

CDBG Evaluation Tool and Scoring Matrix
(Revised 10/27/06)

PROJECT DESCRIPTION:

1. Has the applicant provided a detailed and specific description of the project, the target population, the expected outcome, and the project's location and boundaries?
 - a. No. (Low Score)
 - b. The applicant has provided a detailed but incomplete or unclear description. (Medium Score)
 - c. Yes. (High Score)

2. Does the project's target population provide for a reasonable client base?
 - a. The connection between the target population and the required client base for the project is weak – it is unlikely that the target population will provide sufficient client base for the project. (Low Score)
 - b. The connection between the target population and the required client base for the project is adequate – it is reasonably likely that the target population will provide a sufficient client base for the project. (Medium Score)
 - c. The connection between the target population and the required client base for the project is strong – it is likely that the target population will provide an extensive client base for the project. (High Score)

3. Are the expected outcomes in the project clearly defined and quantifiable?
 - a. The deliverables for the project are vaguely defined and are not quantifiable. (Low Score)
 - b. The expected outcomes for the project are adequately defined and are quantifiable within reasonable limits. (Medium Score)
 - c. The expected outcomes for the project are defined in a clear and thoughtful manner and are distinctly quantifiable. (High Score)

4. Has the applicant provided a detailed and structured methodology for the development of the project?
 - a. The methodology provided by the applicant does not adequately address the expected needs of the project. (Low Score)
 - b. The methodology provided by the applicant presents an adequate plan for addressing the expected needs of the project. (Medium Score)
 - c. The methodology provided by the applicant presents an excellent plan for addressing the expected needs of the project. (High Score)

APPLICANT CAPACITY:

5. Does the applicant possess the organizational capacity OR the relevant experience to successfully complete the project?
 - a. The applicant's organizational capacity and history indicates an insufficient ability to successfully complete the project AND the applicant's relevant experience and

- performance with previous projects are not indicative of a distinguished ability to successfully complete the Project. (Low Score)
- b. The applicant's organizational capacity and history indicates a reasonable ability to successfully complete the project OR the applicant's previous project experience and past performance indicates an adequate ability to successfully complete the project. (Medium Score)
 - c. The applicant's organizational capacity and history indicate a strong ability to successfully complete the project OR the applicant's previous project experience and past performance indicate a strong ability to successfully complete the project. (High Score)
6. Does the applicant have the necessary level of technical skills and programmatic knowledge to successfully complete the project?
- a. The applicant does not demonstrate skill in the required program and technical areas. (Low Score)
 - b. The applicant demonstrates some skill in the required program and technical areas. (Medium Score)
 - c. The applicant is highly skilled in the required program and technical areas. (High Score)
7. Does the applicant have the necessary procedures in place to manage the requested funding appropriately?
- a. The applicant's relevant fiscal management experience for the proposed project is minimal (less than one year) or none. (Low Score)
 - b. The applicant's relevant fiscal management experience for the proposed project is adequate (1 to less than 4 years). (Medium Score)
 - c. The applicant's relevant fiscal management experience for the proposed project is excellent (4 years or more). (High Score)
8. Is the Project likely to be completed within 12 months of the contract execution date?
- a. The project is unlikely to be completed within the given timeframe. (Low Score)
 - b. The project is reasonably likely to be completed within the given timeframe. (Medium Score)
 - c. The project is highly likely to be completed within the given timeframe. (High Score)

CONSISTENCY

9. Is the Project consistent with the Consolidated Plan and are Consolidated Plan priorities been identified?
- a. The project is not consistent with the Consolidated Plan OR the identified priorities. (Low Score)
 - b. The project is consistent with the Consolidated Plan AND the identified priorities. (High Score)
10. Is the Project consistent with the national objectives as set by HUD?
- a. The project is not consistent with the national objectives as set by HUD. (Low Score)
 - b. The project is consistent with the national objectives as set by HUD. (High Score)

11. Is the Project consistent with local zoning and comprehensive plans?
 - a. The project is little or not at all in line with the local zoning and comprehensive plans. (Low Score)
 - b. The project is somewhat in line with the local zoning and comprehensive plans. (Medium Score)
 - c. The project is fully in line with the local zoning and comprehensive plans. (High Score)

FISCAL SOUNDNESS

12. Have leveraging costs been calculated effectively?
 - a. No. (Low Score)
 - b. Yes. (High Score)

GENERAL

13. What is the overall quality and level of clarity of the program design?
 - a. Low. (Low Score)
 - b. Average. (Medium Score)
 - c. High. (High Score)

SCORING MATRIX

For each question, the applicable score for options (a.), (b.), or (c.) is multiplied by a weighted multiplier. The maximum possible number of points is 138. The minimum possible number of points is 46.

Question	Score of Option A	Score for Option B	Score for Option C	Multiplier	Total Points
1	1	2	3	x4	
2	1	2	3	x2	
3	1	2	3	x4	
4	1	2	3	x3	
5	1	2	3	x4	
6	1	2	3	x4	
7	1	2	3	x4	
8	1	2	3	x4	
9	1	2		x4	
10	1	2		x4	
11	1	2	3	x3	
12	1	3		x3	
13	1	2	3	x3	
				TOTAL:	

PROJECT DESCRIPTION

1. Has the applicant provided a detailed and specific description of the project, the project location or the planned use of HOME funds?
 - a. No. (Low Score)
 - b. The applicant has provided a detailed but incomplete or unclear description. (Medium Score)
 - c. Yes. (High Score)
2. Have the number of HOME assisted units been calculated correctly?
 - a. No. (Low Score)
 - b. Yes. (High Score)
3. What is the quality of the marketing program to ensure compliance with Fair Housing requirements?
 - a. Low or none. (Low Score)
 - b. Average. (Medium Score)
 - c. High. (High Score)
4. Are the project's expected outcomes clearly defined and quantifiable?
 - a. The project deliverables are vaguely defined and not quantifiable. (Low Score)
 - b. The project expected outcomes are adequately defined, quantifiable within reasonable limits. (Medium Score)
 - c. The project expected outcomes are defined in a clear and thoughtful manner and are succinctly quantifiable. (High Score)
5. Does the target population for the project provide for a reasonable client base?
 - a. The connection between the target population and the required client base for the project is weak – it is unlikely that the target population will provide sufficient client base for the project. (Low Score)
 - b. The connection between the target population and the required client base for the project is adequate – it is not likely that the target population will provide a sufficient client base for the project. (Medium Score)
 - c. The connection between the target population and the required client base for the project is strong – it is likely that the target population will provide an extensive client base for the project. (High Score)
6. Has the applicant provided a detailed and structured methodology for the development of the project?
 - a. The methodology provided by the applicant does not adequately address the expected needs of the project. (Low Score)
 - b. The methodology provided by the applicant presents an adequate plan for addressing the expected needs of the project. (Medium Score)
 - c. The methodology provided by the applicant presents an excellent plan for addressing the expected needs of the project. (High Score)

APPLICANT CAPACITY

7. Does the applicant possess the organizational capacity OR the relevant experience to successfully complete the project? (Include in your consideration the list of previously completed projects.)
 - a. The applicant's organizational capacity and history indicates an insufficient ability to successfully complete the project AND the applicant's relevant experience and performance with previous projects are not indicative of a distinguished ability to successfully complete the project. (Low Score)
 - b. The applicant's organizational capacity and history indicates a reasonable ability to successfully complete the project OR the applicant's previous project experience and past performance indicates an adequate ability to successfully complete the Project. (Medium Score)
 - c. The applicant's organizational capacity and history indicates a strong ability to successfully complete the project OR the applicant's previous project experience and past performance indicates a strong ability to successfully complete the project. (High Score)

8. Does the applicant have the necessary level of technical skills and programmatic knowledge to successfully complete the project? (Include in your consideration the list of qualifications of the development team.)
 - a. The applicant does not demonstrate skill in the required program and technical areas. (Low Score)
 - b. The applicant demonstrates some skill in the required program and technical areas. (Medium Score)
 - c. The applicant is highly skilled in the required program and technical areas. (High Score)

9. Does the applicant have the necessary procedures in place to manage the requested funding appropriately?
 - a. The applicant's relevant fiscal management experience for the proposed project is minimal (less than one year) or none. (Low Score)
 - b. The applicant's relevant fiscal management experience for the proposed Project is adequate (1 to less than 4 years). (Medium Score)
 - c. The applicant's relevant fiscal management experience for the proposed project is excellent (4 years or more). (High Score)

10. Is the project likely to be completed within 12 months of the contract execution date? (Include in your consideration the quality and credibility of the development / construction timeline.)
 - a. The project is unlikely to be completed within the given timeframe. (Low Score)
 - b. The project is reasonably likely to be completed within the given timeframe. (Medium Score)
 - c. The project is highly likely to be completed within the given timeframe. (High Score)

CONSISTENCY

11. Does the applicant have evidence of site control?
 - a. No and the applicant does not have a credible plan for obtaining it. (Low Score)
 - b. Yes. (High Score)

12. Is the Project consistent with the Consolidated Plan?
 - a. The project is not consistent with the Consolidated Plan. (Low Score)
 - b. The Project is consistent with the Consolidated Plan. (High Score)

FINANCE

13. Is the Operating Pro Forma Statement (Item #10) feasible and logically sound?
 - a. The Operating Pro Forma Statement is illogical, inconsistent or infeasible. (Low Score)
 - b. The Operating Pro Forma Statement appears adequate and does not exhibit any clear deficiencies. (Medium Score)
 - c. The Operating Pro Forma Statement is logically sound and feasible. (High Score)

14. What is the cost per square foot?
 - a. Cost per square foot appears high. Base sales price or monthly rental price appears high. (Low Score)
 - b. Cost per square foot appears reasonable to high. Base sales price or monthly rental price appears reasonable to high. (Medium Score)
 - c. Cost per square foot appears very reasonable to reasonable. Base sales price or monthly rental price appears very reasonable to reasonable. (High Score)

15. Does the affordability period exceed the term of the payback plan?
 - a. No. (Low Score)
 - b. Yes. (High Score)

16. Does the applicant have current financial commitment documentation included?
 - a. No. (Low Score)
 - b. Yes. (High Score)

17. What is the overall quality of the development budget?
 - a. The development budget has not been included or does not balance with the pro forma statement and the sources and uses table. (Low Score)
 - b. The development budget approximately balances with the pro forma statement and the sources and uses table. (Medium Score)
 - c. The development budget is in exact balance with the pro forma statement and the sources and uses table. (High Score)

SCORING MATRIX

For each question, the applicable score for options (a.), (b.), or (c.) is multiplied by a weighted multiplier. The maximum possible number of points is 183. The minimum possible number of points is 61.

Question	Score of Option A	Score for Option B	Score for Option C	Weighted Multiplier	Total Points
-----------------	--------------------------	---------------------------	---------------------------	----------------------------	---------------------

1	1	2	3	x3	
2	1	3		x4	
3	1	2	3	x3	
4	1	2	3	x4	
5	1	2	3	x3	
6	1	2	3	x4	
7	1	2	3	x4	
8	1	2	3	x4	
9	1	2	3	x4	
10	1	2	3	x3	
11	1	2		x4	
12	1	2		x4	
13	1	2	3	x4	
14	1	2	3	x2	
15	1	3		x4	
16	1	3		x4	
17	1	2	3	x3	
				TOTAL:	

ESG Evaluation Tool and Scoring Matrix
(Revised 10/27/06)

PROJECT DESCRIPTION

1. Has the applicant provided a detailed description of a specific project, a target population, an expected outcome, and of the location and boundaries of the project?
 - a. No. (Low Score)
 - b. The applicant has provided a detailed but incomplete or unclear description. (Medium Score)
 - c. Yes. (High Score)

2. What is the overall quality of the linkage with the continuum of care?

- a. The linkage is poorly demonstrated or not at all. (Low Score)
 - b. The linkage is adequately demonstrated. (Medium Score)
 - c. The linkage is excellently demonstrated. (High Score)
3. Does the target population for the project provide for a reasonable client base?
 - a. The connection between the target population and the required client base for the project is weak – it is unlikely that the target population will provide sufficient client base for the project. (Low Score)
 - b. The connection between the target population and the required client base for the project is adequate – it is reasonably likely that the target population will provide a sufficient client base for the Project. (Medium Score)
 - c. The connection between the target population and the required client base for the project is strong – it is likely that the target population will provide an extensive client base for the project. (High Score)
4. Are the expected outcomes for the project clearly defined and quantifiable?
 - a. The expected outcomes for the project are vaguely defined and are not quantifiable. (Low Score)
 - b. The expected outcomes for the project are adequately defined and are quantifiable within reasonable limits. (Medium Score)
 - c. The expected outcomes for the project are defined in a clear and thoughtful manner and are distinctly quantifiable. (High Score)
5. Has the applicant provided a detailed and structured methodology for the development of the project?
 - a. The methodology provided by the applicant does not adequately address the expected needs of the project. (Low Score)
 - b. The methodology provided by the applicant presents an adequate plan for addressing the expected needs of the project. (Medium Score)
 - c. The methodology provided by the applicant presents an excellent plan for addressing the expected needs of the project. (High Score)

APPLICANT CAPACITY

6. Does the applicant possess the organizational capacity OR the relevant experience to successfully complete the project?
 - d. The applicant's organizational capacity and history indicates an insufficient ability to successfully complete the project AND the applicant's relevant experience and performance with previous projects are not indicative of a distinguished ability to successfully complete the Project. (Low Score)
 - e. The applicant's organizational capacity and history indicates a reasonable ability to successfully complete the project OR the applicant's previous project experience and past performance indicates an adequate ability to successfully complete the project. (Medium Score)
 - f. The applicant's organizational capacity and history indicates a strong ability to successfully complete the project OR the applicant's previous project experience

and past performance indicates a strong ability to successfully complete the project. (High Score)

7. Does the applicant have the necessary level of technical skills and programmatic knowledge to successfully complete the project?
 - a. The applicant does not demonstrate skill in the required program and technical areas. (Low Score)
 - b. The applicant demonstrates some skill in the required program and technical areas. (Medium Score)
 - c. The applicant is highly skilled in the required program and technical areas. (High Score)

8. Does the applicant have the necessary procedures in place to manage the requested funding appropriately?
 - a. The applicant's relevant fiscal management experience for the proposed project is minimal (less than one year) or none. (Low Score)
 - b. The applicant's relevant fiscal management experience for the proposed Project is adequate (1 to less than 4 years). (Medium Score)
 - c. The applicant's relevant fiscal management experience for the proposed Project is excellent (4 years or more). (High Score)

9. Is the Project likely to be completed within 12 months of the contract execution date?
 - a. The project is unlikely to be completed within the given timeframe. (Low Score)
 - b. The project is reasonably likely to be completed within the given timeframe. (Medium Score)
 - c. The project is highly likely to be completed within the given timeframe. (High Score)

CONSISTENCY

10. Is the Project consistent with the Consolidated Plan?
 - a. The project is not consistent with the Consolidated Plan. (Low Score)
 - b. The project is consistent with the Consolidated Plan. (High Score)

11. Is the Project consistent with the County Homeless Initiatives priorities?
 - a. The project is little or not at all in line with the County Homeless Initiatives priorities. (Low Score)
 - b. The project is somewhat in line with the County Homeless Initiatives priorities. (Medium Score)
 - c. The project is fully in line with the County Homeless Initiatives priorities. (High Score)

12. Is the Project consistent with local zoning and comprehensive plans?
 - a. The project is little or not at all in line with the local zoning and comprehensive plans. (Low Score)

- b. The project is somewhat in line with the local zoning and comprehensive plans. (Medium Score)
- c. The project is fully in line with the local zoning and comprehensive plans. (High Score)

FISCAL SOUNDNESS

- 13. Have leveraging costs been calculated effectively?
 - a. No. (Low Score)
 - b. Yes. (High Score)

GENERAL

- 14. What is the overall quality and level of clarity of the program design?
 - a. Low. (Low Score)
 - b. Average. (Medium Score)
 - c. High. (High Score)

SCORING MATRIX

For each question, the applicable score for options (a.), (b.), or (c.) is multiplied by a weighted multiplier. The maximum possible number of points is 144. The minimum possible number of points is 48.

Question	Score of Option A	Score for Option B	Score for Option C	Multiplier	Total Points
1	1	2	3	x3	
2	1	2	3	x2	
3	1	2	3	x2	
4	1	2	3	x4	
5	1	2	3	x4	
6	1	2	3	x4	
7	1	2	3	x4	
8	1	2	3	x4	
9	1	2	3	x3	
10	1	2		x4	
11	1	2	3	x4	
12	1	2	3	x4	
13	1	3		x3	
14	1	2	3	x3	
				TOTAL:	

POLICY ATTACHMENTS

Housing Finance & Community Development Division Application
Attachment "A"
FINANCIAL STATEMENTS

Housing Finance & Community Development Division Application
Attachment "B"
CERTIFICATE OF CORPORATION

Housing Finance & Community Development Division Application
Attachment "C"
IRS Form 501(c)(3)

Housing Finance & Community Development Division Application
Attachment "D"
Public Entities Crimes Affidavit

SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with a proposal to the Human Services Department.

2. This sworn statement submitted by _____.
(name of entity submitting sworn statement)
whose business address is _____
and (if applicable) its Federal Employer Identification Number is _____.

3. My name is _____ and my relationship to the entity named
(Print name of individual signing)
above is _____.

4. I understand that a "public entity crime" as defined in paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

Attachment "D" Public Entities Crimes Affidavit

- 7. I understand that a "person" as defined in paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bids on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an entity.
- 8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. *(Please indicate which statement applies).*
- G Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- G The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND *(Please indicate which additional statement applies).*
- G There has been proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. *(Please attached a copy of the final order).*
- G The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. *(Please attached a copy of the final order).*
- G The person or affiliate has not been placed on the convicted vendor list. *(Please describe an action taken by or pending with the Department of General Services).*

(Signature) (Date)

STATE OF _____
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____
(Name of individual signing) who, after first being sworn by me, affixed his/her signature in the space provided above on the ___ day of _____, 20__.

NOTARY PUBLIC, State of Florida

My commission expires _____.

Housing Finance & Community Development Division Application
Attachment "E"

DRUG FREE WORKPLACE CERTIFICATION

The undersigned Applicant Agency hereby certifies that it will provide a drug-free workplace program by:

- (1) Publishing a statement notifying its employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- (2) Establish a continuing drug-free awareness program to inform its employees about:
 - (i) The danger of drug abuse in the workplace;
 - (ii) The offeror's policy of maintaining a drug-free workplace;
 - (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) Giving all employees engaged in performance of a contract a copy of a statement required by subparagraph (1);
- (4) Notifying all employees, in writing, of the statement required by subparagraph (1), that as a condition of employment on a covered contract, the employee shall:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer in writing of the employee's conviction under criminal drug statute for a violation occurring in the workplace no later than 5 calendar days after such conviction;
- (5) Notifying Broward County government in writing within 10 calendar days after receiving under subdivision (4) (ii) above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- (6) Within 30 calendar days after receiving notice under subparagraph (4) of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
 - (i) Taking appropriate personnel action against such employee, up to and including termination;
 - (ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by

federal, state, or local health, law enforcement, or other appropriate agency; and

Attachment "E", Drug Free Workplace Certification, page 2

- (7) Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs(1) through (6).

(Applicant Agency Signature)

(Print Applicant Agency Name)

STATE OF

COUNTY OF

The foregoing instrument was acknowledged before me this ____ day of _____,

20____, by _____
(name of individual signing)

as _____ of _____
(title) (name of Applicant Agency/entity)

known to me to be the person described herein, or who produced as identification, and who did/did not take an oath.

NOTARY PUBLIC

My commission expires:

Housing Finance & Community Development Division Application
Attachment "F"

Sample

CLIENT NON-DISCRIMINATION POLICY

In accordance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and the Broward County Human Rights Act (Broward County Code, Chapter 16½), the Applicant Agency's decisions regarding the delivery of services under any Agreement with Broward County will be made without regard to, or consideration of race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully used as a basis for service delivery.

The Applicant Agency will not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 16½) in performing any services under any Agreement with Broward County.

Applicant Agency: _____

Executive Director: _____
(Signature)

(Date)

Housing Finance & Community Development Division Application
Attachment "G"

Sample **COMMUNITY/DISADVANTAGED BUSINESS ENTERPRISE POLICY**

POLICY:

This Agency will choose, whenever possible, contractors, subcontractors, vendors, suppliers, and providers of service who are owned by minority or women business enterprises, including those certified through Broward County's Small Business Development Program.

The Agency's effort will include its state equal opportunity position for bids and advertising which may be a part of the Agency's business practices. Additionally, the Agency will provide information regarding the Broward County Small Business Development Program to current vendors who may be eligible for certification with the program.

The Executive Director, or his/her designee, will be the Agency's M/WBE officer. The M/WBE officer shall review all contracts and contracting procedures at the expiration of current and future contracts, to evaluate further expansion of the Agency's M/WBE participation with certified vendors, providers, etc. The M/WBE officer shall supervise the maintenance of all records, contracts, notices, bids, advertisements, etc., which relate to the Agency's Affirmative Action efforts.

The Agency shall strive to contract with at least one certified vendor whenever possible and in the interest of the Agency.

Agency: _____

Executive Director: _____
(Signature)

(Date)

Housing Finance & Community Development Division Application
Attachment "H"

Sample

AMERICANS WITH DISABILITIES ACT POLICY

This Agency and its employees support through policy, procedure, and action the right of disabled persons, prospective staff and persons served, to equal access to services and employment.

APPLICANTS:

This Agency shall make efforts in good faith to arrange "reasonable accommodations" for qualified applicants, providing these accommodations do not create "undue hardship" for the agency.

The process of "reasonable accommodations" will include the following steps: 1) Consultation with the individual by the supervisor or operations director; 2) Identifying barriers in question; 3) Identifying possible accommodations (including assistance from outside authorities or agencies); 4) Assessing reasonableness of accommodations with the final decision from the Executive Director or designee; and 5) Implementing the accommodation or determining that the accommodation would be an "undue hardship".

Should the accommodation create an "undue hardship" for the Agency, the prospective employee will be offered the opportunity to implement the accommodation on their own.

In the event that accommodations: 1) Create "undue hardship" on the agency or the fellow employees; 2) Cannot be accessed through assistance from other authorities or agencies; and, 3) Cannot be arranged with the prospective employee, the decision not to hire shall be documented along with records of all efforts made.

Applications for employment shall be completed in wheelchair accessible locations. All relevant compliance posters shall be readily visible in areas with public access. If an individual should need assistance in completing the application, staff shall be available to help with the application process, and any other necessary pre-employment materials.

EMPLOYEES:

In the event an employee develops a disability during the course of employment, modifications to the employee's original position shall be assessed, as well as, a possible job change, or restructuring, providing this does not cause "undue hardship" to the Agency.

In the event that an employee is found to have a substance abuse problem that is affecting their work performance, that employee shall be offered the opportunity to go on a leave of absence until the problem is corrected through immediate and appropriate intervention and therapy, provided the employee seeks such opportunity early in the disciplinary action, and does not commit an offense that is punishable by termination on the first offense.

If an employee requires a leave of absence due to a disability, not associated with work, they may request such leave through procedures outlined in the Agency's leave of absence policies.

If an employee requires leave due to a work related injury, the rules governing workers compensation shall be followed.

The Agency shall comply with the provisions of the Family and Medical Leave Act of 1993.

Name of Applicant Agency: _____

Executive Director: _____
(Signature) (Date)

Housing Finance & Community Development Division Application
Attachment "I"

Sample

EQUAL EMPLOYMENT OPPORTUNITY POLICY

POLICY:

The progress of this Agency requires that we utilize all available staff to the fullest, regardless of race, color, religion, age, sex, sexual orientation, disability, political affiliation or belief, national origin, veteran status or marital status. Unlawful discrimination must be eliminated and individuals with demonstrated talent recognized and encouraged through fair and equitable personnel practices. It is the policy of this Agency to grant equal employment opportunities to all qualified persons without regard to the factors listed above.

This Agency's policy of nondiscrimination includes, but is not limited to, employment advertising, recruiting, employment, placement, promotion, transfer, selection for training, rates of pay, and layoff or termination. All employees are informed of the emphasis on nondiscrimination.

This Agency will comply with all provisions of applicable federal, state, and local equal opportunity laws, orders, rules, and regulations and will cooperate with all agencies established under such laws in guaranteeing compliance.

RESPONSIBILITIES:

The Executive Director is responsible for insuring compliance and adherence to the nondiscrimination policy.

Each supervisor is responsible for using all practical means to implement this policy within his/her department or workgroup.

This Agency shall review, at least annually, the status of this program of expanding and re-emphasizing nondiscrimination.

PROCEDURES:

1. All applications for employment will be printed with the term "Equal Opportunity Employer".
2. All advertisements for recruiting purposes will contain the statement "An Equal Opportunity Employer" at the bottom of the ad.

Name of Agency: _____

Executive Director: _____
(Signature)

(Date)

Housing Finance & Community Development Division Application
Attachment "J"
General Contractor's License

Housing Finance & Community Development Division Application
Attachment “K”
Occupational License

Housing Finance & Community Development Division Application
Attachment "L"
CHDO Certification