# Section IV – Grant Certification Forms

***Ensure each Grant Certification Form is complete and signed by the appropriate persons.***

### Grant Certification Form - 1 (Federal Regulations)

Signed by a Board Official, Authorized Agency Representative, and Agency Financial Representative

### Grant Certification Form - 2 (Conflict of Interest)

Signed by a Board Official and Authorized Agency Representative

### Grant Certification Form - 3 (Committed Funding and Operating Reserves)

Signed by a Board Official and Authorized Agency Representative

### Grant Certification Form - 4 (Board Authorization)

Signed by a Board Official

* **Grant Certification Form - 5 (For Rehabilitation and New Construction Projects**) Signed by a Board Official and Authorized Agency Representative.

*Note: If the proposal is not for a Rehabilitation or New Construction Project, write N/A on form.*

# Grant Certification Form - 1

## City of Tulsa/GA - HOPWA Certifications Form

**Applicant certifies the proposed project incorporates compliance with the following requirements. If selected for funding applicant acknowledges that its responsibility will be to understand and comply with the federal regulations listed below.**

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Federal Regulations** | **Other References** |
| Federal Labor Standards   * Davis-Bacon * Copeland Act (Anti-kickback) * Contract Work Hours and Safety Standards | 24 CFR 574.655  29 CFR Parts 1, 3, 5, and 7 | Section 110, Housing and Community Development Act of 1974 (HCDA)  40 U.S.C 276a-276a-5; 276c; 327 et  seq. |
| Section 3 | 24 CFR 75  24 CFR 574.655 | Section 3 of the HUD Act of 1968 |
| Minority and Women Business Enterprise Participation (MBE/WBE) | Small Business Act, Section 3(a) 15 U.S.C. 632 | 12 U.S.C. 1701 |
| Civil Rights and Non-Discrimination | Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968  Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974  24 CFR 574.603 | Section 504 of Rehabilitation Act of 1973  Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063,  11478, 12107, and  13279  Violence Against Women Reauthorization Act of 2013 in accordance with 42 U.S.C. 3535(d) and amended in 24 CFR parts 5 and 92 |
| Equal Employment Opportunity | 24 CFR 574.603  41 CFR 60 | 12 USC 1701u |
| Fair Housing | Fair Housing Act (42 U.S.C. 3601-  3619)  Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d)  Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973  Americans w/Disabilities Act of 1990  24 CFR 574.603 | 24 CFR Parts 8, 107, and 146  42 U.S.C. 200(d), Executive Order 11063  Age Discrimination Act of 1975 |
| Debarred or Ineligible Contractors | 24 CFR 24 | Executive Orders 12549 and 12689 |
| Reasonable Accommodation | 24 CFR Part 8 | Section 504 of Rehabilitation Act of 1973  Americans w/Disabilities Act of 1990 |
| Fire Safety Codes | 24 CFR 574.300(b) | Local ordinances |
| Building and Habitability Standards | 24 CFR 574.300(b) | Local ordinances |
| Lead-Based Paint | 24 CFR 574.635 | 42 U.S.C 4821 et seq. |
| Anti-Lobbying | Appendix II to Part 200 J; 31  U.S.C. 1352 |  |

# Grant Certification Form – 1 (continued)

## City of Tulsa/GA - HOPWA Certifications Form

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Federal Regulations** | **Other References** |
| Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements   * Sitting near airports and coastal barrier * Fish and wildlife protection * Flood plain/flood insurance * National Historic Preservation * Noise abatement and control * Wetlands/Coastal zones * Air quality * Endangered species * Thermal/Explosive hazards | 24 CFR 58  References at:  24 CFR 58.6; 58.5  24 CFR 574.640, 645 | Section 104(g), HCDA 42 U.S.C 4001 et seq. |
| Relocation, Real Property Acquisitions, and One-for-One Housing Replacement   * Uniform Relocation Act * Residential anti-displacement and relocation assistance | 24 CFR 574.630  49 CFR Part 24  42 USC 4601 et seq | Sections 104(d); 105(a)(11), HCDA [www.hud.gov/relocation](http://www.hud.gov/relocation) |
| Competitive Procurement | 2 CFR 200.319 |  |
| Insurance and Bonding | 2 CFR 200.310 and 200.325 |  |
| Administrative and Accounting Standards | 2 CFR 200 |  |
| Cost Considerations | 2 CFR 200.402, 403, 505, 405,  406, and 407 |  |
| Recordkeeping | 24 CFR 574.530 |  |
| Affirmative Outreach | 24 CFR 574.603 |  |
| Conflict of Interest | 24 CFR 574.625 and 2 CFR  200.112 |  |

### Non-compliance with all applicable laws and regulation could result in repayment to the City of Tulsa of the federal funding received.

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of **Name of Organization**.

Date Signature/Authorized Official of Board Title

Printed Name

Date Signature of Authorized Representative of Organization Title

Printed Name

Date Signature of Preparer/Financial Representative of Organization Title

Printed Name

# Grant Certification Form – 2

## City of Tulsa/GA – HOPWA Conflict of Interest Certification Form

The standards in OMB Circular A-110, Subpart C, provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The HOPWA regulations at 24 CFR 574.625 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving HOPWA funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOPWA funds; or (2) who is in a position to participate in a decision- making process or gain inside information with regard to these activities, may obtain a financial interest from a HOPWA-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

1. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application? Yes No
2. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?

Yes No

1. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity?

Yes No

1. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the upcoming program year and one year thereafter? Yes No

**If you answered YES** to any of the above questions, a letter must be submitted with the application that includes the following information:

* 1. A disclosure of the nature and extent of the conflict
  2. A description of how public disclosure will be made
  3. A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

**Note:** If you are approved for funding, GA must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

# Grant Certification Form – 3

## City of Tulsa/GA - HOPWA Committed Funding & Operating Reserve Certification Form

**Sources of Leveraged Funds:** Attach supporting documentation for committed funding sources for this proposed program/project. The documentation MUST indicate the funds are specifically for this project and will cover the grant program year (July 1, 2026 – June 30, 2027).

### City, County, State, or Federal Funds

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Contact Name & Phone #** | **Amount** | **Date Received** (m/d/yyyy) |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  | **Sub Total** | $ |  |

**Private Funds (Attach additional pages, if necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Contact Name & Phone #** | **Amount** | **Date Received**  (m/d/yyyy) |
| Loans |  | $ |  |
| Grants |  | $ |  |
| Private Donations/Fundraising |  | $ |  |
| Donated Land/Buildings |  | $ |  |
| Donated Goods |  | $ |  |
| Donated Equipment |  | $ |  |
| Salaries–number of staff |  | $ |  |
| Volunteers–# Hrs |  | $ |  |
| Volunteer Professional  Services (Medical, Legal, Architects, Engineers, etc) |  | $ |  |
| Other (specify) |  | $ |  |
| Other (specify) |  | $ |  |
|  | **Sub Total** | $ |  |
| **Total for ALL Funding Sources** | | $ |  |

**IMPORTANT: Amounts listed above MUST match amounts reported in the Executive Summary of the application.**

I certify that the sources of funding listed above have been identified and **committed** to support the proposed HOPWA program/project. I also certify that **Name of Organization** has at a minimum two months of operating funds to cover grant expenditures until reimbursement is made.

# Grant Certification Form - 4

## City of Tulsa/GA – HOPWA Board Signature Authorization Form

The Board of Directors of **Name of organization requesting HOPWA funds** does hereby resolve that on **(M/D/YYYY)**, the Board reviewed the Application for Housing Opportunities for Persons With AIDS Funds to be submitted to the City of Tulsa Grants Administration for funding consideration for the upcoming program year and in a proper motion and vote approved this application for submission.

The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application and is a non-profit organization, tax exempt, and incorporated.

**Name of organization requesting HOPWA funds** hereby proposes to provide the program services or complete the project identified in this application in accordance with this application for Housing Opportunities for Persons With AIDS Funds. If this application is approved and this organization receives HOPWA funding from the City, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the City.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations offered in the application that are not subsequently made a part of the project as funded, **shall be considered a material contract failure, and may result in a repayment of all HOPWA funds and/or suspension from Program participation.**

Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete. I authorize the following person(s) to have signatory authority regarding this grant:

Name

Title

Name

Title

Date Signature/Authorized Official of Board Title

Printed Name

**PENALTY FOR FALSE OR FRAUDULENT STATEMENT** - U.S. Code Title 18,

Section 1001, provides that a fine of up to $10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

# Grant Certification Form - 5

## City of Tulsa/GA – Rehabilitation and New Construction Projects

### (Excluding homeowner minor repairs, emergency repairs and rehabilitation loans)

**Name of organization requesting HOPWA funds** is applying for a rehabilitation or new construction project, excluding homeowner minor repairs, emergency repairs and rehabilitation loans. The Board of Directors of **Name of organization requesting HOPWA funds** does hereby resolve that on **(M/D/YYYY)** *(m/d/yyyy)*, the Board reviewed the Application for Housing Opportunities for Persons With AIDS Funds to be submitted to the City of Tulsa Grants Administration for funding consideration for this rehabilitation or new construction project for the upcoming program year and in a proper motion and vote approved this application for submission.

**Name of organization requesting HOPWA funds** hereby proposes to provide the program services and complete the project identified in this application in accordance with this application for Housing Opportunities for Persons With AIDS Funds. If this application is approved and this organization receives HOPWA funding from the City, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the City, including rehabilitation or new construction stipulations as contained in the City of Tulsa Ordinance 22813.

**Name of organization requesting HOPWA funds** hereby certifies that it has provided:

1. Demonstrated financial capacity
2. Documentation of all funding sources committed toward the total cost of this specific project (excluding the HUD grant request)
3. Documentation of site control, proper zoning, and a map showing that the proposed project is not located in a flood plain
4. An 8-1/2 x 11 schematic of the project and has provided contact information to locate the full set of plans.
5. A cost estimate provided by a certified cost engineer for the total cost of the project

**Name of organization requesting HOPWA funds** further certifies that:

1. The project will commence within six (6) months from the date of the grant award
2. All HUD grant funds will be spent within two (2) years from the date of the grant award
3. A National Objective will be met within two (2) years from completion

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations offered in the application that are not subsequently made a part of the project as funded, **shall be considered a material contract failure, and may result in a repayment of all HOPWA funds and/or suspension from Program participation.**

Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete.

Date Signature/Authorized Official of Board Title

Printed Name

Date Signature of Authorized Representative of Organization Title

Printed Name