



CITY OF CLEVELAND

DEPARTMENT OF COMMUNITY DEVELOPMENT



INSTRUCTIONS for CDBG Special Purpose Grant Application

Attached is the Community Development Department's Request for Funding Proposal Form (RFP). Under the Community Development Block Grant (CDBG) Program, the Department of Community Development can provide funds to third party nonprofit agencies to carry out activities that meet U.S. Department of Housing and Urban Development requirements specified under Title 24 Code of Federal Regulations Part 570.

Who can apply for Funds?

Agencies applying for funds must meet the following Community Development Block Grant requirements:

1. Be incorporated as a nonprofit organization.
2. Have a current Statement of Continued Existence issued by the Secretary of the State of Ohio.
3. Maintain tax-exempt status (501c3) with the U.S. Treasury (as evidenced by a federal identification number).
4. Have a Constitution and/or bylaws approved by a board of trustees.
5. Be in operation for at least three years.*
6. For organizations with three or more years of operational experience and whose total agency budget is \$100,000 or more, an independent audit must be completed for the past fiscal year. Any findings, material weaknesses, or other items noted by the audit and the audit's management letter must be corrected or in the process of being corrected at the time of application. A description of actions taken must be included with this application.
7. Agencies whose total annual budget is less than \$100,000 but greater than \$25,000 must have an independent audit within the past two fiscal years. For agencies whose annual budget is \$25,000 or less, an annual audit is not required.
8. Maintain sufficient financial resources to cover at least two months of costs from non-CDBG sources, to be reimbursed under the proposed CDBG contract. This requirement is particularly important at the end of each calendar year when the City's Finance Department ceases processing of financial transactions until mid-January/February.

What if my agency was recently organized or we do not have a completed audit?

*An agency not meeting the above requirements must retain the services of a Fiscal Agent. The **Fiscal Agent** must:

1. Be incorporated as a nonprofit organization and meet all requirements stated above.
2. Submit a letter with the NDA proposal agreeing to serve as the agency's representative for receiving and disbursing the NDA funds, as specified in the contract.

3. Account for all expenditures and disbursements of cash under the contract.
4. Update all agency financial records and prepare periodic financial statements relating to the funds.
5. Prepare monthly requests for disbursement to be submitted to the Department of Community Development.
6. Insure the allowability of costs under the contract with the City, as per applicable HUD regulations and OMB Circular A-122.
7. Insure the payment of all taxes in a timely manner and prepare unaudited financial statements upon request.
8. Schedule an initial meeting with the Department to discuss financial procedures and requirements. This meeting must be held before the agency incurs any costs under the contract.
9. Provide a copy of the Agreement between the agency and fiscal agent that includes a detailed scope of services on all tasks.
10. At the end of the contract period, provide a comprehensive report on all activities conducted during the term of the contract with the City.

How can the funds be used?

1. Funding must be used for a clearly defined program, or an activity within a program.
 - a. A **Program** is designed to address a particular problem. Examples of a program include recreation, tutoring, housing rehabilitation, new housing construction, street and sidewalk improvements, etc.
 - b. An **Activity** is the service provided by the agency to carry out the objectives of the program. Examples of an activity include acquisition of land (for a new housing construction program), the resurfacing of a particular street (for the neighborhood street improvements program), the provision of transportation for a youth to a baseball clinic (for the Multi-service Center Youth Recreation Program), etc.

For example, a recreation **program** could include the activities of baseball instruction, track and field events, arts and craft, music instruction, etc.

2. Funding must meet one of the following National Objectives as designated by the U.S. Department of Housing and Urban Development (HUD):
 - a. primarily benefits low and moderate income families, persons, or area;
 - b. the elimination or the prevention of slum and blight conditions.

The criteria used to document which National Objective is addressed by the program/activity is contained in the 2010 Census data (low/mod benefit), the Department of Community Development Housing and Commercial Condition Study (slums/blight), or other evidence of direct benefit as approved by the Department.

What must happen before I can spend funds?

Before any program can begin or before any costs are incurred, the following must be completed:

1. A proposal with all required details and all necessary accompanying documentation (as indicated below) must be submitted, reviewed and approved by the Department. Partial or incomplete proposals and documentation will not be processed and will be returned to the agency for resubmission.
2. Neighborhood Development Activity funding must be approved in writing by the respective City Councilperson.
3. A contract between the City of Cleveland and the recipient delineating the allowable uses of the funds **must be executed, certified and authorized by the Department of Finance and the Department of Law.**

PLEASE NOTE: No funds can be expended nor costs incurred prior to contract certification/authorization. NO EXCEPTIONS! The contract must be signed by the Director of Community Development, certified by the Department of Finance, reviewed and approved by the Department of Law.

What documentation must I provide with the request for funding?

1. Articles of Incorporation
2. Agency By-Laws and/or Constitution
3. Current Letter of Good Standing/Continued Existence from the Ohio Secretary of State
4. List of Board members with professional affiliations and officers designated
5. IRS Form W-9 Taxpayer Identification Number and Certification
6. Board resolution authorizing the agency to submit the application
7. Most recent audit report (audited financial statements, if available)
8. Most Recent IRS FORM 990
9. DUNS NUMBER (9 digit number used to verify the existence of a business entity globally)

What happens after I submit the application to the Department of Community Development?

The Department thoroughly reviews the application to ensure:

- a. The proposed program/activity is eligible under regulations governing the Community Development Block Grant Program.
- b. The proposed program/activity costs meet the eligibility and reasonableness standards under Office of Management and Budget Circular A-122.

- c. There are sufficient funds available for the proposed program/activity.
- d. The Council representative(s) approves funding and has signed a Project Initiation Form (PIF) for the requested amount.

When Can I expect to receive funds?

Contract preparation cannot begin until the proposal has been reviewed and approved by the Department of Community Development. It takes at least six (6) weeks after all required documentation is submitted to complete the contract preparation and certification process.

COMPLIANCE REGULATIONS AND GUIDELINES

As granted under the Citywide Development Assistance, Social Services, Neighborhood Development Activity Fund and Community Development Corporation (CDC) Operating Support Grants are funded under the federal Community Development Block Grant (CDBG) program. **All** phases or components of **all** activities and projects are subject to federally-mandated rules and regulations if funded **in any part** by CDBG dollars. Funds applied to any phase or aspect of a project subjects is CDBG funds.

The following federal and City rules and regulations apply to activities and projects funded under these programs or **any** CDBG source supplementing grant dollars:

1. **Equal Employment Opportunity**

Employment of staff and personnel by the agency is subject the Equal Employment Opportunity Ordinance of the City of Cleveland, and related regulations. Agency shall post in a conspicuous place all solicitations for employment, and/or advertise for employment in a citywide publication of common circulation, affording all interested parties opportunity to be aware of the position and to submit an application. All solicitations or advertisements shall state the agency is an Equal Opportunity Employer. A copy of the solicitation or advertisement, and the dates and locations published, shall be submitted to the City along with a copy of the job description.

2. **Employment Discrimination Prohibited**

The agency shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, sexual orientation, disability, Ethnic group, or Vietnam-era disabled veteran status. Agency shall take affirmative action to insure that applicants are employed and that employees are treated without regard to race, religion, color, sex, national origin, age, sexual orientation, disability, Ethnic group, or Vietnam-era disabled veteran status. "Treated" means and includes recruitment, whether by advertising or other means; compensation, whether in the form of rates of pay or other forms of compensation; selection for training, including apprenticeship; promotion; upgrade; demotion; downgrade; transfer; layoff or termination.

3. **Conflict of Interest**

No employee, agent, consultant, officer, or elected or appointed official of the City or agency who exercises or has exercised any functions or responsibilities with respect to the Citywide Scope of Service or any activities in any way connected with a contract between the City and the agency, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities or Citywide Scope of Service, may obtain a financial interest or benefit from such activity or Citywide Scope of Service, or have a financial interest in any contract, subcontract or agreement with respect thereto, or the proceeds hereunder, either for themselves or those with whom they have business or immediate family ties during their tenure or for one year thereafter.

Compliance Regulations & Guidelines (Continued)

4. **Design Review, Zoning & Building Permits**

Projects funded with CDBG dollars, and/or utilizing land purchased from the City, are bound by City regulations regarding design review. Project designs must be reviewed and approved by Community Development staff, and possibly the Design Review Committee, City Planning Commission or Landmarks Commission. In all cases, projects must comply with City regulations regarding zoning,

building permits, building standards, health and licensing requirements, etc. Please be certain to obtain all required building permits and call for inspections at the appropriate times. If your project does not meet zoning code, the appeals process is triggered by rejection of your formal application to Building & Housing for a permit. A hearing and decision by the Board of Zoning Appeals generally takes about 5-7 weeks. Projects funded with CDBG dollars, and/or utilizing land purchased from the City, require advance review and approval by Community Development and may be held to standards exceeding regular zoning or building regulations.

5. **Procurement of Services (Professional/Contractual) or Equipment**

Federal regulations require that all hiring of services (such as accountants, attorneys or consultants) or purchase of equipment be conducted under conditions of fair and open competition. When professional or contractual services (in the form of a sub recipient contract), or equipment and other items whose cost exceeds \$500.00 will be purchased with federal funds provided by the City, a minimum of three (3) written bids is required. **The recommended a must be based on the lowest and best bid. The Request for Proposal (RFP), aed bid, and contract for services (where applicable), must receive prior approval from the Department of Community Development.** Assistance is available to help you comply with this policy.

6. **Equipment Policy**

The usage, storage and inventory of equipment purchased with CDBG funds must comply with the Department's equipment policy. The purchase of all equipment funded in whole or in part with CDBG funds must receive the prior approval of the Department. Assistance is available to help you comply with this policy.

7. **Direct Benefit Activities**

CDBG-funded projects often provide direct benefits to individuals or households. Direct benefit activities provide services or assistance to individuals and/or families directly (normally through an application or sign-up process). Demographic data on each beneficiary must be provided to the City when submitting draw requests. This data must include name, address, household income, number of people in the household, dependents, race or ethnicity and whether the household is female-headed.

8. **Federal, State, Local Compliance Certification**

Regulatory guidelines and reporting requirements listed in Attachment 1 may apply to the program(s) proposed by your Agency. It is important that this listing is reviewed and signed/dated by the Agency Director and Board President.

9. **Debarred and Suspended Contractors**

HUD regulations require that the City not enter into contract with any agency, corporation, partnership, or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by the Federal Government from participating in transactions involving Federal funds. As a condition of receiving Community Development Block Grant funds, your agency's Board President is required to sign the attached certification (Attachment 2) which specifies that neither the agency nor its principals are presently debarred or suspended. It also certifies that you will not use any of these funds to employ, a contracts to, engage the services of, or fund any contractor that is debarred or suspended.

Compliance Regulations & Guidelines (Continued)

10. **Requests for Reimbursement/Performance Reports**

Each request for reimbursement must be accompanied by the performance reports detailing the activities accomplished and the demographic information (if required) of persons who benefited during the period covered by the reimbursement request. Requests for reimbursement that are not accompanied by the performance report, or are accompanied by an incomplete or inaccurate report.

Note: For various reasons throughout the funding year (i.e., transactions that are frozen at the end of the City's accounting cycle, reimbursement requests held due to a lack of required documentation, etc.), the agency may be required to cover operational costs from non-CDBG funding sources. Therefore, each agency should have available at least two months' funding from sources other than CDBG.

CONTRACT PROCEDURES & DRAW REQUESTS

- CDBG contracts pay project costs on a ***reimbursement basis***. Draw requests are submitted *after* items covered in your approved contractual budget are paid. For physical improvement projects, the City pays when costs are incurred. An analyst from the Department will provide you with instructions on how to prepare draw requests. You will need to include detailed invoices and/or canceled checks from vendors providing services, material or equipment to you. (All canceled checks must be made available for review by your assigned financial analyst prior to contract completion.)
- Special Disbursement Request Forms will be provided to you. Incomplete or improperly prepared draw requests will result in payment delays. Payments are made in the form of checks mailed to the address provided by your agency on Page 1 of the proposal.
- It generally takes 30 working days from the date of receipt to issue payment.
- CDBG contracts for physical improvements customarily include a 10% retainage. In most cases, this retainage is held by the City until all required documents are submitted, all permits are satisfactorily closed, all regulatory requirements have been met, and any other required proof of successful project completion is in hand.

COMPETITIVE BIDDING POLICIES

The following standards are **required** when funds are granted by the Department of Community Development (Department) to a third party agency, which then either: (1) enters into a contractual agreement for services **not** provided by staff employed by that agency; or (2) purchases property, equipment or goods and services whose cost is in excess of \$500.00.

1. CONSULTANTS/PROFESSIONAL SERVICES CONTRACTUAL AGREEMENT

When an agency is using CDBG funds to supplement regularly employed staff with professional services, the agency must issue a Request for Proposals (RFP) to qualified consultants, professionals, or others.

Compliance Regulations & Guidelines (Continued)

Prior to aing the contract, the agency must submit:

- A copy of the Request for Proposal (RFP);
- A listing of the consultants solicited for the requested services;
- A list of the proposals received and the bid amount;
- Designation of the firm that is being recommended for the a, along with the reasons for that recommendation.

No contract can be established until the Department of Community Development has approved the proposal, the recommendation for a, and the service contract between the agency and the consultant.

The contract between the agency and the consultant must contain, at a minimum, the following requirements:

1. The agency and the consultant must comply with all the terms and conditions of the contract between the City and the agency, including compliance with all federal, state and local laws, rules and regulations.
2. The consultant must comply with the Equal Employment Opportunity Ordinance Section 187.01-187.15 of the Codified Ordinances of the City of Cleveland.
3. The consultant must follow the timeline indicated in the contract between the City and the agency that as funds for this activity.
4. The consultant must provide a final written report/study in a form acceptable by the City upon its completion. Final payment cannot be made to the consultant by the agency until the services have been completed and the final report has been received and approved by the City.
5. All other requirements that the City's Department of Community Development determines are necessary and appropriate and has identified to the agency and/or developer must be followed.

Before disbursing funds for the consultant services, the City must be provided with all items detailed above, along with a fully executed contract between the agency and the consultant which has been approved by the Department of Community Development.

Final disbursement shall not be made until the City receives a performance report/study from the agency in a form acceptable to the City.

2. PURCHASE OF PROPERTY, EQUIPMENT, OR GOODS AND SERVICES

- When an agency uses federal/City funds to purchase property, equipment, goods or services in excess of \$500.00, the agency must obtain at least three bids and provide copies of those bids, along with its recommendation of a to the City for approval. Once the request is approved by the City, the agency may proceed with the purchase.
- Written receipts must be submitted to the City within 30 days of the date of the purchase for reimbursement.
- Equipment with a useful life greater than one year must be maintained according to the requirements of the City's Equipment Policy.

Federal, State, Local Compliance Certification
Year 39 Citywide Development Assistance, Social Services, Neighborhood Development Activity
Fund and Community Development Corporation (CDC) Operating Support Grants

Financial assistance available through the City of Cleveland will be subject to compliance with all applicable Federal, state and/or local regulations. These compliance procedures will be required, with specific supporting documentation, if federal assistance is pursued for a project. This documentation is required (unless otherwise notified in writing by the Department of Community Development) regardless of the date you apply for federal assistance or the source of funds used to begin your project.

Failure to comply could substantially affect the ability of the City to participate in project financing for your project.

For any general Compliance questions, please contact Kellie Glenn, Interim Compliance Manager at (216) 664-4070 or kglenn@city.cleveland.oh.us. For specific Compliance requirements, please contact the individuals below or go to "Compliance" at:

<http://cd.city.cleveland.oh.us/quicklinks>

Applicable Law	Regulation	Triggers	Time Frame	Consequence of Non-compliance
Acquisition/Relocation Uniform Relocation Act (URA) <i>FEDERAL/LOCAL</i> Marc Foy – (216) 664-4389 mfoy@city.cleveland.oh.us	Uniform Relocation Act becomes applicable if any Federal funds or actions are used for projects that involve Acquisition, Demolition, Rehabilitation, or Conversion activities.	The use of any federal funds in project financing	Planning Stage through post-construction	Loss of dollars allocated to the project.
Environmental/Historic <i>FEDERAL</i> Note: Historic Preservation is part of the environmental compliance. Kellie Glenn – (216) 664-4070 kglenn@city.cleveland.oh.us	Projects that have any type of Federal dollars involved must be reviewed for the impact or potential effects the project could have on the environment and/or historic properties/districts.	The use of any federal funds in project financing	Planning Stage <u>Note:</u> If a Request for Release of Funds (RROF) is required from HUD, then a two-month lead time is necessary prior to the start of construction.	Loss of dollars allocated to the project.
Lead Abatement <i>FEDERAL/STATE/LOCAL</i> Kellie Glenn – (216) 664-4070 kglenn@city.cleveland.oh.us	Requires notification/disclosure of lead-based hazards to occupants, evaluation and reduction of lead hazards in rehabilitated residential units and, if applicable, ongoing maintenance of residential units.	Rehab and demolition activities.	Prior to Construction Stage	Penalties
Prevailing Wages Davis-Bacon <i>FEDERAL</i> Kellie Glenn – (216) 664-4070 kglenn@city.cleveland.oh.us	Payment of federal prevailing wage rates to construction-related employees may be required depending on the number of units and the uses of the federal funds.	Funding in excess of \$2,000 for construction costs <u>CDBG:</u> 8 units or more (under one roof) <u>HOME:</u> 12 units or more (under one roof)	Application Stage	Contractor debarment

Federal, State, Local Compliance Certification

Year 39 CDBG Citywide Development Assistance, Social Services and Community Development Corporation
(CDC) Operating Support Grants

Applicable Law	Regulation	Triggers	Time Frame	Consequence of Non-compliance
<p>Affirmative Marketing <i>FEDERAL</i> (HOME Funds Only) Kellie Glenn – (216) 664-4070 kglenn@city.cleveland.oh.us</p>	<p>Marketing efforts are required to attract and encourage families and individuals to apply for project-related housing (that is, those that would be less likely to apply for residence in the housing units).</p>	<p>5 units or more, any HOME dollars regardless of Davis Bacon applicability</p>	<p>Application Stage</p>	<p>Penalties</p>
<p>Americans with Disabilities <i>FEDERAL</i> (Multi-Family New Construction or Multi-Family Rehabilitation Only) Kellie Glenn – (216) 664-4070 kglenn@city.cleveland.oh.us</p>	<p>Multi-family structures (15 units or more under one roof) built for occupancy after March 13, 1991 must meet accessibility requirements -- five percent (5%), or at least 1 unit, to accommodate persons with mobility disabilities. Also, two percent (2%), or at least one unit, for hearing or visually-impaired individuals.</p>	<p>All new construction or rehab of multi-family structures (15 units or more under one roof), regardless of prevailing wage applicability</p>	<p>Application Stage</p>	<p>Penalties</p>
<p>Minority/Female Business Enterprise (MBE/FBE/CSB) <i>LOCAL</i> LeJon Woods Office of Equal Opportunity (216) 664-4178 lwoods@city.cleveland.oh.us</p>	<p>Construction projects are required to use 15% MBE, 7% FBE and 8% CSB to implement the project. All project related contractors and subcontractors must be reported.</p>	<p>\$10,000 or more of city assistance for construction contracts.</p>	<p>Monthly Reports during the Construction Stage</p>	<p>Forfeit 20% of principle loan/grant amount; 10% of retained contract funds.</p>
<p>Section 3 <i>FEDERAL</i> Debra Frantz– (216) 664-4015 dfrantz@city.cleveland.oh.us</p>	<p>Numerical Goals: require that thirty percent (30%) of new hires be low-income (Section 3 Residents). At least ten percent (10%) of total dollar amount of all Section 3 covered construction contracts to be aed to certified Section 3 businesses. Also, at least three percent (3%) of total dollar amount of all Section 3 covered non-construction contracts to be aed to certified Section 3 businesses.</p>	<p>\$200,000 in HUD-funded assistance.</p>	<p>Quarterly reports during the Construction Stage.</p>	<p>Application of HUD Sanctions.</p>
<p>Fannie M. Lewis Cleveland Resident Employment Law <i>LOCAL</i> LeJon Woods Office of Equal Opportunity (216) 664-4178 lwoods@city.cleveland.oh.us</p>		<p>\$100,000 or more of city assistance for construction contracts.</p>	<p>Monthly Reports during the Construction Stage</p>	<p>Forfeiture of 1/8th of 1% of the final total amount of the contract for each full percentage point by which the contractor falls short of the contract agreement.</p>

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The contract between the agency and the consultant must contain, at a minimum, the following requirements:

6. The agency and consultant must comply with the terms and conditions of the City's contract, including compliance with all federal, state and local laws, rules and regulations.
7. The consultant must comply with the Equal Employment Opportunity Ordinance Section 187.01-187.15 of the Codified Ordinances of the City of Cleveland.
8. The consultant must follow the contract timelines.
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Before disbursing funds for the consultant services, the City must be provided with all items detailed above, along with a fully executed contract between the agency and the consultant which has been approved by the Department of Community Development. Final disbursement shall not be made until the City receives a performance report/study from the agency in a form acceptable to the City.

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Year 39 Citywide Development Assistance, Social Services, Neighborhood Development Activity
Fund and Community Development Corporation (CDC) Operating Support Grants

Financial assistance available through the City of Cleveland will be subject to compliance with all applicable Federal, state and/or local regulations. These compliance procedures will be required, with specific supporting documentation, if federal assistance is pursued for a project. This documentation is required (unless otherwise notified in writing by the Department of Community Development) regardless of the date you apply for federal assistance or the source of funds used to begin your project.

Failure to comply could substantially affect the ability of the City to participate in project financing for your project.

For any general Compliance questions, please contact Kellie Glenn, Interim Compliance Manager at (216) 664-4070 or kglenn@city.cleveland.oh.us. For specific Compliance requirements, please contact the individuals below or go to "Compliance" at:

<http://cd.city.cleveland.oh.us/quicklinks>

Applicable Law	Regulation	Triggers	Time Frame	Consequence of Non-compliance
Acquisition/Relocation Uniform Relocation Act (URA) <i>FEDERAL/LOCAL</i> Marc Foy – (216) 664-4389 mfoy@city.cleveland.oh.us	Uniform Relocation Act becomes applicable if any Federal funds or actions are used for projects that involve Acquisition, Demolition, Rehabilitation, or Conversion activities.	The use of any federal funds in project financing	Planning Stage through post-construction	Loss of dollars allocated to the project.
Environmental/Historic <i>FEDERAL</i> Note: Historic Preservation is part of the environmental compliance. Kellie Glenn – (216) 664-4070 kglenn@city.cleveland.oh.us	Projects that have any type of Federal dollars involved must be reviewed for the impact or potential effects the project could have on the environment and/or historic properties/districts.	The use of any federal funds in project financing	Planning Stage <u>Note:</u> If a Request for Release of Funds (RROF) is required from HUD, then a two-month lead time is necessary prior to the start of construction.	Loss of dollars allocated to the project.
Lead Abatement <i>FEDERAL/STATE/LOCAL</i> Kellie Glenn – (216) 664-4070 kglenn@city.cleveland.oh.us	Requires notification/disclosure of lead-based hazards to occupants, evaluation and reduction of lead hazards in rehabilitated residential units and, if applicable, ongoing maintenance of residential units.	Rehab and demolition activities.	Prior to Construction Stage	Penalties
Prevailing Wages Davis-Bacon <i>FEDERAL</i> Kellie Glenn – (216) 664-4070 kglenn@city.cleveland.oh.us	Payment of federal prevailing wage rates to construction-related employees may be required depending on the number of units and the uses of the federal funds.	Funding in excess of \$2,000 for construction costs <u>CDBG:</u> 8 units or more (under one roof) <u>HOME:</u> 12 units or more (under one roof)	Application Stage	Contractor debarment

Federal, State, Local Compliance Certification

Year 39 CDBG Citywide Development Assistance, Social Services and Community Development Corporation
(CDC) Operating Support Grants

Applicable Law	Regulation	Triggers	Time Frame	Consequence of Non-compliance
<p>Affirmative Marketing <i>FEDERAL</i> (HOME Funds Only) Kellie Glenn – (216) 664-4070 kglenn@city.cleveland.oh.us</p>	<p>Marketing efforts are required to attract and encourage families and individuals to apply for project-related housing (that is, those that would be less likely to apply for residence in the housing units).</p>	<p>5 units or more, any HOME dollars regardless of Davis Bacon applicability</p>	<p>Application Stage</p>	<p>Penalties</p>
<p>Americans with Disabilities <i>FEDERAL</i> (Multi-Family New Construction or Multi-Family Rehabilitation Only) Kellie Glenn – (216) 664-4070 kglenn@city.cleveland.oh.us</p>	<p>Multi-family structures (15 units or more under one roof) built for occupancy after March 13, 1991 must meet accessibility requirements -- five percent (5%), or at least 1 unit, to accommodate persons with mobility disabilities. Also, two percent (2%), or at least one unit, for hearing or visually-impaired individuals.</p>	<p>All new construction or rehab of multi-family structures (15 units or more under one roof), regardless of prevailing wage applicability</p>	<p>Application Stage</p>	<p>Penalties</p>
<p>Minority/Female Business Enterprise (MBE/FBE/CSB) <i>LOCAL</i> LeJon Woods Office of Equal Opportunity (216) 664-4178 lwoods@city.cleveland.oh.us</p>	<p>Construction projects are required to use 15% MBE, 7% FBE and 8% CSB to implement the project. All project related contractors and subcontractors must be reported.</p>	<p>\$10,000 or more of city assistance for construction contracts.</p>	<p>Monthly Reports during the Construction Stage</p>	<p>Forfeit 20% of principle loan/grant amount; 10% of retained contract funds.</p>
<p>Section 3 <i>FEDERAL</i> Debra Frantz– (216) 664-4015 dfrantz@city.cleveland.oh.us</p>	<p>Numerical Goals: require that thirty percent (30%) of new hires be low-income (Section 3 Residents). At least ten percent (10%) of total dollar amount of all Section 3 covered construction contracts to be aed to certified Section 3 businesses. Also, at least three percent (3%) of total dollar amount of all Section 3 covered non-construction contracts to be aed to certified Section 3 businesses.</p>	<p>\$200,000 in HUD-funded assistance.</p>	<p>Quarterly reports during the Construction Stage.</p>	<p>Application of HUD Sanctions.</p>
<p>Fannie M. Lewis Cleveland Resident Employment Law <i>LOCAL</i> LeJon Woods Office of Equal Opportunity (216) 664-4178 lwoods@city.cleveland.oh.us</p>		<p>\$100,000 or more of city assistance for construction contracts.</p>	<p>Monthly Reports during the Construction Stage</p>	<p>Forfeiture of 1/8th of 1% of the final total amount of the contract for each full percentage point by which the contractor falls short of the contract agreement.</p>