City of Bremerton

2021 Community Development Block Grant
Notice of Funding Availability

Community Development Block Grant Program

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GENERAL INFORMATION

City of Bremerton

Staff Contacts

City of Bremerton CDBG/HOME

http://www.ci.bremerton.wa.us/display.php?id=864

Mailing Address:
    City of Bremerton
Department of Community Development
345 6th Street, Suite 100
Bremerton, WA 98337-1873

Staff Contacts:
    Sarah Achaoui, Program Administrator, City of Bremerton
(360) 473-5375
sarah.achaoui@ci.bremerton.wa.us

2021 Funding Allocation Schedule

	2021 City of Bremerton CDBG Cycle Calendar		
	2021 Funding Year (January 1-December 31, 2020)		
	For more information please call 360-473-5375 or email sarah.achaoui@ci.bremerton.wa.us		
2021-2025 CDBG Survey			2021-2025 CDBG Public and Agency Survey released to the public
2021 Policy Plan		6/1/2020	2021 Draft City of Bremerton CDBG Policy Plan and 2021-2025 Consolidated Plan Priorities available-Posted on the City's website and 15-day comment period opens-announcement in Kitsap Sun and on City's website.
		6/16/2020	Written comment period closes for 2021 draft City of Bremerton CDBG Policy Plan and 2021-2025 Consolidated Plan Priorities
		6/10/2020	Council Study session for funding priorities for 2021 program year and adoption of 2021 Policy Plan
		6/17/2020	Council Public Hearing for adoption of CDBG strategic planning priorities for 2021 program year and adoption of 2021 Policy Plan
Affordable Housing Inventory and Market Analysis			Public Meeting Date and time to be determined
Affordable Housing RFP (HOME)		6/22/2020-7/1/2020	Pre-application appointments for HOME project proposals *in order to apply for RFP #1, all prospective applicants are required to schedule a pre-application appointment during this time period*
2021 Grant Cycle	Wednesday	6/23/2020	Notice of Availability for 2021 Funding goes live. Posted on City website and via email listserv
Affordable Housing RFP (HOME)		7/2/2020	Request for Proposals (RFP) for Kitsap County and City of Bremerton HOME funding-Link to application posted on Coordinated Grant Application and City of Bremerton websites. Please read the RFP for eligiblity and funding targets/priorities
2019 CAPER		3/31/2020	CAPER submitted to HUD in IDIS
Affordable Housing RFP (HOME)		7/30/2020	Applications Due for HOME RFP @ Noon: Online Submission Only via Fluid Review
2021 Grant Cycle	Monday	7/13/2020	CDBG 2021 Funding Year Application goes live-links to application posted to City Website
	Friday	7/24/2020	Technical Assistance Meeting (Mandatory)-Mayor's Conference Room-6th floor, Norm Dicks Government Center 10:00 AM
		7/22-7/30	Technical Assistance Available by Appoinment Only
	Friday	8/7/2020	Funding Applications Due @ noon via electronic submittal. Paper copies will not be accepted
	Friday	8/21/2020	*Stage 1 Applications reviewed: Disqualified applications will not move forward applicant will be notified in writing*
	Wednesday	8/26/2020	Eligible applications will be forwarded to the Project Review Committee
		8/26-9/18	Staff and PRC Review and Scoring
	Friday	9/18/2020	PRC Scores due in Fluid Review
	Monday-Wednesday	9/21-9/24	Funding Interviews Interviews will be held at the Norm Dicks Government Center 6th Floor, Mayor's Conference Room
	Thursday	9/24/2020	Final interviews and deliberations
	Monday	28-Sep	Funding recommendations published for 30 day written public comment period
	9/23/2020	*scheduled by Kitsap County.*	HOME funding recommendations released for 30 day comment period
	Wednesday	10/28/2020	Council study session to adopt funding recommendations Council meeting room, 6th floor Norm Dicks Government Center, 5:00 PM

	Wednesday	11/4/2020	Council meeting (ACTION) to adopt funding recommendations Norm Dicks Government Center, Meeting Chambers 345 6th Street, Bremerton 5:30 PM
	Friday	11/13/2020	Action Plan Submitted to HUD
		1/1/2021	Program Year Begins

About the Funding

The City of Bremerton Community Development Block Grant funding availability is for the 2021 program year beginning January 1, 2021 and culminating on December 31, 2021. A description of the funding is included below. City of Bremerton HOME funds, Homeless Housing Grant Funds, Affordable Housing Grant Program, and Consolidated Homeless Grant Incentive Programs are all through a coordinated application with Kitsap County.

Community Development Block Grant
The Community Development Block Grant (CDBG) program is a flexible program that provides communities with funding to address a wide range of unique community development needs. The program is authorized by Title I of the Community Development Act of 1974. Funds are used to assist in the development of decent housing, to create suitable living environments, and expand economic opportunities primarily for persons of low and moderate income. All projects funded with CDBG must meet one of the three national objectives:
- Principally benefit low and very low income households;
- Reduce or prevent slum and blight; or,
- Meet an urgent need

Consolidated Plan Goals

All projects **must** meet one of the following Consolidated Plan Goals:

- Capital projects which can demonstrate a low/moderate income benefit either through Limited Clientele, or Area Benefit (please confirm with CDBG administrator the eligibility if you are carrying out an area wide benefit project).
- Improve, create new units or preserve units of affordable homeownership housing;
- Expand economic opportunities for very-low and low-income Bremerton residents;

If an applicant cannot demonstrate how it meets one of the Consolidated Plan goals in its funding application, the application will not be considered for funding and the applicant will be notified.

Council Funding Priorities

For the 2021 Program Year Bremerton City Council has chosen the following priorities for use of funds:
- Capital projects which can demonstrate a low/moderate income benefit either through limited clientele or area benefit;
- City-wide economic development projects;
- City-wide projects which improve, create new units, or preserve units of affordable housing;
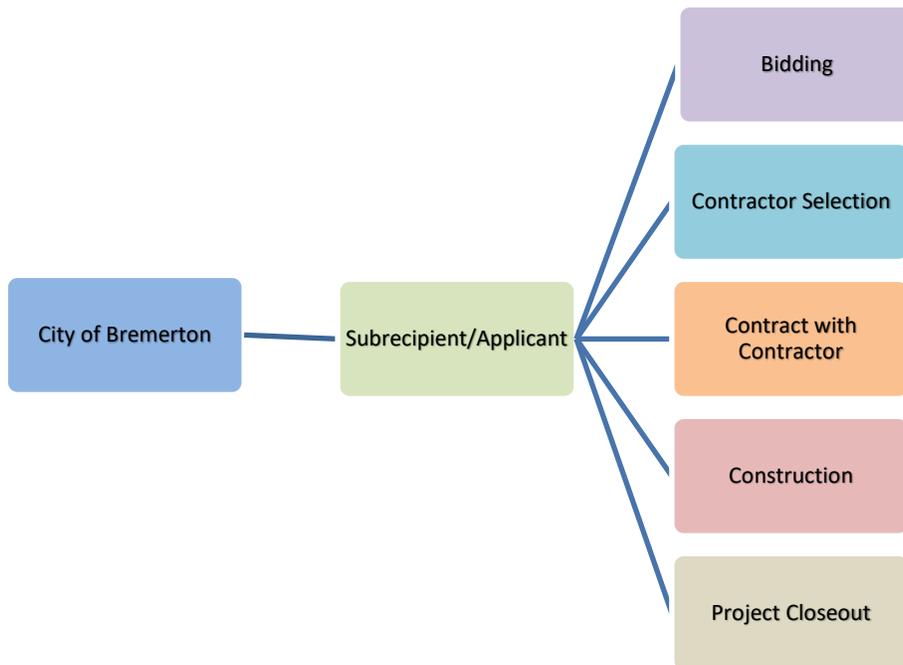
- Public Facility and Infrastructure projects

Proposals for Activities that do not meet these funding priorities will not be eligible for funding.

Eligible Recpients

The City of Bremerton will enter into a subrecipient agreement with successful applicants. The regulations define a subrecipient as a *public or private nonprofit agency, authority, or organization, or a for-profit entity authorized under §570.201(o), receiving CDBG funds from the recipient or another subrecipient to undertake activities eligible for such assistance.* The subrecipient agreement between the City of Bremerton and awarded entity includes regulatory requirements associated with the CDBG Program.

The diagram below is intended to illustrate the relationship between the City of Bremerton and the successful applicant/subrecipient who would be carrying out construction projects. All subrecipients will be responsible for conducting their own procurement process with the assistance of CDBG staff. Following the bidding process, each subrecipient will be required to enter into a contract with the most responsible bidder. CDBG staff will assist subrecipients through this process, but the contractual agreement with the contractor will be with the subrecipient and not the City of Bremerton.

If a real estate transaction occurs it will differ from the diagram below, but will still require a subrecipient agreement with the City of Bremerton. Please contact CDBG staff for questions related to real estate transactions.

This list is broken down by priority area. Please ensure your project both match a Council Priority and are an eligible activity.

1. Capital Projects which can demonstrate a low/moderate income benefit either through limited clientele or area-wide benefit.

Eligible activities are defined in the CDBG program regulations at 24 CFR 570.201 and 570.207.

Examples Include:

- Childcare center improvements
- Clearance, demolition and removal and rehabilitation of buildings and improvements;
- Facilities for persons with disabilities;
- Homeless Facilities (not operating costs);
- Removal of material and architectural barriers;
- Park improvements;
- Planning activities;
- Preservation, rehabilitation or restoration of historic properties;
- Rehabilitation of privately owned buildings and improvements for residential purposes;
- Façade Improvement
- Assistance to private individuals and entities, including profit making and nonprofit organizations, to acquire for the purpose of rehabilitation, and to rehabilitate properties for use or resale for residential purposes;
- Sidewalks;
- Street Improvements.

2. Projects that improve, develop, preserve or create or support affordable housing

- Acquisition, rehabilitation of rental housing
- In Rem housing-CDBG funds may be used to make essential repairs and payment of operating expenses needed to maintain the habitability of housing units acquired through tax foresclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily LMI neighborhoods;
- Conversion of a closed building from one use to a residential use (such as a closed school building to residential units);
- New construction must be undertaken by a Community Based Development Organization *only*
- Site clearance and site improvements

3. City-Wide Job Economic Development Projects

Examples Include:

- Assistance to carry out economic development projects for job training purposes;
- Microenterprise assistance

The following activities are generally **not eligible** for CDBG funding:
- New residential housing construction, except in special circumstances
- Regular government operations
- Buildings such as city halls, police stations, or other buildings primarily for the general conduct of government (except for the removal of architectural barriers)
- Income payments such as payments to individuals or families for food, clothing, or rent, except in certain circumstances
- Political activities
- Vehicles and Equipment

4. Public Facility and Infrastructure Projects

Examples Include:

- Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements except as provided in 570.207(a), carried out by the recipient or other public or private non profit entitie.
- However, activities under this paragraph may be directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severyely disabled persons to public facilities and improvements, including those provided for in 570.207(a)(1).
- Design features and improvements which promoteenergy efficiency may also be included
- Such activities may also include the execution of architectural design features and similar treatments intended to enhance the aesthectic quality fof facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and foutains and other works of art.
- Facilities designed for use in providing shelter for persons having special needs are considered public facilities and not subject to the prohibition of new housing construction.
- Such facilities include: shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees, group homes for mentally ill persons and temporary housing for disaster victims.

Note: The above lists are not comprehensive. For a complete list of eligible or ineligible activities refer to CDBG regulations in 24 CFR 570.201 and 570.207

For specific information regarding policies and regulations behind the use of CDBG funds please refer to the 2021 CDBG/HOME Policy Plan.

Community Development Block Grant

Eligible applicant/recipients include:
- City or County governments
- Public and private nonprofit organizations (501(c)3)
- Section 301(d) small business investment companies
- Local development corporations
- Private profit organizations may implement certain activities.
- Faith based organizations

Additionally applicants must:
- Demonstrate an active governing body or board of directors with skills and experience to provide leadership and direction to the agency.
- Demonstrate the legal, financial, and programmatic ability to administer the proposed project; and,
- Meet the City requirements for contracting agencies such as insurance requirements, audit and financial requirements.
- Demonstrate timely expenditure of funds and ability to complete the project in an efficient manner.

General Requirements

- Agencies awarded funds will maintain an active City of Bremerton business license
- Agencies awarded funds will maintain an active DUNS number and SAM.gov registration
- Agencies awarded funds will maintain minimum insurance requirements, contact CDBG administrator for those details.
- Agencies awarded funds will not sub-award funds to any other entity, excluding construction/capital projects
- Awarded funds will be paid to Subrecipient for eligible expenses on a *reimbursement* basis

CDBG programs are federally funded through the Department of Housing and Urban Development. Funding levels are determined by HUD after the Federal Budget is finalized, which often occurs after the program year has begun. The City of Bremerton estimates funding levels in order to start the grant application process; therefore, underlined funding amounts shown in the table below are estimates. If HUD allocates a different amount to these programs than what was estimated, actual funding awards will be increased or decreased to accommodate the discrepancy. The estimated funds below are based on 2019 and 2020 allocations and historic funding trends.

The following table shows an overall view of the total *estimated* amount of funds available in this application cycle by the application type and funding sources. Please note that the City of Bremerton is basing this estimate on an amount of $450,000. There is no designated amount for application type, applicants are encouraged to apply for the amount of funding they need to complete a project. Please note that projects with multiple sources of funding will be more competitive than projects that are utilizing CDBG as their *only* funding source.

The tables on the following pages give a more detailed view by funding source; showing the estimated amount of funds available as well as the proposed distribution of those funds.

2021 Funds

Estimated 2021 Entitlement	$450,000
Estimated 2021 Program Income	$29,000
	$477,000
2021 Funding Available for Grant Administration (20% of Entitlement + Program Income	$95,400.0
2021 Amount available for public service activities	$67,500
Amount available for funding:	$314,100.0

How to Access and Submit Application

Online Application via Fluid Review will be available to download from the City's website beginning Monday July 13th. You will need a computer with internet capability in order to access the City's website to access the application.

Application link will be posted on the City website, and information will be sent to the City's interested party e-mail list.

<div style="color:red; font-weight:bold; text-align:center">Application submission deadline is August 7th 2020 at Noon</div>

Where to Submit Applications

An application is considered complete if it meets the following criteria:
- Applicant must have attended the **mandatory** technical assistance session on July 24th
- Application submitted **ON TIME** (August 7th at noon)
- All required application questions/sections/attachment are completed in an adequate manner.
- Applications including all supplemental attachments will be submitted via Fluid Review

Assistance with the Application

A **Mandatory Technical Assistance** Session for all applicants who have never received CDBG Funds or have never used Fluid Review will be held on **July 24th at 10:00** in the

Norm Dicks Government Center Mayor's Conference Room, 6th Floor, or virtually. Details will be sent out prior to the meeting.

One-on-One Technical Assistance may be scheduled between July 22-July 30th by contacting the staff listed in the front of this notice. One on one technical assistance is available in the event that you are unable to attend the session on July 24th.

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Application Review and Rating Process

This is a competitive application process for limited funding; therefore, applications that meet all criteria are not guaranteed an award of funds and successful applications may be funded for less than the amount requested

Applications <u>not</u> meeting the requirements will be disqualified from consideration for funding and will not move any further through the process.
Written notice will be sent to the disqualified Applicant.

</div>

Applicants will need to demonstrate that they are able to spend down funds in a timely manner and that they have the capacity to complete the project.

All applications will go through the following review and rating process.

1. Initial Eligibility Screening
   a. Application is complete.
   b. Applicant meets eligibility requirements as of the application due date.
   c. Project or activity is an eligible use of funds.

2. Staff Technical Review
   a. <u>Organizational Financial Review</u> – RFP's will be reviewed City will review for Agency financial soundness.
   b. <u>Organizational Capacity</u> – Staff will review the capacity of the agency to manage grants based on previous grant performance, board makeup, organizational structure (including staffing), organizational data, etc.
   c. <u>Project Priority Review</u> – Staff will review project goals and population served for alignment with the Funding Priorities.

3. Project Review Committee (PRC) - The committee will make funding decisions using the following process:
   a. Review and evaluate each application using review and scoring guides.
   b. Conduct interviews with each applicant; review responses using review and scoring guides.
      • Non-capital interviews (City-Wide Economic Development) will be 20 minutes in length which includes 10 minute agency presentation and 10 minute question/answer.

- Capital interview will be 35 minutes in length which includes 15 minute agency presentation and 20 minute question/answer.
- Interview length for agencies with multiple submissions of the same type (non-capital, for example), may be shortened.

c. Assign a priority ranking and recommended funding level to all projects.
d. Staff matches ranking with available and appropriate funding sources.
e. PRC finalizes recommendations and sends to the Bremerton City Council.

4. Bremerton City Council – Public hearings to consider the Project Review Committee recommendations will be held before the Bremerton City Council. Council will make the final funding approval.
5. Approved funding recommendations which include Federal funds are send to HUD for approval in the annual Action Plan. Projects awarded funds must be included in the 2021 (Year 1) Action Plan to the 2021-2025 Consolidated Plan and submitted to HUD for approval. The Action Plan cannot be finalized until the City of Bremerton receives federal award amounts from HUD.
6. Final Awards-Funding recommendations were made based on estimated funds. Once the actual amounts are known, project awards will be adjusted based on the contingency set by the PRC and approved by the Bremerton City Council.

Project Review Committee (PRC)

The Project Review Committee reviews and recommends funding for the CDBG Grant Application. PRC members read applications, review agency and financial capacity analyses, conduct applicant interviews, score, rank and develop funding recommendations. Recommendations are then presented to the Bremerton City Council, which make final funding decisions.

PRC volunteers are selected based on their knowledge of the community's needs and willingness to donate their time to PRC activies. PRC members must demonstrate the specific skills, qualifications and background needed to evaluate applications and recommend funding, such as:

Affordable housing	Grant writing or grant management
Architecture and planning	Homeless programs
Compliance monitoring	Housing development
Practical experience with HUD	Mortgage lending
Construction project management	Non-profit community service provider
Economic development	Project management experience
Finance and accounting	Real estate

2021 Project Review Committee Makeup
There is one project review committee for all CDBG applications. The committee is comprised of 6 members: Three members are City of Bremerton staff volunteers (Director-Department of Community Development, Project Assistant-Department of Community Development, Assistant Finance Director-Finance Department), and two members are volunteers from the community,

one is a Planning Commissioner (Commissioner Wofford) and one is a City Council representative (Councilman Michael Goodnow). Additionally the City Auditor will participate in the initial organizational capacity review. The committee members are assigned to review and rate each of the grant applications submitted and all PRC members take part in the Applicant interviews.

PRC positions are filled by appointment. The Mayor of the City of Bremerton appoints two members to the PRC committee.

HUD Income Limits

Median Family Income (MFI) is determined periodically by the Department of Housing and Urban Development (HUD) on the basis of state and local earnings data and is published for cities and counties.

The Median Family Income for the Bremerton-Silverdale MSA effective April 2019 is $85,500 for a four-person household.

HUD updates income limits annually each spring. The most up-to-date income limits will apply to all CDBG and HOME funded projects. Contact your Block Grant Adminstrator for the most current Income Limits.

HUD.gov HUD User Home Data Sets Fair Market Rents Section 8 Income Limits MTSP Income Limits HUD LIHTC Database

FY 2020 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2020 Income Limit Area	Median Family Income [Explanation]	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Bremerton-Silverdale, WA MSA	$91,700	Very Low (50%) Income Limits ($) [Explanation]	32,100	36,700	41,300	**45,850**	49,550	53,200	56,900	60,550
		Extremely Low Income Limits ($)* [Explanation]	19,250	22,000	24,750	**27,500**	30,680	35,160	39,640	44,120
		Low (80%) Income Limits ($) [Explanation]	51,350	58,700	66,050	**73,350**	79,250	85,100	91,000	96,850

The **Bremerton-Silverdale, WA MSA** contains the following areas: Kitsap County, WA;

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60

*MFI = Median Family Income is determined periodically by the Department of Housing and Urban Development (HUD) on the basis of state and local earnings data and is published for cities

and counties. These figures represent percentages of MFI for Bremerton – Silverdale Metropolitan Statistical Area (MSA) published by HUD April, 2020.

If Your Agency is Awarded Funds

If your project/program is awarded funding, you will need to understand and follow the regulatory requirements associated with each of the funding sources.

Please refer to the following documents for guidance:
- Bremerton CDBG/HOME Policy Plan
http://www.ci.bremerton.wa.us/198/Federal-Grants---CDBG
- Bremerton CDBG/HOME Guidebook
http://www.ci.bremerton.wa.us/213/Subrecipient-CDBG-HOME-Guidebook

Things you should know:
1. CDBG funds are Federal funds. Use of Federal funds may affect the way your agency does business.
    - If you are applying for Federal funds for the first time, you are required to meet with Block Grant staff to discuss Federal regulations.
    - In addition to the rules and requirements of CDBG, there are several additional broad Federal rules that must be followed including rules surrounding non-discrimination and equal access, employment, contracting and procurement, environmental requirements, record keeping and financial controls.

2. Contracting
    - Your agency will be required to enter into a contract with the jurisdiction providing the funding, the City of Bremerton.
    - The City of Bremerton manages their CDBG and HOME contracts separately. However, for both jurisdictions, the following applies:
        o Capital contracts must receive a notice to proceed before costs can be incurred.
        o Contracts for federal funds operate on a reimbursement basis.
    - The program year begins January 1, 2021.
        o NOTE: If you are a recipient of federal funds you may not receive a contract until mid-year, based on when the federal budget is approved and when the City receives a contract from HUD. Depending on your project, your contract term may coincide with the program year start date.

3. Reporting Requirements
    - Quarterly Reports: It is your responsibility to submit quarterly performance and demographics reports, beginning January 1, 2021. Reports are to be submitted to each funding agency you are under contract with.

Appendix A

Part 1-Eligibility and Risk Assessment Tool
(used by City of Bremerton Staff, including internal auditor for Part 1:
Agency Information)

Part 2-Application Evaluation Criteria
(used by City of Bremerton Staff and Project Review Committee for scoring
Part 2: Project Information)

2021 CDBG
Part 1 – Eligibility & Risk Assessment

Applicant Name: _____

Proposed Project (s): _____

Activity Description(s) & Proposed Use of Funds: _____

Project service area:
- ☐ City-wide
- ☐ CDBG Target-Area (NRSA)

	Yes	No	N/A
Applicant is Eligible	☐	☐	☐

Notes and Areas of Concern:

Reviewed By: _____ Date: _____

Part 1- Eligiblity & Risk Assessment

A. Applicant Eligibility

	Yes	No	N/A
1. Is the proposed project type(s) eligible? (i.e. does it meet one of the targeted activities in the RFP)	☐	☐	☐
2. Is the proposed project eligible for the funding source? (CDBG) (i.e. does it meet a national objective and is it an eligible activity?)	☐	☐	☐
3. Is the applicant an eligible applicant as described in the funding regulations?	☐	☐	☐
4. Is applicant eligible to receive funds (i.e., currently not disbarred or suspended from receiving federal funds)? https://www.sam.gov/	☐	☐	☐
5. Is the applicant in good standing with current City contracts? Has the applicant ever been difficult to work with (i.e. unresponsive, incommunicative etc.)	☐	☐	☐
6. Does the organization have an independent annual audit?	☐	☐	☐
7. Is the proposed project a priority identified in the City of Bremerton Consolidated Plan 2021-2025?	☐	☐	☐
8. If a first-time applicant, did they receive the mandatory technical assistance?	☐	☐	☐

Applicant passed the Eligibility Review:
☐ **Yes**
☐ **No**

B. Organizational Capacity & Management

	Yes	No	N/A
1. Is the organizational structure of the applicant organization clearly defined? (Agency History, Org. Chart & Parent Org. Info.)	☐	☐	☐
2. Has the organization had changes to key staff or positions in the past 12 months? (Narrative question)	☐	☐	☐
3. Does the board reflect a diverse representation of the community including minority & consumer participation, professionals from the community at large, persons with low income, and consumer advocates? (Board Member Form, Staff & Board Profile Question)	☐	☐	☐
4. Does board membership provide sufficient size and structure for community participation (i.e. board vacancies, size and term length)? (Board Member Form)	☐	☐	☐

	Yes	No	N/A
5. Is the board actively involved in the leadership of the organization and providing adequate financial oversight, involvement in fundraising and strategic planning? (Board involvement question, board minutes & bylaws)	☐	☐	☐

Concerns regarding agency organizational capacity:

C. Financial Stability

	Yes	No	N/A
1. Does the organization demonstrate financial capacity overall and capacity to undertake the proposed program/project? (Agency Budget, Income Statement/Profit & Loss)	☐	☐	☐
2. Does the organization have reserve funds? (Balance Sheet, Cash Flow Statement)	☐	☐	☐
3. Does the organization have adequate internal financial oversight? (narrative question)	☐	☐	☐
4. Does the organization have experience managing government grant funds? (narrative question)	☐	☐	☐
5. Does the organization receive an audit, financial review, or compilation? (Audit question, including audit type and audit findings)	☐	☐	☐
6. Is the organization involved in any litigation, have IRS problems or unresolved audit findings?	☐	☐	☐
7. Did the organization file an IRS 990 tax return?	☐	☐	☐
8. Does the organization have policies and procedures regarding Fiscal Control, Procurement/Purchasing and Non-Discrimination? If yes, do we have a copy of the most recent? If no, review and evaluate uploaded documents. a. Does the Fiscal Control Policy & Procedures adequately describe the fiscal management system including cash controls, expenditure authorization process, separation of duties, banking, account reconciliation, budgetary controls, financial reporting and board oversight. Are policies Board approved? b. Does organization have a Purchasing/Procurement Policy & Procedures that address standards used for purchasing goods and services, and competitive process used to obtain best quality and price? Are policies Board approved? c. Does the agency have a policy of non-discrimination based on all State and Federal protected classes for staff, volunteers, clients and participants?	☐	☐	☐
9. (For Federal Funds) Is the organization familiar with procedures for the determination and allowance of costs in connection with federal grants and contracts in accordance with 2 CFR Part 200?	☐	☐	☐

Concerns regarding financial stability:

D. History of Performance

	Yes	No	N/A
1. Has the agency received funds in prior year(s)?	☐	☐	☐
2. Have prior projects been complieted on schedule and within original budget?	☐	☐	☐
3. Has the agency had problems managing funds in prior years?	☐	☐	☐
4. Has the agency spent federal/local funds timely?	☐	☐	☐
5. Has the agency spent down 90% of the total grant contract by the end of the term?	☐	☐	☐
6. Does the agency have outstanding monitoring issues?	☐	☐	☐
7. Does the Agency report timely and accurately for previous contracts?	☐	☐	☐
8. Is the agency responsive; responding to staff requests in a timely way?	☐	☐	☐

Concerns regarding history of performance with grant funds:

A reminder-this checklist is not exhaustive. The City reserves the right to add additional criteria.