



REQUEST FOR PROPOSALS (RFP)

TENANT-BASED RENTAL ASSISTANCE – HOME FUNDS

**CITY OF CHARLOTTE
HOUSING & NEIGHBORHOOD SERVICES DEPARTMENT
HOUSING SERVICES**

DATE ISSUED: NOVEMBER 22, 2024

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1 REQUEST FOR PROPOSALS (RFP) INSTRUCTIONS

1.1 Public Notice

The City of Charlotte (City) plans to select one or more agencies as City HOME fund subrecipients to provide Tenant Based Rental Assistance (TBRA) to eligible households. The City is seeking agencies whose combination of experience and expertise will provide timely, cost-effective services to the City.

Information related to this solicitation, including any addenda, will be posted to the City's Housing Website at <https://www.charlottenc.gov/Streets-and-Neighborhoods/Housing/Resources-for-Developers-and-Contractors/Request-for-Proposals>.

For questions related to this RFP, contact:

Joey Mottola
 City of Charlotte
 Housing & Neighborhood Services
 600 East Trade Street
 Direct Phone: (704) 336-4211
 Email: joey.mottola@charlottenc.gov

1.2 Project Overview

The selected agency or agencies will provide temporary rental assistance to eligible households experiencing a housing crisis to allow the family to quickly return to stable housing. The goal of TBRA funding is to provide short term assistance to households who can return to self-sufficiency within twelve months.

1.3 RFP Schedule and Proposal Submission

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this Project.

Advertisement of RFP:	Friday, November 22, 2024
DUE DATE & TIME FOR PROPOSALS:	Monday, January 6, 2025, 5pm
Selection Announcement:	No later than March 30, 2025

Submit proposals via the portal at:

<https://charlottenc.seamlessdocs.com/f/housingsubmission> . It is the sole responsibility of the proposer to ensure that the proposal package is received no later than the established due date and time at the proper location. Proposals received after the due date and time will not be considered.

1.4 Evaluation Criteria & Process

The City will review and rate each proposal based on the following criteria:

- Overall agency experience working with identified population
- Responses to narrative questions in Form 4
- Agency experience with rental assistance programs

- Proposed program budget and outcomes
- Proposed rental assistance cash match (*Cash match is not required under HUD regulations; however, The City reserves the right to use the amount provided for cash match or leverage of TBRA assistance to make funding decisions*)

The City will appoint an evaluation committee whose responsibilities will include performing independent technical evaluations of each proposal and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies and risks associated with each Proposal. City reserves the right to obtain clarification or additional information with any agency in regards to its Proposal.

The City reserves the sole right to select the most qualified agency(s) on basis of best overall value that is most advantageous to the City.

The City reserves the sole right to renew contracts awarded from this RFP for a period of four additional fiscal years. This decision will be made, on a yearly basis, at the discretion of The City.

Agencies who submit proposals will be notified of the selection results. Final recommendation of any selected agency is subject to the approval of City Council or City officials.

1.5 Proposal Format & Contents

Interested agencies must submit a completed application that includes each of the required Forms 1 thru 4 provided with this RFP and the related required documents listed below. Submit proposals via the portal at:

<https://charlottenc.seamlessdocs.com/f/housingsubmission>

Document
<ul style="list-style-type: none"> • Form 1 - Execution of Proposal* • Form 2 - Commercial Non-Discrimination Certification* • Form 3- Staffing* • Form 4 - Program Application* • Current and past year Agency Audit (Note: Agencies exempt from federal threshold requirements (as defined in 2 CFR Part 200) may submit financial statements in lieu of an annual audit. Financial Statements should include your agency's: balance sheet, income statement and cash flow statement. • Form 990 (nonprofit agencies only)
*Indicates a city-provided form or format

END OF SECTION ONE

2 REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS

2.1 Communications

All communication of any nature with respect to this RFP shall be addressed to the City staff identified in Section 1.1 this RFP. With the exception of communications with the designated City staff for this RFP, prospective agencies and their staffs are prohibited from communicating with elected City officials, City staff and any selection committee member regarding this RFP or submittals from the time the RFP was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the agency's proposal for consideration.

2.2 Duties and Obligations of Agencies in the RFP Process

Interested agencies are expected to fully inform themselves as to all conditions, requirements and specifications of this RFP before submitting a proposal. Agencies must perform its own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City. Agencies are expected to promptly notify the City in writing to report any ambiguity, inconsistency or error in this RFP. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, inconsistency or error.

2.3 Addenda

In order to clarify or modify any part of this RFP, addenda may be issued and posted at the City's official website at <https://www.charlottenc.gov/Streets-and-Neighborhoods/Housing/Resources-for-Developers-and-Contractors/Request-for-Proposals>

Any requests for information or clarification shall be submitted in writing to the City staff identified in Section 1.1 this RFP by the deadline for questions.

2.4 No Collusion, Bribery, Lobbying or Conflict of Interest

By responding to this RFP, the agency shall be deemed to have represented and warranted that the proposal is not made in connection with any competing agency submitting a separate response to this RFP and is in all respects fair and without collusion or fraud. Furthermore, the agency certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, an officer or employee of the City in connection with this RFP.

2.5 Public Records

Upon receipt by the City, each proposal becomes the property of the City and is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152 et seq. Proposals will be reviewed by the City's evaluation committee, as well as other City staff and members of the general public who submit public record requests after a selection result has been announced to the public. To properly designate material as a trade secret under these circumstances, each agency must take the following precautions: (a) any trade secrets submitted by the agency should be submitted in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Proposal," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a proposal, each agency agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. Furthermore, each agency agrees to indemnify and hold harmless the City and each of its officers, employees and agents from all costs,

damages and expenses incurred in connection with refusing to disclose any material that the agency has designated as a trade secret. Any agency that designates its entire proposal as a trade secret may be disqualified from consideration.

2.6 Cost of Proposal Preparation

The City shall not be liable for any expenses incurred by any agency responding to this RFP. Agencies submitting a proposal in response to this RFP agree that the materials and submittals are prepared at the agency's own expense with the express understanding that the agency cannot make any claims whatsoever for reimbursement from the City for the costs and expense associated with preparing and submitting a proposal. Each agency shall hold the City harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or agency responding to this RFP.

2.7 Advertising

In submitting an RFP, proposer agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the City of Charlotte.

2.8 Vendor Registration with City of Charlotte

The selected agency and subcontractors must be registered in the City's Vendor Registration System in order to receive payment for services and/or supplies provided under any City contract.

2.9 Financial Capacity; Insurance Requirements

The selected agency must have the financial capacity to undertake the work and assume associated liability. The selected agency will be required to provide certificates of insurance evidencing coverage include: automobile liability in the minimum amount of \$1,000,000; commercial general liability in the minimum amount of \$1,000,000; workers' compensation insurance minimum of \$100,000 per accident limit; \$500,000.00 disease per policy limit, \$100,000 disease each employee limit; Directors & Officers Liability in them minimum of \$1,000,000; and Fidelity Bond Insurance \$50,000.

2.10 Ownership of Work Products

The City shall have exclusive ownership of all intellectual property rights in all documents and other work product prepared by, for, or under the direction of the selected agency pursuant to any contract under this RFP (collectively, the "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City's name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the agency a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

2.11 City Rights and Reservations

The City expects to select one or more agencies but reserves the right to request substitutions of any key team member, including staff and subcontractors. The City reserves the right to contact any agency/team for any additional information including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserves the right to modify any part of this RFP as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFP, to cancel the RFP, to re-advertise for new RFP responses either with identical or revised specifications, or to accept any RFP response, in whole or part, deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFP shall not be construed as a contract, nor indicate a commitment of any kind.

The City of Charlotte reserves the sole right to award a contract or contracts to the most qualified agency(s) on the basis of best overall proposal most advantageous to the City. The City of Charlotte is therefore not bound to accept a proposal on the basis of lowest price. The City of Charlotte also reserves the right to make multiple awards, based on experience and qualifications if it is deemed in the City's best interest.

2.12 Contract

The contents of this RFP and all provisions of the successful proposal deemed responsive by the City of Charlotte may be incorporated, either in whole or in part, into a contract and become legally binding when approved and executed by both parties. Contents of the contract may contain changes from the City of Charlotte's perspective as a result of the RFP process and proposal(s) received. The final negotiated contract may include the scope of work as outlined in this RFP along with the successful agency's submittal and any additions or deletions made at the discretion of the City as a result of the RFP process.

END OF SECTION TWO

3 Eligible Activities and Program Requirements

3.1 Eligible Activities

Tenant Based Rental Assistance

Funding is available to provide financial assistance to individual households afford the housing costs of market-rate units.

Eligible cost include:

- Rental and Utility Deposit
- Rental and Utility Financial Assistance

3.2 Households Eligibility

- Households must be at or below 60% of Area Median Income (AMI)
- Household must live in within City of Charlotte city limits.

3.3 Unit Eligibility

- Assisted households may identify the housing unit of their choice.
- Eligible properties may be publicly or privately owned and must meet
- Eligible properties must pass City Inspection Standards prior to occupancy and annually thereafter. Units must also be assessed for Lead and pass a Lead Visualization Exam by a Lead Certified Inspector.
- TBRA may be used in HOME-assisted units, but the property does not have to be a HOME-assisted unit.
- The unit must be within the City of Charlotte.

3.4 Financial Assistance

- **Rent Assistance**
 - Units must have reasonable rents, based on rents that are charged for comparable unassisted units in the jurisdiction. The City has established a Fair Market Rent (based current HUD Fair Market Rent rate), and agencies can pay an assisted household no more than the difference between 30 percent of the household's income and the Fair Market Rent.
 - Agencies are required to calculate rental payments using HUD's CPD rental calculator. Tenants pay 30 percent of their monthly adjusted income toward rent. The TBRA assistance then makes up the gap between the tenant's payment and the actual rent plus utilities for the tenant's unit.
- **Utility Assistance (if applicable)**
 - Agencies are required to utilize the provided Utility Allowance Schedule to calculate utilities into total rent calculation.

3.5 Language Access Plan

Agencies are required to create a Language Access Plan tailored to the program administering and the Limited English Proficiency (LEP) population serving within 30 days of execution of contract and aligns with the City of Charlotte Language Access Plan.

3.6 Violence Against Women Act

The Violence Against Women Act (VAWA) requirements set forth in 24 CFR part 5, subpart L, apply to all HOME tenant-based rental assistance and rental housing assisted with HOME funds.

3.7 Lead Based Paint

Agencies are required to implement Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), as outlined under 24 CFR Part 35. 33.1. All emergency shelters and housing occupied by program participants must adhere to the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M, and R. For a dwelling unit built before 1978 with one or more bedrooms and has a household receiving financial assistance of more than 100 days, subrecipient shall provide the City all required information under the Lead-Safe Housing Rule Requirement of 24 CFR 35 Subpart M, including elevated blood lead levels (EBLL), when applicable.

END OF SECTION THREE

4 Form 1**Execution of Proposal**

The person executing the Proposal, on behalf of the Company, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Company has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of full and open competition in connection with any proposal or contract, that the Company has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Company intends to do the work with its own bona fide employees or subcontractors and is not proposing for the benefit of another company.

Submission of a response to this RFP constitutes certification that the Company and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

NC General Statute 133-32 and City Policy prohibit any gift from anyone with a contract with the City, or from any person seeking to do business with the City. By execution of this Proposal, you attest, for your organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

The information contained in this Proposal, including its forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts.

Type of Company:
(check 1 box)

Sole Proprietor Partnership Joint Venture

Corporation _____ (identify the State of incorporation)

(if joint venture, complete this "Proposal Submission" sheet for each joint venture company and identify the "Name of Joint Venture" on each sheet)

NAME OF JOINT VENTURE: _____

City of Charlotte Vendor Number: _____

ACKNOWLEDGEMENT OF ADDENDA:

The undersigned acknowledges receipt of the following addenda:

No: _____ Date: _____ No: _____ Date: _____ No: _____ Date: _____

Company Legal Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Signature of Authorized Representative (or Designee)

(Print Name)

(Title)

Date

Proposal is valid for one-hundred-eighty (180) days from the Proposal due date.

5 FORM 2**COMMERCIAL NON-DISCRIMINATION CERTIFICATION**

COMPANY NAME: _____

RFP NAME: FY2025 TBRA

RFP NUMBER: _____

The undersigned Company hereby certifies and agrees that the following information is correct:

1. In preparing its bid/proposal, the Company has considered all bids/proposals submitted from qualified, potential subcontractors and suppliers and has not engaged in discrimination as defined in Section 2 below.
2. For purposes of this section, *discrimination* means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, *discrimination* also includes retaliating against any person or other entity for reporting any incident of discrimination.
3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the bid/proposal submitted with this certification and terminate any contract awarded based on such bid/proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies allowed thereunder, including possible disqualification from participating in City contracts for up to two years.
4. As a condition of contracting with the City, the Company agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of subcontractors and suppliers. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the bid/proposal and to terminate any contract awarded on such bid/proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies that are allowed thereunder.
5. As part of its bid/proposal, the Company shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against the Company in a legal or administrative proceeding alleging that the Company discriminated against its subcontractor, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
6. As a condition of submitting a bid/proposal to the City, the Company agrees to comply with the City's Commercial Non-Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

Signature of Authorized Representative (or Designee)_____
(Print Name)_____
(Title)_____
(Date)

6 FORM 3

STAFFING

COMPANY NAME: Click or tap here to enter text.

RFP NAME: FY2025 TBRA

List the full names of all **employees** whom you intend to assign to this program. Describe their specific role/responsibility and availability. Add additional pages as necessary.

Employee Name & Title	Project Role	Availability	Education / Experience
John Smith, Counselor	Program eligibility client services & counseling	Full time staff assigned 50% to this program	MSW
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

7 FORM 4
Application for Tenant Based Rental Assistance Funding FY2025

Agency:	Click or tap here to enter text.		
Address:	Click or tap here to enter text.		
Director:	Click or tap here to enter text.		
Agency Contact:	Click or tap here to enter text.		
Phone Number:	Click or tap here to enter text.	Email:	Click or tap here to enter text.
Total Funding requested from City	Click or tap here to enter text.		

Targeted Populations	ESTIMATED NUMBER OF HOUSEHOLDS TO BE SERVED
Survivors of Domestic Violence	Click or tap here to enter text.
Homeless and participating in coordinated assessment	Click or tap here to enter text.
Self-Sufficiency Program Participants	Click or tap here to enter text.
Low Income Households	Click or tap here to enter text.

Agency and Program Information

Provide description of your agency and describe your agency's rental assistance program:

1. Agency and Program(s) (if applicable) Description:
Click or tap here to enter text.

2. Agency Mission Statement:
Click or tap here to enter text.

3. Agency Vision Statement:

Click or tap here to enter text.

4. Describe the benefits and results of your agency's rental assistance program.

Click or tap here to enter text.

5. How long has your agency provided rental assistance?

Click or tap here to enter text.

6. Who is this program intended to serve (e.g., homeless individuals, low-income families, veterans, Self-sufficiency Program Participant, Survivor of Domestic Violence, etc.)?

Click or tap here to enter text.

7. What services do you plan to provide?

Click or tap here to enter text.

8. What is your Tenant Selection and Assignment Plan?

Click or tap here to enter text.

9. If City-funding is allocated for only one year, share the strategies to sustain your program. Indicate plans for obtaining funds outside of City funding for rental assistance activities.

Click or tap here to enter text.

9.If City-funding is allocated for only one year, share the strategies to sustain your program. Indicate plans for obtaining funds outside of City funding for rental assistance activities.

10.How will your agency leverage funds awarded to provided additional services within your organization. Include type of services that will be provided and source of funding. (Note: Match and leverage of funds is not a contract requirement.)

Click or tap here to enter text.

11.If City-funding is denied, describe the impact on agency or program.

Click or tap here to enter text.

12.The goal of City funding for rental assistance is to provide vulnerable households housing while they transition to self-sufficiency or long-term supportive housing option. For each population you plan to serve discuss your agency's long-term housing strategy including how you plan to transition each population group to a permanent housing solution.

Click or tap here to enter text.

13. The Rental Assistance program requires each unit be subject to a HQS inspection and Lead Visualization assessment prior to lease and payment approval. How does your agency plan to meet this requirement?

Click or tap here to enter text.

14. If you were unable to use all awarded funding in previous contracts provide an explanation and any strategies used to utilize funding. [If applicable]

Click or tap here to enter text.

15. If currently funded, explain the current status of your existing contract. What percent of funds have been expended? [If applicable]

Click or tap here to enter text.

16. Describe the process your agency has in place to ensure that all staff understand and will meet HOME TBRA contract requirements for required reporting and invoice submittal.

Click or tap here to enter text.

17. During your last monitoring review, did you receive any findings or concerns? If so, please provide details about the issue, including whether a Corrective Action Plan was developed and how the matter was resolved.

Click or tap here to enter text.

8 Budget Worksheet

Services Offered	NUMBER OF HOUSEHOLDS TO BE SERVED	COST PER HOUSEHOLD	TOTAL AMOUNT REQUESTED
<i>Example: Financial Assistance</i>	<i>10</i>	<i>\$100</i>	<i>\$100,000</i>
Rental Assistance	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Utility Assistance	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Deposit Assistance	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Inspections	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total Requested			Click or tap here to enter text.

9 Certifications

Please select all that apply to the Agency:

(Note: Missing items 4-17 will not affect application review. However, items will be required prior to entering contract or use of funds if awarded funding through this RFP.)

- 1. Agency is a 501c3 or unit of government.
- 2. Agency can meet all reporting requirements under HOME-TBRA.
- 3. Agency has no overdue tax debts.
- 4. Agency will hold minimum insurance requirements.
- 5. Agency has Financial Policy and Procurement Standards.
- 6. Agency has a current Conflict of Interest Policy that meets HUD requirements.
- 7. Agency has an Anti-Discrimination Policy.
- 8. Agency has a Drug-Free Workplace Policy.
- 9. Agency has an Environmental Tobacco Smoke-Free Policy.
- 10. Agency has an Equal Access Policy.
- 11. Agency has a Fair Housing Policy.
- 12. Agency has a Termination of Assistance Policy for Program Participants.
- 13. Agency has a Confidential and Record Retention Policy.
- 14. Active registration listed in SAM.gov system.
- 15. Agency has program policies including but not limited to program selection process, security deposit assistance, shared/roommate housing, etc.

Please acknowledge each statement and sign.

Information provided in this proposal requesting Tenant Based Rental Assistance is true and accurate to the best of my knowledge. I acknowledge that if funding is awarded to my agency HUD HOME funding rules and regulations are applicable to the use of this funding.

Click or tap here to enter text.

Executive Director or Designee Signature

Click or tap here to enter text.

Date