



Request for Proposals #274-HN-224-2

Title: FY 2024-2025 Community Enhancement Grant

Issue Date: Friday, October 6, 2023

**Due Date: Wednesday, December 6, 2023
not later than 3:00 pm EST**

LATE PROPOSALS WILL NOT BE ACCEPTED

Issuing Department: Housing & Neighborhoods

Direct all inquiries concerning this RFP to:

Jacqueline Jordan
Sr. Community Development Planner/Analyst

Email: Jacqueline.jordan@raleighnc.gov

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1 INTRODUCTION

1.1 Purpose

The City of Raleigh (COR) announces the availability of Community Enhancement Grant funds for Fiscal Year 2024-25. Funds are awarded through this competitive Request for Proposals (RFP) process. This grant is designed to support public services that serve low- and moderate-income persons and neighborhoods.

A detailed scope of services is provided in Section 4 of this document.

All information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at <https://evp.nc.gov/>.

All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
Jacqueline Jordan Sr. Community Development Planner/Analyst	Jacqueline.jordan@raleighnc.gov

Questions submitted via telephone will not be answered.

1.2 Background

The City of Raleigh, the Capital City of North Carolina, remains one of the fastest growing areas in the country. A great economy, top educational institutions, and exceptional health care facilities are some of the characteristics that attract people to the triangle area. The mild climate, diverse work force and proximity to Research Triangle Park combine to make Raleigh a great place to live.

Raleigh is a 21st Century City of Innovation focusing on environmental, cultural, and economic sustainability. The City conserves and protects our environmental resources through best practice and cutting-edge conservation and stewardship, land use, infrastructure and building technologies. The City welcomes growth and diversity through policies and programs that will protect and enhance Raleigh's existing neighborhoods, natural amenities, history, and cultural and human resources for future generations. The City leads to improve quality of life for neighborhoods and standard of living for all citizens. The City works with universities, colleges, citizens, and local partners to promote new technology, create new job opportunities, and encourage local businesses and entrepreneurs. The City enlists and prepares 21st Century staff with the skill sets to carry out the duties of the City through transparent civic engagement and by providing the very best customer service to our citizens.

The Community Enhancement Grant program is funded with federal Community Development Block Grant (CDBG) funds. The primary objective of the federal CDBG program is to develop viable communities by providing decent housing, suitable living environments, and economic development opportunities, principally to low- and

moderate-income residents. Goals and objectives for the City’s CDBG, HOME, and ESG programs are described in Raleigh’s Five-Year 2021—2025 Consolidated Plan.

The City’s current 2021--2025 Consolidated Plan can be viewed here:

<https://raleighnc.gov/ConsolidatedPlan>

1.3 Request for Proposal (RFP) Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. The City of Raleigh reserves the right to modify and/or adjust the following schedule to meet the needs of the service. All times shown are Eastern Time (EST):

RFP Process	Date and Time
RFP Advertisement Date	Friday, October 6, 2023
Pre-Proposal Conference (if required)	Thursday, October 26, 2023 (10am-12pm EST) or Thursday, November 2, 2023 (10am-12pm EST)
Deadline for Written Questions	Tuesday, November 21, 2023
City Response to Questions (anticipated)	Tuesday, November 28, 2023
Proposal Due Date and Time	Wednesday December 6, 2023, at 3:00pm EST
Selection Announced (tentative)	March 2024

1.4 Pre-Proposal Conference

Attendance at **one workshop** is a prerequisite for prospective applicants to be considered for funding. A summary of all questions and answers from the workshop will be posted as an addendum to the RFP.

Mandatory Virtual Pre-Proposal Workshops

- Thursday, October 26, 2023: 10:00am – 12:00 pm EST
- Thursday, November 2, 2023: 10:00am – 12:00pm EST

Details on the Mandatory Virtual Preproposal Workshop will be posted on the City’s website (<https://raleighnc.gov/grants-funding-and-relief/community-enhancement-grant-program>) by October 6, 2023 or can be obtained by emailing Jacqueline Jordan at jacqueline.jordan@raleighnc.gov.

1.5 Proposal Questions

Requests for clarification and questions to this RFP must be received by the City not later than the date shown above in the RFP Timeline (Section 1.3) for the submittal of written inquires. The firm’s failure to request clarification and submit questions by the

date in the RFP Timeline above shall be considered to constitute the firm's acceptance of all City's terms and conditions and requirements. The City shall issue addenda reflecting questions and answers to this RFP, if any, and shall be posted to North Carolina electronic Vendor Portal (eVP). No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFP.

It is important that all Respondents submitting to this RFP periodically check the North Carolina electronic Vendor Portal (eVP) for any Addenda. It is the Respondents responsibility to ensure that all addenda have been reviewed and, if required signed and returned.

All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
Jacqueline Jordan Sr. Community Development Planner/Analyst	Jacqueline.jordan@raleighnc.gov

Questions submitted via telephone will not be answered.

1.6 Proposal Submission Requirements and Contact Information

All proposals must be submitted via the City of Raleigh's Neighborly Software. Contact Jacqueline Jordan (Jacqueline.jordan@raleighnc.gov) to receive details on how to register and access the online system.

Proposals must be submitted to the City of Raleigh's Neighborly Participant Portal and must be received by the City on or before the RFP due date and time provided in RFP Timeline (Section 1.3). Proposals received after the RFP due date and time will not be considered and will be returned unopened to the return address on the submission envelope or package.

Any requirements in the RFP that cannot be met must be indicated on Appendix VI: Exceptions to the RFP and submitted with the proposal. **Proposers must respond to the entire Request for Proposals (RFP). Any incomplete proposal may be eliminated from competition at the discretion of the City of Raleigh.** The City reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest.

Proposals that arrive after the due date and time will not be accepted or considered for any reason whatsoever. , It is the responsibility of the firm to ensure that their proposal arrives at the designated location specified in this Section by the due date and time specified in the RFP Timeline (Section 1.3).

Prior to submission, applicants are encouraged to review the *Pre-application Assessment and FAQ Tool*. This tool was created to better provide an understanding of requirements associated with the Community Enhancement Grant.

<https://raleighnc.gov/grants-funding-and-relief/services/community-enhancement-grant-program>

1.7 MWBE Participation Form

The City of Raleigh prohibits discrimination in any manner against any person based on actual or perceived age, race, color, creed, national origin, sex, mental or physical disability, sexual orientation, gender identity or expression, familial or marital status, religion, economic status, or veteran status. The City maintains an affirmative policy of fostering, promoting, and conducting business with women and minority owned business enterprises.

Complete and submit the MWBE Participation Form (Appendix IV) with your proposal.

1.8 Rights to Submitted Material

All proposals and supporting materials, as well as correspondence relating to this RFP, shall become the property of the City. The content of all submittals will be held confidential until the selection of the firm is made. Proposals will be reviewed by the Evaluation Team, as well as other City staff and members of the general public who submit public record requests. ***Any proprietary data must be clearly marked.*** In submitting a Proposal, each Prospective Proposer agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the City to assist in the selection process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this Request for Proposals. Proposals marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

1.9 Communications

All communications of any nature regarding this RFP with any City staff, elected City officials, evaluation committee members, are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.1 (Purpose), prior to the deadline provided in the RFP Timeline (Section 1.3). Violation of this provision may result in the firm’s proposal being removed from consideration.

1.10 Lobbying

By responding to this solicitation, the firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the City or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFP.

1.11 Conflicts of Interest

City of Raleigh contracts are controlled by three conflict of interest provisions.

First, federal procurement standards provide in 2 CFR 200.318 (c)(1),

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or a firm which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Similarly, the North Carolina General Statutes provides a *criminal* statute for conflicts of interest in public contracting. N.C.G.S. § 14-234(a):

(1) No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law. (2) A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract. (3) No public officer or employee may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.

City of Raleigh Charter Section 3.9 regulates private transactions between the City and its officials and employees. The Charter states:

No member of the City Council, official, or employee of the City of Raleigh shall be financially interested, or have any personal beneficial interest, either directly or indirectly, as agent, representative, or otherwise, in the purchase of, or contract for, or in furnishing any materials, equipment or supplies to the City of Raleigh, nor shall any official or employee of the City of Raleigh accept or receive, or agree to accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract may be awarded or from whom any materials, equipment or supplies may be purchased by the City of Raleigh, by rebate, gift, or otherwise, any money or anything of value whatsoever, or any promise, obligation or contract for future reward or compensation, for recommending or procuring the uses of any such materials, equipment or supplies by the City of Raleigh; no member of the City Council, official or employee of the City of Raleigh shall for his own personal benefit operate, directly or indirectly, any concession in any building or on any lands of the City of Raleigh, nor shall any official or employee of the City of Raleigh bid for or be awarded any contract granting concessionary rights of any nature or kind from the City of Raleigh; it shall be unlawful for any member of the City Council, official or employee of the City of Raleigh to bid for or to purchase or to contract to purchase from the City of Raleigh any real estate, equipment, materials, or

supplies of any nature or kind whatsoever, either directly or indirectly, at either public or private sale, either singly, or through or jointly with any other person.

1.12 Proposer Expenses

The City of Raleigh will not be responsible for any expenses incurred by any Proposer in the development of a response to this Request for Proposal or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to City of Raleigh and/or its representatives. Further, the City of Raleigh shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Proposer even if the awarding authority for each entity has formally accepted a recommendation.

1.13 Proposer Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise on Appendix VI Exceptions to RFP and submitted with proposal. Furthermore, the City of Raleigh is not bound to accept a proposal on the basis of lowest price, and further, the City of Raleigh has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities and reserves the right to re-advertise this RFP with either the identical or revised scope and specifications if it is deemed to be in the best interests of the City of Raleigh to do so. The City of Raleigh reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the best interest of the City of Raleigh to do so. Moreover, the City of Raleigh reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the City of Raleigh.

2 PROPOSALS

Responses must follow the format outlined below. The City may reject as non-responsive at its sole discretion any proposal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

2.1 Request for Proposals Required Document Format

All proposals must be submitted via the City of Raleigh's Neighborly Software. Contact Jacqueline Jordan (Jacqueline.jordan@raleighnc.gov) to receive details on how to register and access the online system.

All applications are due via the City of Raleigh's Neighborly Software Participant Portal by 3:00 pm EST on Wednesday December 6, 2023.

2.2 RFP Documents

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

3 PROPOSAL EVALUATION

3.1 Proposal Evaluation Criteria

This is not a bid. There will not be a public opening. The Proposals will be evaluated based on, but not necessarily limited the criteria below. Agencies will be scored based on the scorecard(Appendix II).

CDBG and Target Clientele Eligibility

32 points of the application – 32 % of the total Score

CDBG Eligibility Criteria	16 points
Target Clientele Criteria	16 points

Program/Project Delivery and Budget

68 points of the application – 68% of the total Score

Program/Project Delivery	48 points
Program/Project Proposed Budget and Funding Sources	20 points

Bonus Question – Optional

10 points

3.2 Threshold Requirements

The following criteria are minimum thresholds for consideration of an application. Applications must meet these basic criteria to be considered for further evaluation. If the City determines that an application does not meet one or more of the criteria listed below, it will not be reviewed.

Minimum Submission Requirements

Financial Requirements

- a) Completed Project Budget (Excel)
 - a. between \$20,000.00 and \$60,000.00.
 - b. Maximum 25% of the Total Annual Operating Budget.
 - c. Maximum 50% of the Total Program/Project Budget.
- b) Current year's Annual Operating Budget
- c) Most current Financial Statements
 - a. Audited Financial Statement, in request is over \$25,000.00
- d) Most recent IRS Tax Form 990(EZ)

Administrative Requirements

- a) IRS 501(c)(3) Tax Determination Letter
- b) Articles of Incorporations
- c) By-Laws
- d) SAM.gov Verification
- e) Board Member List (w/ contact information, terms, and Board roles)
- f) Board Minutes for application authorization
- g) Conflict of Interest Policy

Project Requirements

- a) Completed & Signed Application
- b) Program Policies & Procedures Manual
- c) Credentials of Program/Project Staff
- d) Organization Chart w/ key personnel

3.3 Final Selection

Proposals will be evaluated and ranked according to the criteria and weighted values set forth in Section 3.1. A final selection for recommendation will be made at this time. Recommendations for awarded organizations are then presented at the City Council Budget Session. Once recommendations are accepted by City Council, all proposers will be notified of their standing immediately following the City's decision.

The City shall not be bound or in any way obligated until both parties have executed a contract. The City also reserves the right to delay the award of a contract or to not award a contract.

3.4 Notice to Proposers Regarding RFP Terms and Conditions

It shall be the Proposer's responsibility to read the Instructions, the City's Standard Contract Terms and Conditions (Appendix V), all relevant exhibits, attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Proposers are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

3.5 Contract Term

The contract awarded from this RFP shall have a term of one year and be effective upon the date of the City's signature (the "Effective Date").

3.6 Federal Funding Requirements

The services and materials to be provided under this contract will be financed in whole or in part with Federal funding. As such, Federal laws, regulations, policies, and related administrative practices apply to this contract. The most recent of such Federal requirements, including any amendments made after the execution of this contract shall govern this contract, unless the Federal Government determines otherwise. The Federal provisions and requirements identified in Appendix VI (Federal Provisions and Requirements) may be applicable to this contract. The awarded contractor is responsible for complying with all applicable provisions and requirements.

4 SCOPE OF SERVICES

Awarded Contractor shall provide services, all as set forth in this RFP and more particularly described in this Section 4.

ELIGIBLE USES

This program supports public services for persons who are low- or moderate-income (with household income less than 80 percent of area median income (AMI)). Recipients of funds must ensure and document that at least 51% of the persons served are low or moderate income. (See Appendix III: Income Verification.)

Examples of eligible activities include, but are not limited to:

- Assisting households successfully exit homelessness
- Assisting ex-offenders reintegrate into civil society
- Job training
- Youth tutoring/gang prevention
- Substance abuse prevention/treatment
- Counseling
- Childcare
- Services for older adults

Please note that purchase of small electronics such as computers, pads/tablets, telephones, and accessories is not an eligible cost for the Community Enhancement Grant.

If you have a question about whether an activity qualifies for funding, please contact Jacqueline Jordan at jacqueline.jordan@raleighnc.gov.

INELIGIBLE USES

The following are not eligible to be funded through the Community Enhancement Grant:

- General administrative support/general agency operations
- Housing construction
- Public services for persons with incomes greater than 80% of area median income (AMI)

FUNDING PRIORITY POPULATIONS

- Projects that serve:
 - Persons who are experiencing or exiting homelessness
 - Extremely low-income persons (incomes at or below 30% AMI)
 - Low-income youth
 - Persons who are disabled
 - Victims of domestic violence
 - Persons living with HIV/AIDS
 - Seniors
- New projects that address demonstrated gaps in services for low- and moderate-income persons

FUNDS AVAILABLE

Total funding for the Community Enhancement Program will be approximately \$200,000. To be eligible, applications must request at least \$20,000 but no more than \$60,000.

Applications requesting less than \$20,000 or more than \$60,000 will be rejected by the Review Committee and will not be reviewed. In keeping with City of Raleigh policy, all applications requesting amounts exceeding \$25,000 MUST include audited financial statements in the application packet to be considered by the Review Committee.

Federal funds require a level of documentation that agencies must demonstrate the ability to implement prior to receiving an award. The preferred documentation is a formal, written

Policies & Procedures Manual for the program for which funds are being requested. The Policies & Procedures Manual will be an important exhibit considered by the Review Committee when scoring applications.

APPENDIX I

***** These are only application questions. *****

All proposals must be submitted via the City of Raleigh's Neighborly Software. Contact Jacqueline Jordan (Jacqueline.jordan@raleighnc.gov) to receive details on how to register and access the online system.

A. ORGANIZATION INFORMATION

- A.1 Full Legal Name:
- A.2 Organization is Also Known as (AKA) or Doing Business As (DBA):
- A.3 Street Address for the Headquarters/Administrative Office Location:
- A.4 Mailing Address (if different from above):
- A.5 Organization Contact Number:
- A.6 Federal Tax Identification Number:
- A.7 Unique Entity Identifier Number (UEI #):
- A.8 Organization's Mission Statement:
- A.9 Organization's Website
- A.10 Organization's Social Media Links:
- A.11 Indicate if the organization is one or more of the following listed below:
 - Minority-owned or -controlled (at least 51%) Business Enterprise (MBE)
 - Women-owned or -controlled (at least 51%) Business Enterprise (WBE)
 - Community Housing Development Organization (CHDO)
 - None of the above listed are applicable.

Organization Point of Contact

- A.12 Contact Person Name:
- A.13 Contact Person's Title:
- A.14 Contact Person's Email:
- A.15 Contact Person Phone Number:

B. PROGRAM DESCRIPTION

- B.1 Name Program/Project to Be Funded:
- B.2 Program/Project Address:
- B.3 Provide a brief high-level overview of the program/project for which you seek funding for. This should be essentially an elevator speech about the program/project and include the program/project goal, the statement of work to be performed, clientele served, expected outcomes, and what expenses this grant will fund.

B.4 Select one of the statements below:

- This is a newly formed program/project.
- Funding would allow for the expansion of this program/project.

B.5 Program/Project Contact Person:

B.6 Program/Project Contact Title:

B.7 Program/Project Contact Email:

B.8 Program/Project Contact Number:

C. FUNDING REQUESTED

C.1 Total Amount Requested from the City of Raleigh (minimum=\$20,000; maximum=\$60,000).

C.2 Provide the Estimated Total Project Budget Amount:

C.3 What percentage of funding of the Total Project Budget is being requested by the City of Raleigh?

C.4 Provide the Organization's Current Total Operating Budget Amount:

C.5 What percentage of funding of the Organization's Current Operating Budget is being requested by the City of Raleigh?

C.6 Does your organization have any unresolved HUD or other federal agency findings at the time of application submission?

- Yes
- No

C.7 Has your organization experienced any HUD or other federal agency findings (resolved or unresolved) in the past 5 years?

- Yes
- No

C.8 Has your organization ever had to return funds to HUD or any other federal, state, or local agency?

- Yes
- No

C.9 Does your organization have any unresolved audit issues?

- Yes
- No

C.10 Is your organization currently in or has it ever declared bankruptcy?

- Yes
- No

C.11 Has your organization received City of Raleigh funding for the past 2 years?

- Yes

- No
- N/A

C.12 Funding Resources

Provide ALL funding sources: Local Government, County Government, State Government, Federal Government, Private Entities, Foundations, Other. Documentation confirming funding must be included.

Funding Source	Status	Name of Funding Source	Funding Amount
Local Government			
County Government			
State Government			
Federal Government			
Private Entity(ies)			

C.13 Budget Sensibility

A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely and the line items/cost calculations should align with the application responses.

D. PROGRAM ELIGIBILITY

D.1 CDBG – NATIONAL OBJECTIVE CRITERIA

SELECT ONE OF THE OPTIONS LISTED BELOW

- Limited Clientele: At least 51% of person’s served will have household income less than 80% AMI.
- Limited Clientele: Persons are presumed to be low-income because the program will serve exclusively only members of at least one of the following populations: homeless persons, abused children, victims of domestic violence, elderly persons, severely disabled adults, persons living with HIV/AIDS, migrant farm workers, and persons who are illiterate.
- Area Benefit: The project will benefit all residents in an area where at least 51% of households have household income less than 80 % AMI.

A. Please explain your selection above (i, ii, or iii) and include details pertaining to any barriers/gaps the program/project will address.

B. Please explain how you will collect the HUD-required data (individuals served, race/ethnicity, income levels) from potential clients before they receive services (i.e., intake services).

D.2 TARGETED CLIENETELE – ELIGIBILITY CRITERIA

A. Briefly describe your project’s targeted clientele. Include information about the primary needs and number of potential clients.

B. Select the following priority population(s) you will serve.

- Person who are experiencing or exiting homelessness
- Extremely low-income persons (incomes at or below 30% AMI)
- Low-income youth
- Persons who are disabled
- Victims of domestic violence
- Persons living with HIV/AIDS
- Seniors
- New projects that address demonstrated gaps in services for low- and moderate-income persons.

D.3 Describe the specific process followed to verify income eligibility.

E. PROGRAM ELIGIBILITY

E.1 Program/Project Delivery

A. Which priority objective of the [2021-2025 Consolidated Plan](#) does the project address?

- 1) Increase the supply of affordable housing.
- 2) Enhance the homeless to housing continuum.
- 3) Increase Services to build self-sufficiency and sustainability.

A. How does the CEG specific project fit into your organization’s mission?

B. Describe the CEG specific service activity your organization will provide and include the need it will address along with the benefit to the community.

C. Describe the CEG specific project’s scope of work. Please include the staff/positions involved with carrying out specific tasks and the years of experience the staff/position has with each task.

D. Describe the CDBG-CEG specific goal, expected outcomes, and evaluation method.

E.2 Is this a community-based project?

- Yes
- No

E.3 What measurable impacts will the project have on one or more of the following priorities? Responses should be clear and concise, include statistics, and reference specific projected outcomes.

- Increase access to affordable housing.
- Provide services that connect those experiencing or at-risk of homelessness with housing.
- Provide services that increase self-sufficiency of low- and moderate-income persons.

E. REQUIRED DOCUMENTS

- i. Articles of Incorporation (PDF)
- ii. By-Laws (PDF)
- iii. Board Minutes documenting Board authorization for this application (PDF)
- iv. Conflict of Interest Policy (include who must read/sign the policy) (PDF)
- v. Credentials such as resume included for responsible for carrying out the project tasks (example: Project Manager) (PDF)
- vi. Current year's annual/operating budget (PDF)
- vii. Documentation verifying SAM.gov registration (printed screen shot with organization information is acceptable) (PDF)
- viii. IRS 501(c)(3) tax determination letter (PDF)
- ix. Letters of support from collaborating organizations, if applicable (PDF)
- x. List of current Board of Directors, with contact information such as email addresses and best contact number, terms, and Board roles (PDF)
- xi. Map showing location of project activities or project site, if applicable (PDF)
- xii. Most recent financial statements (should be no more than 2 years old) (Audited financial statements required the request is \$25,000 or more) (PDF)
- xiii. Most recent IRS tax form 990(EZ) (PDF)
- xiv. Organizational chart with key personnel and their titles (PDF)
- xv. Program/Project budget is complete including cost information (Excel)
- xvi. Program/Project Policies & Procedures Manual (PDF)

APPENDIX II

Community Development Block Grant – Community Enhancement Grant
2024-2025

“Scorecard”

Name of Applicant: _____

SECTION ONE: Applicant Information

ELIGIBILITY THRESHOLD REQUIREMENTS

- ___ Application: Completed and Submitted by Deadline
- ___ Attended at least one workshop
- ___ 501(c)3 Status
- ___ Federal Tax Identification
- ___ Unique Entity Identification Number
- ___ Requesting between 20K and 60K for eligible expenses
- ___ Requested Funding (no more than 25% of the Total Annual Budget)
- ___ Requested Funding (no more 50% of the Total Program Budget)
- ___ Board Member Conflict of Interest Policy
- ___ Project to serve income-eligible persons

FINANCIAL THRESHOLD ELIGIBILITY QUESTIONS

- ___ Budget Completeness
- ___ No Resolved or Unresolved HUD or other federal agency findings at time of application
- ___ No returned funds to HUD, any other federal agency, or the City of Raleigh in the past five (5) years
- ___ No Unresolved audit issues
- ___ No declared bankruptcies

*****ALL MUST BE CHECKED*****

Previous Management of Government Grants (Potential Penalty)

Question: Has your organization ever had to return funds to HUD, any other federal agency, or the City of Raleigh?	
---	<p>0 points</p> <ul style="list-style-type: none"> • Previous grant(s) were fully spent. <p>2 points</p> <ul style="list-style-type: none"> • Grant was returned due to unforeseen circumstances with programming but not due to compliance measures. Problems were communicated with agency. <p>4 points</p> <ul style="list-style-type: none"> • 25% or less of grant was returned and/or problems with documentation. <p>6 points</p> <ul style="list-style-type: none"> • More than 25% but less than 50% of the grant was returned unspent, problems with documentation. <p>8 points</p> <ul style="list-style-type: none"> • More than 50% of grant was returned, fundamental problems with documentation.

SECTION TWO: Program/Project CDBG Eligibility and Consolidated Plan

CDBG Eligibility (16 points)

Questions: Explain your choice and include details pertaining to barriers/gaps.	
---	<p>12 points</p> <ul style="list-style-type: none"> • The national objective picked directly relates to the project and is thoroughly explained. The project description thoroughly addresses the gaps/barriers they attend to address. <p>9 points</p> <ul style="list-style-type: none"> • The national objective picked mostly relates to the project and is explained. The project description mostly addresses the gaps/barriers they attend to address. <p>6 points</p> <ul style="list-style-type: none"> • The national objective picked somewhat relates to the project and is explained. The project description somewhat addresses the gaps/barriers they attend to address

	<p>3 points</p>	<ul style="list-style-type: none"> The national objective is picked and explained. Gaps/barriers are not addresses.
	<p>0 points</p>	<ul style="list-style-type: none"> The national objective is not picked or explained. Gaps/barriers are not addressed.

<p>Question: Explain how you will collect the required data from potential clients before they receive services.</p>		
---	<p>4 points</p>	<ul style="list-style-type: none"> Intake procedures for clients are clearly defined and explained.
	<p>3 points</p>	<ul style="list-style-type: none"> Intake procedures for clients defined and mostly explained.
	<p>2 points</p>	<ul style="list-style-type: none"> Intake procedures for clients are generally defined and explained.
	<p>1 point</p>	<ul style="list-style-type: none"> Intake procedures for clients are included but vague.
	<p>0 points</p>	<ul style="list-style-type: none"> Intake procedures for clients are not defined.

Target Clientele Eligibility (16 points)

<p>Question: Briefly describe your project’s targeted clientele include information about the primary needs and number of potential clients.</p>		
---	<p>4 points</p>	<ul style="list-style-type: none"> Description of targeted clientele is thoroughly descriptive and amply addresses the needs of the potential clients
	<p>3 points</p>	<ul style="list-style-type: none"> Description of targeted clientele is very descriptive, and sufficiently addresses the needs of potential clients.
	<p>2 points</p>	

	<ul style="list-style-type: none"> • Description of targeted clientele is descriptive, but the addressed needs of the potential clients are ambiguous.
1 point	<ul style="list-style-type: none"> • Description of targeted clientele is descriptive, but the needs of the potential clients are not addressed.
0 points	<ul style="list-style-type: none"> • Description of targeted clientele is not descriptive and does not address the need of the potential clients.

Question: Select the following priority population(s) you will serve.	
---	<ul style="list-style-type: none"> • Organization plans to serve 4 or more priority populations and/or provide a new project that addresses gaps in services for LMI persons.
	<ul style="list-style-type: none"> • Organization plans to serve 3 priority populations.
	<ul style="list-style-type: none"> • Organization plans to serve 2 priority populations.
	<ul style="list-style-type: none"> • Organizations plans to serve 1 priority population.
	<ul style="list-style-type: none"> • Organization does not plan to serve a priority population.

Question: Describe the specific process followed to ensure income eligibility include information about the income level (area median income – AMI)	
---	<ul style="list-style-type: none"> • Processes to ensure income eligibility are clearly defined.
	<ul style="list-style-type: none"> • Processes to ensure income eligibility are mostly defined.
	<ul style="list-style-type: none"> • Processes to ensure income eligibility are somewhat defined.

	<p>2 points</p> <ul style="list-style-type: none"> Processes to ensure income eligibility are generally defined but ambiguous.
	<p>0 points</p> <ul style="list-style-type: none"> Processes to ensure income eligibility are not defined.

SECTION THREE: Program/Project Delivery & Budget

Program/Project Delivery (48 points)

<p>Question: Does the project address a priority objective of the 2021-2025 Consolidated Plan? Consolidated Plan Priorities 1) Increase the supply of affordable housing 2) Enhance the homeless to housing continuum 3) Increase Services to build self-sufficiency and sustainability</p>	
---	<p>12 points</p> <ul style="list-style-type: none"> Project description directly addresses and explains a Consolidated Plan Priority.
	<p>9 points</p> <ul style="list-style-type: none"> Project description mostly addresses and explains a Consolidated Plan Priority.
	<p>6 points</p> <ul style="list-style-type: none"> Project description addresses a Consolidated Plan Priority but vaguely explains the priority.
	<p>3 points</p> <ul style="list-style-type: none"> Project description addresses the Consolidated Plan Priority but does not explain the priority.
	<p>0 points</p> <ul style="list-style-type: none"> Project description does not address or explain a Consolidated Plan Priority.

<p>Question: How does the “CDBG-CEG specific” project fit into your organization’s mission?</p>	
---	<p>4 points</p> <p>Project to be funded directly fits the organization’s mission.</p>
	<p>3 points</p>

	<ul style="list-style-type: none"> • Project to be funded closely fits to the organization’s mission.
2 points	<ul style="list-style-type: none"> • Project to be funded mostly fits to the organization’s mission.
1 point	<ul style="list-style-type: none"> • Project to be funded somewhat fits the organization’s mission.
0 points	<ul style="list-style-type: none"> • Project to be funded does not match mission.

Question: Describe the “CDBG-CEG specific” service activity your organization will provide and include the need it will address along with the benefit to the community.	
---	<ul style="list-style-type: none"> • Service activity and community benefit are both clearly defined.
	<ul style="list-style-type: none"> • Service activity is clearly defined, and the community benefit is mostly defined.
	<ul style="list-style-type: none"> • Service activity is mostly defined but the community benefit is vague.
	<ul style="list-style-type: none"> • Service activity is generally defined but the community benefit is not addressed.
	<ul style="list-style-type: none"> • Service activity and community benefit are not defined.

Question: Describe the “CDBG-CEG specific” project’s scope of work and include the staff/positions involved with carrying out the “CDBG-CEG specific” tasks	
	<ul style="list-style-type: none"> • Specific and clear scope of work, and staff/positions are clearly defined.
12 points	
9 points	

	<ul style="list-style-type: none"> • Scope of work is mostly clear, and staff/positions are clearly defined.
6 points	<ul style="list-style-type: none"> • Scope of work is mostly clear, but positions are clearly not defined.
2 points	<ul style="list-style-type: none"> • Scope of work is somewhat clear, but positions are not defined.
0 points	<ul style="list-style-type: none"> • Scope of work is not clear, and staff/positions are not defined.

Question: Describe the “CDBG-CEG specific” goal, expected outcomes, and evaluation method.	
	<ul style="list-style-type: none"> • All goals, expected outcomes, and evaluation methods are measurable.
12 points	<ul style="list-style-type: none"> • Most goals, expected outcomes, and evaluation methods are clear.
9 points	<ul style="list-style-type: none"> • Some goals, expected outcomes, and evaluation methods are clear.
6 points	<ul style="list-style-type: none"> • Very few of the goals, expected outcomes, and evaluation methods are clear.
2 points	<ul style="list-style-type: none"> • There are no clear goals, expected outcomes, and evaluation methods.
0 points	

<p>Bonus Question: What measurable impacts will the project have on one or more of the following priorities? Responses should be clear and concise, include statistics and reference specific project outcomes.</p>	
	<p>10 points</p> <ul style="list-style-type: none"> Description provided supplies concrete statistical data in relation to the program and directly correlates to the priority selected.
	<p>5 points</p> <ul style="list-style-type: none"> Description provided supplies concrete statistical data in relation to the program but only slightly correlates to the priority selected.
	<p>0 points</p> <ul style="list-style-type: none"> Description provided no statistical data or concrete outcomes/not answered.

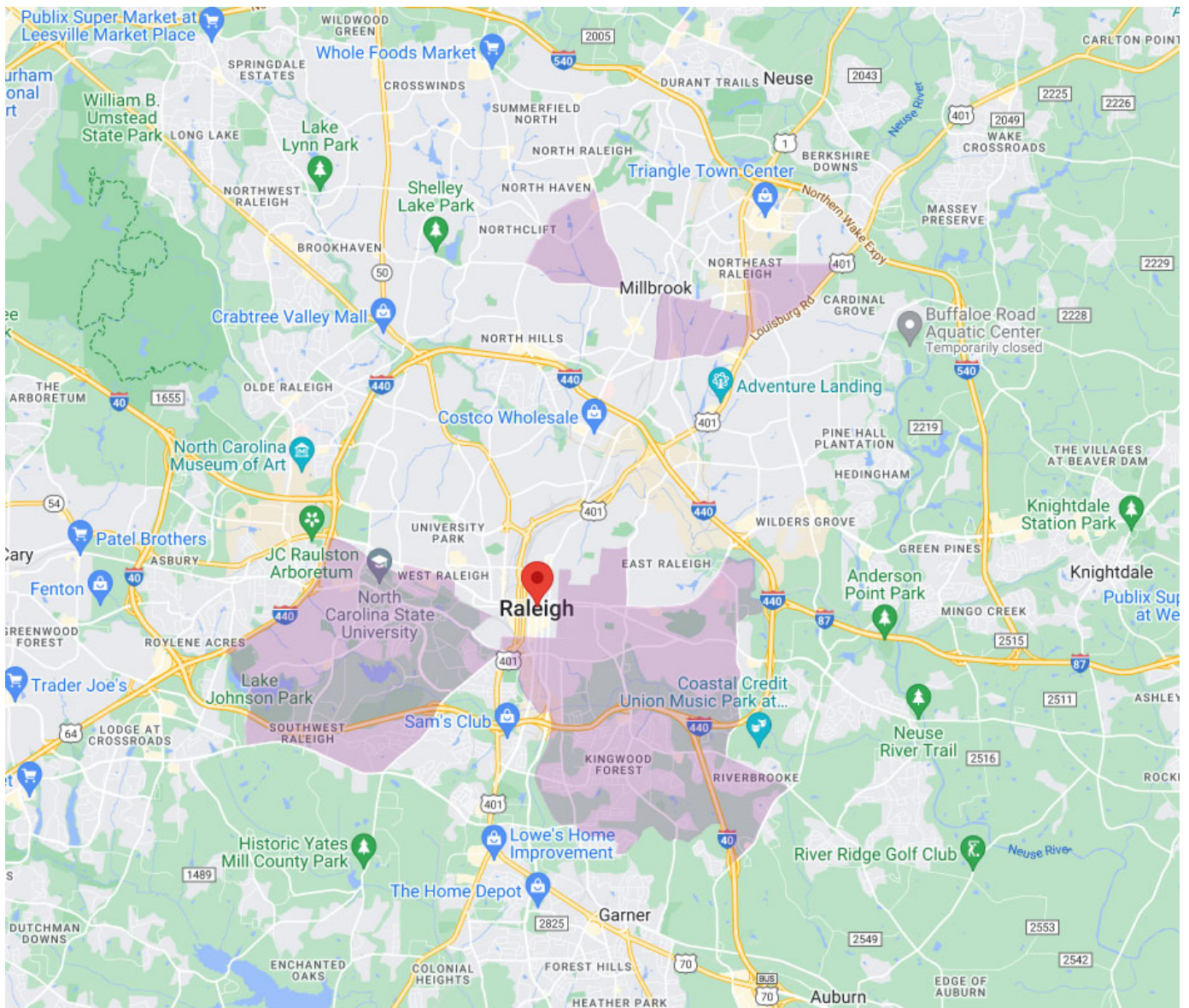
FUNDING SOURCES (20 points)

<p>Question: Provide ALL funding sources – Local Government, County Government, State Government, Private Entities, Foundations, Others</p>	
	<p>12 points</p> <ul style="list-style-type: none"> Documented support of at least 3 funding sources other than City for agency and at least 2 funding sources other than city for project.
	<p>9 points</p> <ul style="list-style-type: none"> Documented support of at least 2 funding sources other than City for agency and at least 2 funding sources other than city for project.
	<p>6 points</p> <ul style="list-style-type: none"> Documented support of at least 2 funding sources other than City for agency and at least 1 funding sources other than city for project.
	<p>2 points</p> <ul style="list-style-type: none"> Documented support of at least 1 funding sources other than City for agency and at least 1 funding source other than city for project.
	<p>0 points</p> <ul style="list-style-type: none"> No documented support of other funding sources.

Question: Budget Sensibility	
	<p>12 points</p> <ul style="list-style-type: none">• Budget is reasonable with items/cost calculations aligning with application responses.
	<p>6 points</p> <ul style="list-style-type: none">• Budget is mostly reasonable with 1 item/cost calculation not aligning with responses.
	<p>0 points</p> <ul style="list-style-type: none">• Budget is deemed unreasonable with 2 or more items/cost calculations not aligning with responses.

APPENDIX III

2023 HUD QUALIFIED CENSUS TRACT MAP



APPENDIX IV

INCOME VERIFICATION

Determining and Documenting Income

Annual income is the gross amount of income anticipated by all adults in a family during the 12 months following the effective date of the determination.

To calculate annual income, the grantee may choose among three definitions of income, listed below.

- Annual income as defined in accordance with 24 CFR Part 5.609) (formerly called “Section 8”).
- Adjusted gross income as defined for purposes of reporting under IRS Form 1040 (long form) for Federal individual income tax purposes; and
- Annual income as defined for reporting under the Census long form for the most recent available decennial Census.

To determine if program applicants are income-eligible, grantees have several options :

- Obtain evidence that the household/person assisted qualified under another program having income qualification criteria at least as restrictive as that used in the definitions of LMI household/person, such as Job Training Partnership Act (JTPA) and welfare programs; or
- Obtain evidence that the assisted person is homeless; or
- Obtain a verifiable certification from the assisted person that his/her family income does not exceed the applicable income limit; or
- Obtain a referral from a state, county or local employment agency or other entity that agrees to refer individuals it determines to be LMI persons based on HUD’s criteria and agrees to maintain documentation supporting these determinations.

Above taken from *Chapter 13: Performance Measurement, Reporting, Recordkeeping, and Monitoring* of HUD’s *Basically CDBG* (July 2012).

APPENDIX V MWBE Participation Form

*(REMOVE THIS FORM AND USE THE NEXT FORM IF COST IS ESTIMATED TO BE OVER 300K)
IDENTIFICATION OF MWBE PARTICIPATION FOR INFORMAL CONTRACTS
Contract amount is between \$30,000.00 - \$299,999.99*

This Identification of MWBE Participation Form is for the purpose of capturing information regarding the utilization of MWBEs and other subcontractors and suppliers on Informal City Contracts. MWBE participation is encouraged for all City of Raleigh contracting opportunities. Please refer to the City’s MWBE Policy for any contract specific requirements. *Copy this Form as needed.*

COMPANY NAME			
PROJECT NAME			
PROJECT NUMBER		CITY DEPARTMENT	
CONTRACT TYPE	<input type="checkbox"/> Services <input type="checkbox"/> Other _____*		
<input type="checkbox"/> PRIME IS MWBE	Classification: _____ <input type="checkbox"/> Certified with NCHUB <input type="checkbox"/> Certified with NCDOT-DBE	RFP SUBMITTAL DATE	

*MWBE Classifications:

American Indian (AI), Asian American (AA), Black/African American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)

WORK TO BE SELF-PERFORMED

Check this box **only** if you intend to perform 100% of the work for this Contract with your own current work forces, and you normally perform and have the capability to perform all elements of this work for this Contract with your own current work forces.

MWBE SUBCONTRACTORS

Complete the chart below for all MWBE subcontractors that you intend to use for this Contract regardless of dollar amount.

Company Name	MWBE Classification*	Description of Services	Percentage of Total Contract	Total Projected Utilization (\$)

*MWBE Classifications:

American Indian (AI), Asian American (AA), Black/African American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)

Total Estimated MWBE Utilization* \$ _____

Total Proposal Amount* \$ _____

Percent Estimated MWBE Utilization* _____ %

(Total Estimated MWBE Utilization divided by Total Bid Amount)

APPENDIX VI

City of Raleigh Standard Contract Terms and Conditions

The contract terms provided herein shall become a part of any contract issued as a result of this solicitation. Any submission of a proposal without objection to the contract terms indicates understanding and intention to comply with the contract terms. If there is a term or condition that the firm intends to negotiate, it must be stated in the proposal. The successful firm will not be entitled to any changes or modifications unless they were first stated in the proposal.

The City of Raleigh reserves the right, at its sole discretion, to reject any or all submittal package(s) containing unreasonable objections to standard City of Raleigh contract provisions.

1. Compensation; Time of Payment

The standard City of Raleigh payment term is NET 30 days from the date of invoice.

For prompt payment, all invoices should be emailed to Accounts Payable at accountspayable@raleighnc.gov, or sent by mail to: City of Raleigh, Accounts Payable, PO Box 590, Raleigh, North Carolina 27602-0590.

All invoices must include the applicable Purchase Order Number.

Invoices submitted without the correct purchase order number will result in delayed payment.

2. Workmanship and Quality of Services

All work performed under this Contract shall be performed in a workmanlike and professional manner, to the reasonable satisfaction of the City, and shall conform to all prevailing industry and professional standards.

3. Non-discrimination

To the extent permitted by North Carolina law, the parties for themselves, their agents, officials, directors, officers, members, representatives, employees, and contractors agree not to discriminate in any manner or in any form based on actual or perceived age, mental or physical disability, sex, religion, creed, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in connection with this Contract or its performance.

The Parties agree to conform with the provisions and intent of Raleigh City Code §4-1004 in all matters related to this Contract. This provision is incorporated into the Contract for the benefit of the City of Raleigh and its residents and may be enforced by an action for specific performance, injunctive relief, or any other remedy available at law or equity. This section shall be binding on the successors and assigns of all parties with reference to the subject matter of the Contract.

4. Minority and Women Owned Business Enterprise

The City of Raleigh prohibits discrimination in any manner against any person based on actual or perceived age, race, color, creed, national origin, sex, mental or physical disability, sexual orientation, gender identity or expression, familial or marital status, religion, economic status, or veteran status. The City maintains an affirmative policy of

fostering, promoting, and conducting business with women and minority owned business enterprises.

5. **Assignment**

This Contract may not be assigned without the express written consent of the City.

6. **Applicable Law**

All matters relating to this Contract shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action relating to this Contract shall be Wake County Civil Superior Court or the United States District Court for the Eastern District of North Carolina, Western Division.

7. **Insurance**

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract the following coverages and limits. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract.

Commercial General Liability – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Automobile Liability – Limits of no less than \$1,000,000 Combined Single Limit. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy. Automobile coverage is only necessary if vehicles are used in the provision of services under this Contract and/or are brought on a COR site.

Worker's Compensation & Employers Liability – Contractor agrees to maintain Worker's Compensation Insurance in accordance with North Carolina General Statute Chapter 97 with statutory limits and employee's liability of no less than \$1,000,000 each accident.

Additional Insured – Contractor agrees to endorse the City as an Additional insured on the Commercial General Liability, Auto Liability and Umbrella Liability if being used to meet the standard of the General Liability and Automobile Liability. The Additional Insured shall read '**City of Raleigh is named additional insured as their interest may appear**'.

Certificate of Insurance – Contractor agrees to provide COR a Certificate of Insurance evidencing that all coverages, limits, and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Contractor's insurer. If Contractor receives a non-renewal or cancellation notice

from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Contractor agrees to notify the City within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance.

The Certificate Holder address should read:

City of Raleigh
Post Office Box 590
Raleigh, NC 27602-0590

Umbrella or Excess Liability – Contractor may satisfy the minimum liability limits required above under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability, however, the Annual Aggregate limits shall not be less than the highest ‘Each Occurrence’ limit for required policies. Contractor agrees to endorse City of Raleigh as an ‘Additional Insured’ on the Umbrella or Excess Liability unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a ‘Follow-Form’ basis.

Professional Liability – Limits of no less than \$1,000,000 each claim. This coverage is only necessary for professional services such as engineering, architecture or when otherwise required by the City.

All insurance companies must be authorized to do business in North Carolina and be acceptable to the City of Raleigh’s Risk Manager.

8. Indemnity

Except to the extent caused by the sole negligence or willful misconduct of the City, the Contractor shall indemnify and hold and save the City, its officers, agents and employees, harmless from liability of any kind, including all claims, costs (including defense) and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Contract, and from any and all claims, costs (including defense) and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Contractor in the performance of this Contract. This representation and warranty shall survive the termination or expiration of this Contract.

The Contractor shall indemnify and hold and save the City, its officers, agents, and employees, harmless from liability of any kind, including claims, costs (including defense) and expenses, on account of any copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this Contract.

9. Intellectual Property

Any information, data, instruments, documents, studies, reports or deliverables given to, exposed to, or prepared or assembled by the Contractor under this Contract shall be kept as confidential proprietary information of the City and not divulged or made available to any individual or organization without the prior written approval of the City.

Such information, data, instruments, documents, studies, reports or deliverables will be the sole property of the City and not the Contractor.

All intellectual property, including, but not limited to, patentable inventions, patentable plans, copyrightable works, mask works, trademarks, service marks and trade secrets invented, developed, created, or discovered in performance of this Contract shall be the property of the City.

Copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Contractor's performance of this project shall vest in the City. Works of authorship and contributions to works of authorship created by the Contractor's performance of this project are hereby agreed to be 'works made for hire' within the meaning of 17 U.S.C. 201.

10. Force Majeure

Except as otherwise provided in any environmental laws, rules, regulations, or ordinances applicable to the parties and the services performed under this Contract, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God. Either party to the Contract must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this Contract by this provision.

11. Advertising

The Contractor shall not use the existence of this Contract, or the name of the City of Raleigh, as part of any advertising without the prior written approval of the City.

12. Acknowledgement of City Brand and Tree Logo Ownership and Restrictions

The City of Raleigh has developed proprietary branding (the "City Brand") centered around the Raleigh tree mark logo (the "Tree Logo"). The City's exclusive rights and ownership in and to the Tree Logo are protected under trademark and copyright, including U.S. Copyright Reg. No. VAu1-322-896, N.C. State Trademark Registration Reg. No. T-23070 and Federal Trademark Registration Reg. No. 5,629,347, as well as under other federal and state laws.

Contractor acknowledges and understands that the City is not conferring any license to Contractor under this Agreement to use or depict the Tree Logo or other aspects of the City Brand.

Contractor shall not make any use or depiction of the Tree Logo or other aspects of the City Brand without the prior express written approval of the City. In this regard, should any materials being produced by Contractor for the City under this Agreement contemplate use or depiction of the Tree Logo, including, but not limited to, printed materials, digital media, signage and/or display materials, Contractor shall proceed under the auspices and direction of the City's Communications Department and shall comply with all guidelines and restrictions governing use or depiction of the Tree Logo.

13. Cancellation

The City may terminate this Contract at any time by providing thirty (30) days written notice to the Contractor. In addition, if Contractor shall fail to fulfill in timely and proper manner the obligations under this Contract for any reason, including the voluntary or involuntary declaration of bankruptcy, the City shall have the right to terminate this Contract by giving written notice to the Contractor and termination will be effective upon receipt. Contractor shall cease performance immediately upon receipt of such notice.

In the event of early termination, Contractor shall be entitled to receive just and equitable compensation for costs incurred prior to receipt of notice of termination and for the satisfactory work completed as of the date of termination and delivered to the City. Notwithstanding the foregoing, in no event will the total amount due to Contractor under this section exceed the total amount due Contractor under this Contract. The Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract, and the City may withhold any payment due to the Contractor for the purpose of setoff until such time as the City can determine the exact amount of damages due the City because of the breach.

Payment of compensation specified in this Contract, its continuation, or any renewal thereof, is dependent upon and subject to the allocation or appropriation of funds to the City for the purpose set forth in this Contract.

14. Laws/Safety Standards

The Contractor shall comply with all laws, ordinances, codes, rules, regulations, safety standards and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority.

All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization, such as the American Society of Mechanical Electrical Engineers for pressure vessels; the Underwriters' Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type(s) of devices offered and furnished. Further, all items furnished by the Contractor shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

Contractor must comply with *North Carolina Occupational Safety and Health Standards for General Industry 13 NCAC 07F (29CFR 1910)*. In addition, Contractor shall comply with all applicable occupational health and safety and environmental rules and regulations.

Contractor shall effectively manage their safety and health responsibilities including:

- a. Accident Prevention
Prevent injuries and illnesses to their employees and others on or near their job site. Contractor managers and supervisors shall ensure personnel safety by strict adherence to established safety rules and procedures.
- b. Environmental Protection
Protect the environment on, near, and around their work site by compliance with all applicable environmental regulations.
- c. Employee Education and Training
Provide education and training to all contractor's employees before they are exposed to potential workplace or other hazards as required by specific OSHA Standards.

15. Applicability of North Carolina Public Records Law

Notwithstanding any other provisions of this Contract, this Contract and all materials submitted to the City by the Contractor are subject to the public records laws of the State of North Carolina and it is the responsibility of the Contractor to properly designate materials that may be protected from disclosure as trade secrets under North Carolina law as such and in the form required by law prior to the submission of such materials to the City. Contractor understands and agrees that the City may take any and all actions necessary to comply with federal, state, and local laws and/or judicial orders and such actions will not constitute a breach of the terms of this Contract. To the extent that any other provisions of this Contract conflict with this paragraph, the provisions of this section shall control.

16. Miscellaneous

The Contractor shall be responsible for the proper custody and care of any property furnished or purchased by the City for use in connection with the performance of this Contract and will reimburse the City for the replacement value of its loss or damage. The Contractor shall be considered to be an Independent Contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. Nothing herein is intended or will be construed to establish any agency, partnership, or joint venture. Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such employees shall not be employees of or have any individual contractual relationship with the City.

This Contract may be amended only by written agreement of the parties executed by their authorized representatives.

17. Right to Audit and Access to Records

- a. The City may conduct an audit of any services performed and fees paid subject to this Contract. The City, or its designee, may perform such an audit throughout the contract period and for three (3) years after termination thereof or longer if otherwise required by law.
- b. The Contractor and its agents shall maintain all books, documents, papers, accounting records, contract records and such other evidence as may be

appropriate to substantiate costs incurred under this Contract. The City, or its designee, shall have the right to, including but not limited to review and copy records; interview current and former employees; conduct such other investigation to verify compliance with contract terms; and conduct such other investigation to substantiate costs incurred by this Contract.

- c. "Records" shall be defined as data of every kind and character, including but not limited to books, documents, papers, accounting records, contract documents, information, and materials that, in the City's sole discretion, relate to matters, rights, duties or obligations of this Contract.
- d. Records and employees shall be available during normal business hours upon advanced written notice. Electronic mail shall constitute written notice for purposes of this section.
- e. Contractor shall provide the City or its designee reasonable access to facilities and adequate and appropriate workspace for the conduct of audits.
- f. The rights established under this section shall survive the termination of the Contract, and shall not be deleted, circumvented, limited, confined, or restricted by contract or any other section, clause, addendum, attachment, or the subsequent amendment of this Contract.
- g. The Contractor shall reimburse the City for any overcharges identified by the audit within ninety (90) days of written notice of the City's findings.
- h. Contractor shall, upon request, provide any records associated with this engagement to the North Carolina State Auditor that are necessary to comply with the provisions of G.S. § 147-64.7.

18. E – Verify

Contractor shall comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. Chapter 64 Article 2. In addition, to the best of Contractor's knowledge, any subcontractor employed by Contractor as a part of this contract shall be in compliance with the requirements of E-Verify and N.C.G.S. Chapter 64 Article 2.

19. Iran Divestment Act Certification

Contractor certifies that, as of the date listed below, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. Chapter 147 Article 6E. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. Chapter 147 Article 6E, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.

20. Companies Boycotting Israel Divestment Act Certification

Contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. Chapter 147 Article 6G.

APPENDIX VII

City of Raleigh Federal Contract Provisions and Requirements

1. [Access to Records and Record Retainage](#)
2. [Age Discrimination Act of 1975](#)
3. [Americans with Disabilities Act of 1990](#)
4. [Byrd Anti-Lobbying Amendment](#)
5. [Civil Rights Act of 1964 – Title VI](#)
6. [Civil Rights Act of 1968](#)
7. [Clean Water Act](#)
8. [Conflict of Interest Provisions](#)
9. [Contract Work Hours and Safety Standards](#)
10. [Copeland “Anti-Kickback” Act](#)
11. [Davis-Bacon Act](#)
12. [Debarment and Suspension](#)
13. [Domestic Procurement Preference](#)
14. [Drug-Free Workplace Regulations](#)
15. [Education Amendments of 1972](#)
16. [Energy Policy and Conservation Act](#)
17. [Environmental reviews/assessments](#)
18. [Equal Employment Opportunity](#)
19. [Fly America Act of 1974](#)
20. [Hotel and Motel Fire Safety Act of 1990](#)
21. [Limited English Proficiency](#)
22. [Patents and Intellectual Property Rights](#)
23. [Procurement of Recovered Materials](#)
24. [Rehabilitation Act of 1973](#)
25. [Remedies](#)
26. [Rights to Inventions Made Under a Contract or Agreement](#)
27. [Telecommunications Huawei / ZTE Ban](#)
28. [Termination](#)
29. [Terrorist Financing](#)
30. [Trafficking Victims Protection Act of 2000](#)
31. [Universal Identifier and System of Award \(SAM\)](#)
32. [USA Patriot Act of 2001](#)
33. [Whistleblower Protection Act](#)

All recipients of federally funded grants or use federal assistance to support procurements must comply with the applicable provisions of the Federal procurement standards 2 CFR pt. 200. As result, firms awarded federally funded contracts by City of Raleigh, in addition to contract clauses required by North Carolina law and other applicable federal regulations specific to a federal award, must comply with the following contract provisions set forth herein, unless a particular award term or condition specifically indicates otherwise. These terms and conditions are hereby incorporated into any resulting contract.

1. **Access to Records and Record Retainage.** In general, all official project records and documents must be maintained during the operation of this project and for a period of five years following close out. The City of Raleigh, the comptroller General of the United States, or any of their duly authorized representatives shall have access to any books documents papers and records of the of the Administering Agency which are pertinent to the execution of the Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.
2. **Age Discrimination Act of 1975.** All suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with the requirements of the Age Discrimination Act of 1975 (Title 42 U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.
3. **Americans with Disabilities Act of 1990.** All suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, which prohibits discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. (42 U.S.C. §§ 12101–12213).
4. **Byrd Anti-Lobbying Amendment.** All suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with the Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended). Suppliers, contractors, subcontractors, consultants, and sub-consultants who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of an agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier-to-tier up to the recipient.
5. **Civil Rights Act of 1964 – Title VI.** All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

6. **Civil Rights Act of 1968.** All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with Title VIII of the Civil Rights Act of 1968, which prohibits discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. § 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201).
7. **Clean Air Act and Federal Water Pollution Control Act (Clean Water Act).** All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the Clean Air Act (42 U.S.C. 7401– 7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—when contract amounts exceed \$150,000 and agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387).
8. **Conflict of Interest Provisions.** Interest of Members, Officers, or Employees of the Recipient Members of Local Governing Body or Other Public Officials. No member officer or employee of the recipient or its agent no member of the governing body of the locality in which the program is situated and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter shall have any financial interest direct or indirect in any contract or subcontract or the proceeds under this agreement. Immediate family members of said member’s officers, employees and officials similarly barred from having any financial interest in the program. The recipient shall incorporate or cause to be incorporated in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this section.
9. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333).** [Where applicable] All contracts awarded by the City in excess of \$100,000 for contracts that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
10. **Copeland “Anti-Kickback” Act.** All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the with the Copeland “Anti- Kickback” Act (40

U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Sub- contractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

11. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146- 3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The City must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The City must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The City must report all suspected or reported violations to the Federal awarding agency.
12. **Debarment and Suspension.** All suppliers, contractors, subcontractors, consultants, and sub- consultants are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 C.F.R. Part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.
13. **Domestic Procurement Preference.** As appropriate and to the extent consistent with law, the City of Raleigh’s Supplier should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to iron, aluminum, steel, cement, and other manufactured products).” For purposes of this clause, (i) “produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States, and (ii) “manufactured products” means items and construction materials composed in whole or in part of nonferrous materials such as aluminum; plastics and polymer based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
14. **Drug-Free Workplace Regulations.** All suppliers, contractors, subcontractors,

consultants, and sub-consultants must comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), which requires agreement to maintain a drug-free workplace.

15. **Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX.** All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.
16. **Energy Policy and Conservation Act.** All Suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
17. **Environmental reviews/assessments.** When required by Federal program legislation, awarded contractors must conduct and complete federally approved process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards. The environmental review process is required for most federally assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. Not every project is subject to a full environmental assessment (i.e., every project's environmental impact must be examined, but the extent of this examination varies), but every project must be in compliance with the National Environmental Policy Act (NEPA), and other related Federal and state environmental laws.
18. **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964- 1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
19. **Fly America Act of 1974.** All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.
20. **Hotel and Motel Fire Safety Act of 1990.** In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a, all suppliers, contractors, subcontractors, consultants, and sub-consultants must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974,

as amended, 15 U.S.C. § 2225.

21. **Limited English Proficiency (Civil Rights Act of 1964, Title VI).** All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the Title VI of the Civil Rights Act of 1964 (Title VI) prohibition against discrimination on the basis of national origin, which requires taking reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services.
22. **Patents and Intellectual Property Rights.** Unless otherwise provided by law, suppliers, contractors, subcontractors, consultants, and sub-consultants are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All suppliers, contractors, and subcontractors, consultants, sub-consultants are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.
23. **Procurement of Recovered Materials.** All suppliers, contractors, and subcontractors, consultants, sub-consultants must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
24. **Rehabilitation Act of 1973.** All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
25. **Remedies.** All contracts in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$250,000) shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms.
26. **Rights to Inventions Made Under a Contract or Agreement.** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the City in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
27. **Telecommunications Huawei / ZTE Ban.** 2 C.F.R. 200.216 prohibits non-federal entities receiving federal grant funds from entering into a contract (or extend or renew a contract) to procure or obtain equipment, services, or system that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system from the Chinese manufacturers Huawei and ZTE.

28. **Termination.** All contracts shall contain suitable provisions for termination by the City, including how termination shall be affected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor. All contracts in excess of \$10,000 must address termination for cause and for convenience by the City, including the manner by which it will be given legal effect, and the basis for settlement. See [2 CFR Appendix II to Part 200\(B\)](#).
29. **Terrorist Financing.** All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism.
30. **Trafficking Victims Protection Act of 2000.** All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000, (TVPA) as amended (22 U.S.C. § 7104). The award term is located at 2 CFR § 175.15, the full text of which is incorporated here by reference in the standard terms and conditions for federally funded procurements.
31. **Universal Identifier and System of Award Management (SAM).** All suppliers, contractors, subcontractors, consultants, and sub-consultants are required to comply with the requirements set forth in the government-wide Award Term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference in the standard terms and conditions for federally funded procurements.
32. **USA Patriot Act of 2001.** All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.
33. **Whistleblower Protection Act.** All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

APPENDIX VII

EXCEPTIONS TO THE RFP

CHECK ONE:

- NO EXCEPTIONS, PROPOSER COMPLIES WITH ALL DOCUMENTS IN RFP.
- EXCEPTIONS ARE LISTED BELOW:

#	RFP Page #, Section, Name, Title, Item #	Exceptions (Describe nature of Exception)	Explain Why This is an Issue	Proposed Alternative	Indicate if exception is Negotiable (N), or Non-negotiable (NN)
1					
2					
3					
4					
5					
6					
7					
8					

9					
10					
11					
12					

FAILURE TO IDENTIFY ANY EXCEPTIONS WILL INDICATE ACCEPTANCE OF ALL TERMS AND CONDITIONS, AND REQUIREMENTS OF THE RFP AND ANY CORRESPONDING ADDENDUM ISSUED. THE CITY, AT ITS SOLE DISCRETION, MAY MODIFY OR REJECT ANY EXCEPTION OR PROPOSED CHANGE.

Firm:	Authorized Signature:	Title:
Printed Name of Signer:	Date:	