

CITY OF KILLEEN, TEXAS



Community Development
Block Grant (CDBG)
and
Home Investment Partnerships Act (HOME)
Programs

**CERTIFICATIONS and
REPRESENTATIONS FORMS**

REV 2015

When submitting these forms electronically - Name the document as follows:

Agency InitialsDocumentAbbreviatedName

EXAMPLE - BCHSCertReps, GKFCertReps, COKCDCertReps, etc.

Contact CD Staff if you have questions prior to submitting your forms.

CERTIFICATION

Governing Board Compliance, Documentation Of Board Review, and Approval Of Proposal

The entity certifies the following:

1. Its governing board is constituted in compliance with approved bylaws and that it actively fulfills its responsibilities for policy direction, including regularly scheduled meetings for which minutes are kept.

2. If agency is a public agency, the Board complies with the following City of Killeen "Open Meetings" policies established by the Texas Government Code.
 - a. Every regular, special, or called meeting of the governing board shall be open to the public.
 - b. The governing board shall prepare and keep minutes or make a tape recording of each open meeting of the board and state subject of deliberation and indicate each vote, order, decision or other action taken.
 - c. The governing board shall give written notice of the date, hour, place, and subject of each meeting held by the governing board, with said notice being posted in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the meeting.
 - d. Written notice must state each subject being discussed during meeting.

3. The application for Community Development Program funds has been signed by an authorized official of the agency's policy board and a copy of the minutes of the Board meeting at which the proposal was reviewed and approved by the Board is maintained on file at the agency. A copy of said minutes will be submitted to Community Development as an attachment to the application or will be submitted within thirty (30) days after submittal of application for funding.

Date of Board Meeting _____

Entity:
Authorized Official Name and Title:
eSignature:

CERTIFICATION

Affidavit of Standards for Financial Management Systems

<i>AFFIANT for Organization</i>

(Insert exact legal name of the organization)

Affiant on oath swears that the following statements are true and are within the personal knowledge of Affiant:

1. Affiant is the President AND/OR Chief Financial Officer of the Recipient and is authorized to make this affidavit on behalf of Recipient.
2. Recipient's financial management systems conform to the financial accountability standards set forth in 24 CFR 84.21, by providing for and incorporating the following:
 - a. Accurate, current, and complete disclosure of the financial results of each federally-sponsored project;
 - b. Records, which identify the source and application of funds for federally-sponsored activities. These records contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest;
 - c. Control over and accountability for all funds, property and other assets; adequate safeguards of all such assets are adopted to assure that all assets are used solely for authorized purposes;
 - d. Comparison of outlays with budget amounts for each award;
 - e. Written procedures to minimize the time elapsing between the receipt of funds and the issuance and redemption of checks for program purposes by the recipient;
 - f. Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of Federal cost principles and the terms and conditions of the award (2 CFR 200);
 - g. Accounting records, including cost-accounting records that are supported by source documentation.

Entity:
Authorized Official Name and Title:
eSignature:

ADMINISTRATIVE REQUIREMENTS

The entity certifies:

1. Compliance and conformity of all applicable rules identified or prescribed within the **City of Killeen Grants Administration Manual**, as amended and governing regulations and/or statutory requirements from the U.S Department of Housing and Urban Development, other Federal “cross-cutting” requirements, the City of Killeen City Council; and
2. Adherence to these requirements in the event of a successful funding allocation.

These administrative requirements do not replace, nullify or void any grant/contract agreements authorized by the City of Killeen.

Applicant’s Authorized Official’s Name, Title, Date

eSignature:

DRUG FREE WORKPLACE REQUIREMENT CERTIFICATION

Title 2 - Grants and Agreements

Volume: 1 Date: 2012-01-01 Original Date: 2012-01-01 Title: PART 2429 - REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE) Context: Title 2 - Grants and Agreements. Subtitle B - Federal Agency Regulations for Grants and Agreements. CHAPTER XXIV - DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

Drug-free workplace. You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of part 2429, which adopts the government-wide implementation (2 CFR part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

A. The entity certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the agency's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees of:
 - a. The dangers of drug abuse in the workplace.
 - b. The agency's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of an agreement with the City of Killeen be given a copy of the agency's drug-free workplace statement;
4. Notifying each employee that as a condition of employment under the City's agreement, the employee will:
 - a. Abide by the terms of the agency's drug-free workplace statement, and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction;
5. Notifying the City of Killeen, Community Development Division within ten (10) days after receiving an employee notice or otherwise receiving actual notice of an employee drug statute conviction for a violation occurring in the workplace.
6. Taking one of the following actions within thirty (30) days of receiving notice of an employee's drug statute conviction for a violation occurring in the workplace:
 - a. Taking appropriate personnel action against such an employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency; and
7. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of the above requirements.
8. **The entity also certifies that the entity's drug-free workplace requirements will apply to all locations where services are offered under the agreement with the City of Killeen. Such locations are identified as follows:**

Street Address

City

State

Applicant's Authorized Official's Name, Title, Date

eSignature:

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) COMPLIANCE

The entity agrees to:

1. Meet all the requirements of the Americans with Disabilities Act of 1990 (ADA), and all applicable rules and regulations which are imposed directly on the agency or which would be imposed on the City as a public entity.
2. Be responsible for knowing all applicable requirements of the ADA and to defend, indemnify and hold harmless the City of Killeen, its officials, agents and employees from any and all claims, actions, suits, or proceedings of any kind brought as a result of any actions or omissions of the agency or its agents in violation of the ADA.

Applicant's Authorized Official's Name, Title, Date

eSignature:

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REPRESENTATIONS AND CERTIFICATIONS

The agency assures that:

1. The applicant entity named below will comply and act in accordance with all Federal laws and Executive Orders relating to the enforcement of civil rights, including but not limited to, Federal Code, Title 5, USCA 7142, Sub-Chapter 11, Anti-discrimination in Employment, and Executive Order Number 11246, Equal Opportunity in Employment; and assurances to comply with:
 - a) Public Law 889-352 and 90-284 affirmatively furthering fair housing and Executive Order 11063 as amended and Federal Code Title 5 USCA 7142, Sub-Chapter 11, and State of Texas laws and statutes and City of Killeen ordinances regarding enforcement of Civil Rights and Section 109 of the Act
 - b) Employment and contracting opportunities Executive Order (E.O.) 11246, amended by E.O. 11375, 11478, 12086, 12107 and 13279, Section 109 of the Act
 - c) Labor Standards
 - d) Environmental Standards
 - e) National Flood Insurance Program policies
 - f) Displacement, relocation, acquisition and replacement of housing policies.
 - g) Lead-Based Paint policies
 - h) Use of debarred, suspended or ineligible contractors or subrecipients
 - i) Uniform administrative requirements and cost principles
 - j) Conflict of interest policies
 - k) E.O. 12372 Intergovernmental Review of Federal Programs
 - l) Eligibility restrictions for certain resident aliens.
 - m) Architectural Barriers Act and the Americans with Disabilities Act
 - n) Use of funds for sectarian religious purposes as described in 24 CFR Part 92 et al.
 - o) Compliance with confidentiality clauses of 42 CFR part 2.
 - p) Drug Free Facilities
2. That the applicant entity named below will comply with all Texas State Statutes and City of Killeen Ordinances regarding enforcement of civil rights; and
3. That no funds awarded as a result of this request will be used for sectarian religious purposes, specifically that: (a) there shall be no religious test for admission for services; (b) there shall be no requirement for attendance of religious services; (c) there shall be no inquiry as to a client's religious preference or affiliation; (d) there shall be no proselytizing; and (e) services provided shall be essentially secular.

Applicant's Authorized Official's Name, Title, Date

eSignature:

CERTIFICATION

Voluntary Board of Directors

_____ certifies that the members of its Board of
(Name of Organization)
Directors serve in a voluntary capacity and receive no compensation, other than reimbursement for expenses for their services, and the nonprofit organization operates in a manner so that no part of its net earnings inures to the benefit of any individual, corporation, contributor or other entity.

eSignature – Authorized Representative

Identify the type of Board document that indicates organization has Voluntary Board of Directors;

Evidenced by Board document _____

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