or merchants who have submitted a bid for goods or services.
- Any violations of conflict of interest will be cause for review and possible disciplinary action by the Board of Directors.

GENERAL

- All solicitations, price reasonableness inquiries, and procurement transactions shall be conducted in a professional manner and to the extent of practicality in a timely fashion.

- Due to the particular nature of certain projects, a contractor or professional with special skills may be required. A qualified bidder must:
 - a. Be qualified by experience, financing, and equipment to do work described in the contract documents in a timely manner.
 - b. Whenever required in the special provisions, furnish a statement of its experience and its general ability to perform the work contemplated, and shall submit same along with its proposal.
- Agency reserves the right to reject any bid that is not responsive to the proposal form or contract documents, or not submitted by a responsible bidder.
- A bidder's inability to promptly secure the required bonds and insurance coverage for the proposed work, as well as the bidder's demonstrated inability to continuously maintain insurance coverage on past projects, may be considered as an indication of financial responsibility and the bidder's qualification as a responsible bidder.
- To the extent of practicality and economical feasibility, preference will be given to products and services that conserve natural resources, protect the environment, and are energy efficient.

MINOR PURCHASES (under \$1,000)

- The conflict of interest statement and general procedures apply for all minor purchases.
- The Executive Director and the Executive Committee will, when appropriate and reasonable, complete a cost analysis for the most economical and practical purchase price.
- In case of emergency, the Executive Director shall have the authority to make purchases without bids.

MAJOR PURCHASES & AGREEMENTS FOR CONTRACTOR OR PROFESSIONAL SERVICES

- The conflict of interest statement and general procedures apply for all major purchases and contract bids.
- The Executive Director will keep on file a list of qualified contractors or vendors. This list will be updated every two years or as needed.

- On an individual project basis, Agency may act as its own general contractor.
- Bids may be awarded by the Board of Directors or by a Development Committee appointed by the Board of Directors.
- Legal or financial services will be based on three bids that shall be reviewed by the Board of Directors and/or re-bid every three years.

PROCUREMENT ADMINISTRATION & RECORDS

- Agency shall keep procurement procedures on file for a period of 3 years, which will be made available to any funding agency upon request.

Board Chair Signature

DATE