# 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 (MATCH / Committed Funding / 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 (CHDO / Developer Certification)**Signed by a Board Official and Authorized Agency Representative

**Grant Certification Form – 1**

**City of Tulsa/GA - HOME Certifications Form**

**Applicant certifies the proposed program/project incorporates compliance with the following requirements. If selected for funding, applicant acknowledges that its responsibility will be to understand and comply with the HOME Program and Project regulations as well as the applicable 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 92.354  29 CFR Parts 1, 3, and 5 | 40 U.S.C. 3141; 40 U.S.C. 3701 |
| Section 3 | 24 CFR 75 | Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u) |
| Minority and Women Business Enterprise Participation (MBE/WBE) | Small Business Act, Section 3(a)  15 U.S.C. 632; 24 CFR 92.351 | 12 U.S.C. 1701; 2 CFR 200.321 |
| Civil Rights and Non-Discrimination | Title VI of Civil Rights Act of 1964, as amended,  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 | Section 504 of Rehabilitation Act of 1973  Americans w/Disabilities Act of 1990  Age Discrimination Act of 1975  Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, 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 | 41 CFR 60 | Executive Orders 11246; 12086  12 USC 1701u |
| Fair Housing | Fair Housing Act (42 U.S.C. 3601-3620)  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 Parts 8, 107, and 146  42 U.S.C. 200(d)  Executive Orders 11063, as amended by Executive Order 12259  Age Discrimination Act of 1975, as amended (42 U.S.C. 6101) |
| Debarred or Ineligible Contractors | 24 CFR 24; Appendix II to Part 200 I; | Executive Orders 12549 and 12689 |
| Anti-Lobbying | Appendix II to Part 200 J; 31 U.S.C. 1352. |  |
| Reasonable Accommodation | 24 CFR Part 8;  42 U.S.C. 12131; 47 U.S.C. 155, 201, 218, 225 | Section 504 of Rehabilitation Act of 1973  Americans w/Disabilities Act of 1990  Uniform Federal Accessibility Standards |
| Lead-Based Paint | 24 CFR 92.355 | 42 U.S.C 4821 et seq.  24 CFR part 35, subparts A, B, J, K, M and R |
| Faith-Based Activities | 24 CFR 92.257 |  |
| Affordability Requirements | 24 CFR 92.252 or 92.254 |  |
| Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements | 24 CFR 92.352 | Section 104(g), HCDA  24 CFR part 50 and 58  42 U.S.C 4001 et seq. |
| Build America, Buy America | 2 CFR Parts 184 and 200 | Infrastructure Investment and Jobs Act (IIJA) as Sections 70901- 52 of Pub. L. No. 117-58; CPD-2023-12: <https://www.hud.gov/sites/dfiles/OCHCO/>  documents/2023-12cpdn.pdf |

**Grant Certification Form – 1 (continued)**

**City of Tulsa/GA - HOME Certifications Form, page 2**

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Federal Regulations** | **Other References** |
| Relocation, Real Property Acquisitions, and One-for-One Housing Replacement  - Uniform Relocation Act  - Residential anti-displacement and relocation assistance | 24 CFR 92.353  49 CFR 24  42 USC 4601 et seq | Sections 104(d); 105(a)(11), HCDA  www.hud.gov/relocation |
| Procurement | 2 CFR 200.319 (c) |  |
| Insurance and Bonding | 2 CFR 200.310 and 200.325 |  |
| Cost Considerations | 2 CFR Part 200.402, 403, 404, 405, 406 |  |
| Documentation and Recordkeeping | 24 CFR 92.508 (a) (3), (5), (6), (7) |  |
| Conflict of Interest | 2 CFR 200.112 and 24 CFR 92.356 |  |
| Eligible Activities and Costs | 24 CFR 92.205, 206, 208, 209 |  |
| Prohibited Activities and Fees | 24 CFR 214 |  |
| Form and Recognition of Matching Contribution and Credit | 24 CFR 92.220; 24 CFR 92.219; 24 CFR 92.221 |  |
| Affirmative Marketing | 24 CFR 92.351; 24 CFR 92.253(d) |  |
| Site and Neighborhood Standards | 24 CFR 92.202(b); 24 CFR 983.57(e)(2) and (3) |  |
| Income Determinations | 24 CFR 92.203; 24 CFR 5.609 or 603 |  |
| Property Standards | 24 CFR 92.251 | Local ordinances |
| Rental Housing | 24 CFR 92.252 |  |
| Tenant Protections and Selection | 24 CFR 92.253 |  |
| Homeownership | 24 CFR 92.254 |  |

**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 Rep. of Organization Title

      Printed Name

**Grant Certification Form – 2**

**City of Tulsa/GA – HOME Conflict of Interest Certification Form**

The standards in 2 CFR 200.318 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.

HOME regulations at 24 CFR 92.356 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 HOME funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME 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 HOME-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.

A. 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

1. 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

C. 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

D. 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 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_

Signature/Authorized Official of Board Title

      Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_

Signature of Authorized Representative of Organization Title

      Printed Name

**Grant Certification Form – 3**

**City of Tulsa/GA – HOME MATCH / Committed Funding / Operating Reserve Certification Form**

**Sources of Leveraged Funds:** Attach supporting documentation for **committed** funding sources for this proposed program/project.

**City Banked Match (requests up to 25% of total HOME funds): $**

**\*City Banked Match is not guaranteed to be available or approved by Grants Administration for PY25 applicants. However, it can be requested to help entities and projects meet the required HOME match and be considered upon application review.**

**MATCH Funds (from non-Federal sources)**

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

**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 |  | $ |  |
| Other (specify) |  | $ |  |
| Other (specify) |  | $ |  |
| Other (specify) |  | $ |  |
| Other (specify) |  | $ |  |
| Other (specify) |  | $ |  |
|  | **Sub Total** | $ |  |
| **Total for ALL Funding Sources** | | $ |  |

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

**Continued on next page**

**Grant Certification Form – 3 (continued)**

**City of Tulsa/GA – HOME MATCH and Committed Funding Certification Form**

I certify that the sources of funding listed above have been identified and **committed** to support the proposed HOME 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.

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Signature/Authorized Official of Board Title

      Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative of Organization Title

      Printed Name

# Grant Certification Form - 4

City of Tulsa/GA – HOME Board/Ownership Entity Signature Authorization Form

The Board of Directors of **(Name of organization requesting HOME funds)**  does hereby resolve that on **(M/D/YYYY)**, the Board reviewed the Application for HOME Grant 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.

**Name of organization requesting HOME funds** hereby proposes to provide the program services or complete the project identified in this application in accordance with this application for HOME Grant Funds. If this application is approved and this organization receives HOME funding from the City, this organization/business 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 program/project as funded, **shall be considered** **a material contract failure, and may result in a repayment of all HOME funds and/or suspension from Program participation.**

Furthermore, as the duly authorized representative of the organization/business, I certify that the organization/business 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 – HOME CHDO / DEVELOPER Certification

**Name of organization/business** *is proposing to use HOME funds for:*

CHDO housing project  Non-Profit Developer housing project  For-Profit Developer housing project

**Name of organization/business** hereby proposes to complete the project identified in this application in accordance with this application for HOME Grant Funds and ensure its use for low- and moderate-income households during the HOME affordability period (5, 10, 15, or 20 years). If this application is approved and this organization receives HOME 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 acquisition, rehabilitation or new construction stipulations as contained in the City of Tulsa *Ordinance 23362*.

**Name of organization/business requesting HOME funds** hereby certifies that it has provided:

1. documentation to demonstrate financial and staff capacity,
2. documentation to verify all committed funding sources for the total cost of the project (excluding the HUD grant request),
3. documentation to verify site control, proper zoning, and a map that shows the proposed project is not located in a flood plain,
4. an 8-1/2 x 11 schematic for the project and information to access the full set of plans, AND
5. a cost estimate provided by a licensed Professional Engineer for the total cost of the project.

**Name of organization/business requesting HOME funds** further certifies that:

1. the project will commence within twelve (12) months from the date of the grant award,
2. rental projects will be completed within two (2) years of the project start date, with the following requirements triggering project completion and the start of the affordability period:
   1. at least 1% occupancy and
   2. all HOME funds expended, AND
   3. 90% occupancy of the rental units will be reached no later than nine (9) months after project completion.
3. Single-family new construction projects will be completed within two (2) years of project start date, with the following requirements:
   1. Homes must be sold to income-eligible homebuyers within 6 months of completion or will convert to HOME rental units
   2. Home sales proceeds will be used for additional affordable housing

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 HOME funds and/or suspension from Program participation.**

Furthermore, as the duly authorized representative of the organization/business, I certify that the organization/business 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.

**Signature Page to Follow**

# Grant Certification Form - 5

City of Tulsa/GA – HOME CHDO / DEVELOPER Certification

Signature Page

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature/Authorized Official of Board Title

      Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative of Organization Title

      Printed Name