#### ASSURANCES AND CONDITIONS TO THE PROPOSAL

The authorized person(s) for each proposer organization must read the Assurances and Conditions outlined below and complete the signature block included below. Completion of the signature block acknowledges the proposer's understanding of and agreement with the following provisions. All federal regulations pertaining to U.S. Department of Housing and Urban Development (HUD) requirements include but are not limited to the following provisions:

- Equal Opportunity in Contracting Ordinance: In submitting a proposal to perform work, provide services, or to supply goods, material, or equipment, under contract to the City of Pasadena, the proposer must comply with the requirement of the Pasadena Equal Opportunity in Contracting Ordinance, Chapter 4.09 of the Pasadena Municipal Code, and with all state and federal equal employment laws.
- 2. Section 3 Compliance: Section 3 is a provision of the Housing and Urban Development Act of 1968 which requires that programs of direct financial assistance administered by the U. S. Department of Housing and Urban Development (HUD) provide, to the extent possible, opportunities for contracting with local businesses and the hiring and training of low-income residents in connection with projects in their neighborhoods. This document is provided for information purposes only. A separate form will be completed by successful bidders at the time of contract.
- 3. <u>Accurate Information</u>: The proposal must set forth full, accurate, and complete information as required by the RFP. No changes or additions are allowed after the proposal deadline.
- 4. <u>Davis-Bacon</u>: Renovation or rehabilitation undertaken under this Request for Proposal (RFP) may be subject to the requirements of the Federal Labor Standard as listed in the Davis-Bacon Act and related Acts. These requirements are imposed upon the City by the U. S. Department of Housing and Urban Development.

Authorized Signature:	Date:
Typed Name of Authorized Signatory:	
Typed Title of Authorized Signatory:	

## AFFIDAVIT OF NON-COLLUSION BY CONTRACTOR

# STATE OF CALIFORNIA) COUNTY OF LOS ANGELES)<sup>SS</sup>

(Title)

		being first duly sworn deposes and says that
		(Insert "Sole Owner," "Partner," "President," "Secretary," or other proper title)
of		(Insert name of proposer)
who su	ıbmits he	erewith to the City of Pasadena a proposal;
	That a	all statements of fact in such proposal are true;
		such proposal was not made in the interest of or on or any undisclosed person, partnership, companisation, organization or corporation;
	That s	such proposal is genuine and not collusive or sham;
	attem	said proposer has not, directly or indirectly by agreement, communication or conference with anyon pted to induce action prejudicial to the interest of the City of Pasadena, or of any other proposer one else interested in the proposed contract; and further
	That p	prior to the public opening and reading of proposals, said proposer:
	A.	Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
	B.	Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that sa proposer or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposal;
	C.	Did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the proposal price of said proposer or of anyone else, or to raise or fix are overhead, profit or cost element of their proposal price, or of that of anyone else;
	D.	Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the content thereof, or divulge information or data relative thereto, to any corporation, partnership, company association, organization bid depository, or to any member or agent thereof, or to any individual of group of individuals, except to the City of Pasadena or to any person or persons who have partnership or other financial interest with said proposer in his business.
Subscr	ibe and	sworn to before me this day of2007/2008.
Ву		

(Notary public in and for said County and State)

## **AUTHORIZING RESOLUTION FROM BOARD OF DIRECTORS**

Name of Proposer:	
Address:	
Telephone:	
Be it resolved that the Board of Directors of	resolved
At its meeting of	to authorize
(Date)	
,,,,	to submit (Title)
an application to the City of Pasadena for funding in requested is \$	the name of the organization. The amount
This Board authorizes(Name)	as Executive Director.
to execute any documents necessary for subject fur	nding. If funded, the proceeds of the funding
will be utilized to:	
I hereby certify that the foregoing resolution was ap	proved by our Board.
President of Board (Signature)	(Date)
Agency/Organization	

#### TAXPAYER PROTECTION AMENDMENT

Under the provisions of the City of Pasadena Taxpayer Protection Amendment of 2000 ("Taxpayer Protection Act"), the Contractor will be considered a "recipient of a public benefit." The full provisions of the Taxpayer Protection Act are set forth in Pasadena City Charter, Article XVII. Under the Taxpayer Protection Act, City public officials who approve this Contract are prohibited from receiving gifts, campaign contributions or employment from Contractor for a specified time. This prohibition extends to individuals and entities that are specified and identified in the Taxpayer Protection Act and includes Contractor and its trustees, directors, partners, corporate officers and those with more than a 10% equity, participation, or revenue interest in Contractor. Contractor understands and agrees that: (A) Contractor is aware of the Taxpayer Protection Act; (B) Contractor will complete and return the forms provided by the City in order to identify all of the recipients of a public benefit specified in the Taxpayer Protection Act; and (C) Contractor will not make any prohibited gift, campaign contribution or offer of employment to any public official who approved this Contract.

## Disclosure Pursuant to the City of Pasadena Taxpayer Protection Amendment of 2000 Pasadena City Charter, Article XVII

Contractor hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor, as follows: (If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor Name:
2. Name(s) of trustees, directors, partners, officers of Contractor:
3. Names of those with more than a 10% equity, participation or revenue interest in Contractor:
Prepared by:
Title:
Date:
For office use only
Contract No.



Purchasing & Payables Division P.O. Box 7115 Pasadena, CA 91109 (626) 744-6755 (626) 744-6757 Fax Internet: www.cityofpasadena.net

# Vendor List Questionnaire (Form AA-1) Affidavit of Equal Opportunity Employment & Non-Segregation

In order to be placed on the City's vendor list and be eligible to receive City business, you must provide the following information except where indicated as "optional." By submitting this form you are declaring under penalty of perjury under the laws of the State of California and the laws of the United States that the information is true and correct. Furthermore, you are certifying that your firm will adhere to equal opportunity employment practices to assure that applicants and employees are not discriminated against because of their race, religion, color, national origin, ancestry, disability, sex or age. And your firm does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained.

Name of Company	Business Telephone					
Address	Fax Nu	Fax Number				
City	State	Zip		_		
Contact Person	E-mail .	Address	(antional)			
Tax ID Number (Social Security Number DUNS Number (all federal grant applicant Remit Address (if different)  Please state clearly and concisely the	nts are required to subm	nit a DUNS number)				
The following section is <b>OPTIONAl</b> check all that apply):	L and is for statistic	cal reporting purpo	ses only. Ownersh	— ip (please		
African-American Asian						

# **Project Workforce Utilization (Form AA-2)**

This form is to be included in all bid documents for projects involving labor or services valued at \$25,000 or more.

me of Company:	Project:	
Job Titles/Classification	Estimated number of existing staff to be employed in this classification if awarded the contract	Estimated number of new hires to be employed in this classification if awarde the contract
	•	

# Current Permanent Workforce Utilization (Form AA-3) OPTIONAL

Name of Company:	Project:	
1 7	 3	

Completion of this form is OPTIONAL. Any information supplied by bidders is for reporting purposes only and will not be factored into the award of any contract.

**Instructions:** Please indicate the number of employees in each Job Classification belonging to the following groups.

	White (not of Hispanic origin)	African- American (not of Hispanic origin)	Hispanic	Asian/Pacific Islander	Native American	Armenian	Male	Female
CLASSIFICATION								
Officials/								
Managers								
Professionals								
Technicians								
Office/Clerical								
Skilled Craft Workers								
Operators (semi-skilled)								
Laborers								
Service Workers								
TOTAL								

# **APPENDIX H**



# FISCAL YEAR 2009 INCOME LIMITS U.S. Department of Housing and Urban Development (HUD) Effective April 2009

	FY '09 Median Family Income \$62,100	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
Los Angeles-Long Beach PMSA	30% of Median Income	\$17,950	\$20,500	\$23,050	\$25,600	\$27,650	\$29,700	\$31,750	\$33,800
(Los Angeles County)	Very Low Income	29,900	34,200	38,450	42,700	46,150	49,550	52,950	56,400
	Low-Income	47,850	54,650	61,500	68,300	73,800	79,250	84,700	90,200

# **SAMPLE**

#### **OUR NEIGHBORHOOD FAMILY CENTER**

(LETTERHEAD)

123 Complicated Avenue Pasadena, CA 91108 (626) 345-6789

#### MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding (MOU) is between the Neighborhood Family Center and the Center for Childhood Mental Health.

Our two agencies have entered into this MOU to better serve our mutual clients, children and their families. We believe that by working in collaboration we can in many instances do together what we cannot do alone.

Areas of collaboration between our two agencies will include but is not limited to:

- Client referrals.
- The Center for Childhood Mental Health staff will come on site at Neighborhood Family Center to provide parenting workshops.
- Neighborhood Family Center will provide free childcare for siblings when a child is participating in counseling with his/her parents at Center for Childhood Mental Health.

We the undersigned, as authorized representatives of Neighborhood Family Center and Center for Childhood Mental Health do hereby approve this document.

This MOU will be in effect for the period of July 1, 2010 through June 30, 2011 unless terminated in writing by one or both of the parties within this period.

Thomas Brown, Ph.D.	Date	Mary Jones, Esq.	Date
Executive Director		Executive Director	
Center for Childhood Mental Health		Neighborhood Family Center	

**SAMPLE** 

### **Living Wage Compliance Certification**

This contract is subject to the City of Pasadena's Living Wage Ordinance, Pasadena Municipal Code Chapter 4.11. The Ordinance requires that contractors providing labor or services to the City under contracts in excess of \$25,000:

- ♦ Pay no less than ten dollars and fourteen cents (\$10.14) per hour plus medical benefits of no less than one dollar and seventy-four cents (\$1.74) per hour, or eleven dollars and eighty-eight cents (\$11.88) per hour without medical benefits to all employees who spend any of their time providing labor or delivering services to the City of Pasadena. Additionally, in January 2010 and each January thereafter the Living Wage rate shall be adjusted by the change in the Consumer Price Index, for the Los Angeles-Riverside-Orange County area, for the most recently available 12 month period. Accordingly, current City contractors will be required to adjust wage rates no later than July 1st, to remain in compliance.
- ♦ Notify employees who spend any of their time providing labor or delivering services to the City of Pasadena who make less than twelve dollars (\$12) per hour of their possible right to the federal Earned Income Tax Credit (EITC) under § 32 of the Internal Revenue Code of 1954, 26 U.S.C. § 32, and making available to such employees forms required to secure advance EITC payments.

The selected contractor will be required to evidence compliance with the Living Wage Ordinance by submitting payroll records as requested by the City. Each record shall include the full name of each employee performing labor or providing services under the contract; job classification; rate of pay and benefit rate.

I,(Nama Title)	(Signoture)
(Name, Title)	(Signature)
do hereby certify and declare under penalty	of perjury that if awarded the contract for which this
bid/proposal is made	will comply with the
(Name of Compa	any)
requirements of the Pasadena Living Wage	Ordinance, Pasadena Municipal Code Chapter 4.11
and the rules and regulations promulgated th	nereunder. I understand that failure to comply with
the provisions of the Pasadena Living Wage	Ordinance may result in termination of the contract
as well as other penalties as stated in Pasade	· ·
•	

On August 4, 2008, the Pasadena City Council amended the Living Wage Ordinance such that the provisions of the Living Wage Ordinance may be waived in a bona fide collective bargaining agreement, but only if the waiver is explicitly set forth in clear and unambiguous terms. If this provision applies, you must provide a copy of the collective bargaining agreement to the City.

Please return this form with your bid/proposal. Questions concerning the Living Wage Ordinance should be directed to the Department of Finance – Purchasing Division 626.744.6755.

#### **GLOSSARY OF TERMS AND ABBREVIATIONS**

**Appeal** - Prior to the Human Services Commission and the Northwest Commission retiring to deliberate for the purposes of formulating its funding year recommendations to the City Council, each applicant will be provided with an opportunity to appeal. City staff will mail written notification to each applicant of the opportunity to appeal any portion of the funding process. The funding process consists of: (1) preparation of the proposal application; (2) the receipt of technical assistance/advice on request; (3) submission of a complete and timely proposal; (4) staff ranking of proposals by funding category; and, (5) applicant oral presentation to the Human Services Commission (for Public/Human Service Proposals) and Northwest Commission (for Capital Improvement, Economic Development, Housing, and Administration Proposals).

These five elements are "appealable" and are subject to alterations where appropriate, prior to the Human Services Commission and Northwest Commission formulating its final recommendations to the City Council. Should the applicant wish to request that the Human Services Commission or the Northwest Commission review any of the five elements, City staff will schedule a five minute appeals presentation before the appropriate Commission.

**Benefit Service Area** - An area of the City determined to be eligible for CDBG funded project activities. Eligibility is based on the median family income of the area at or below 80 percent of the median family income of the county. (Appendix F)

**Capital Improvements** - A capital improvement is a significant change, collection or addition to a physical structure. To be considered a capital improvement, the activity must result in a material, long term benefit that adds value to the improved structure. For example, a new roof, new street lights, or new sidewalks are capital improvements. New paint or water safety instructions are not eligible.

**Census Tract** - Refers to an area or region of the City. CDBG eligible census tracts (those with at least a 51% low/moderate income population) are: 4609, 4615, 4616, 4619, 4620, 4621, 4622, 4623, 4628, and 4635. Eligible census tracts are based on 1990 U.S. Census Data. (Appendix F"8")

**Child Care -** The group care of children in a licensed, or licensed-exempt, program by qualified, trained staff.

**Children** - Individuals between the ages of 0 and 12 years.

**Collaboration** (definition adapted from "Communities Working Collaboratively for a Change," by Arthur T. Himmelman, September, 1991).

A collaborative project involves the voluntary, strategic alliance of two or more organizations to enhance each other's capacity to achieve a common purpose by sharing risks, responsibilities, resources and rewards. In a collaborative human service project, two or more distinct organizations share the authority, responsibility, funding and service delivery for a project or program, from planning through evaluation, with each agency/organization making a tangible commitment of resources to achieve a shared goal. (Resources may also include in-kind support such as space, staffing, and use of equipment).

**Community Development Block Grant Program (CDBG)** - This program provides states, counties, and cities with <u>Federal</u> funds to help meet their housing and community development needs. The funds must meet one of the following three national objectives: (1) benefit low and moderate income persons; (2) help eliminate slums and blight; or (3) meet urgent needs (such as recovery from a disaster). The program was established by Congress in the Housing and Community Development Act of 1974.

**Consolidated Plan** - The Consolidated Plan is a document that is submitted annually to HUD that serves as the planning and community development document (Comprehensive Housing Affordability Strategy and Community Development Plan) of the jurisdiction.

**Continuum of Care** - A system that requires a comprehensive system of housing and necessary services to transition homeless individuals and households into permanent housing. The fundamental components of a continuum of care system in the City of Pasadena (Consolidated Plan 2000-2005) include the following:

- First, there must be outreach, intake, and assessment that connects or reconnects an individual or family to needed support services such as public benefit, rent or utility assistance, employment or family counseling and physical or mental health care.
- The second component is assistance through an emergency shelter facility that provides overnight shelter (for up to 2 months) and fulfills a client's basic needs (i.e., food, clothing, medical care), either on-site or through off-site services. Clients must follow basic rules for health and safety, and there may also be additional requirements to stay (i.e., sobriety, participation in program, employment). Clients usually move into transitional housing after their stay, but, when appropriate, may move into services-enriched or independent-living affordable housing.
- The third component offers transitional housing (for up to 2 years) and necessary social services. Clients will be linked to a high level of interventions, employment services, individual and group counseling and life skills training designed to prepare clients for service-enriched permanent affordable housing or independent-living permanent affordable housing. Such services include substance abuse treatment, short-term mental health services, independent living skills, etc.

**Corporation** - Legal entity, chartered by a state or the federal government, and separate and distinct from the persons who own it. It is regarded by the courts as an artificial person; it may own property, incur debts, sue, or be sued.

**Displacement** - Refers to that process by which homeowners or renters are forced from their residences by increased rents, property values or a change in use (e.g., a housing structure converted to commercial use) as a result of housing or neighborhood improvement activities. Any CDBG program that contributes to displacement, must also provide for appropriate assistance to any affected individual/family.

**Education** - A program or activity which provides information, knowledge or training, and stimulates mental growth, for a specific purpose or outcome.

**Entitlement Area** - Pasadena's Entitlement Area is delineated by the following boundaries: the Arroyo area on the western edge of the City, the northern City boundaries on the north, Allen Street to Whitefield Road, Hill Street to Orange Grove, Altadena Drive to Colorado Boulevard, and Lake Avenue to California Boulevard on the east, and California Boulevard to Lake Avenue, and Colorado Boulevard to Altadena Drive on the south. (Please refer to Attachment "B").

**Evaluation** - The Northwest Commission will assess and rate each program/project based on the applicant's written proposal, oral presentation, and community needs assessment. Staff will review and value the applicant's written response to the program/project's consistency with federal and local regulations. Please refer to "Evaluation Tool" section of this document.

**Housing Assistance Needs** - Housing assistance needs are determined in two ways. A household in need of housing assistance is either: (1) living in a deteriorated housing unit; or (2) spending more than 30 percent of its income on housing. Both needs are subject to careful, identical and verifiable criterion. To be counted as having a housing assistance need, household earnings must be less than 80 percent of the median family income of the county, adjusted for household size.

**Joint Venture** - Agreement by two or more parties to work on a project together. A joint venture, which is usually limited to one project, differs from a PARTNERSHIP, which forms the basis for cooperation on many projects.

**Local Development Corporation** - A local development corporation is an entity organized pursuant to Title VII of the Head Start, Economic Opportunity, and Community Partnership Act of 1974 (42 U.S.C. 2981) or the Community Economic Development Act of 1981 (42 U.S.C. 9801 <u>et. seq.</u>); or an entity eligible for assistance under Section 502 or 503 of the Small Business Investment Act of 1958 (15 U.S.C. 696)

**Low and Moderate Income Persons/Households** - Persons/households are considered to be low and moderate income if their income is less than 80 percent of the median family income for the county, adjusted for household size (Appendix F).

**Memorandum of Understanding** – A legally binding agreement between two (2) or more parties consenting to adhere to the conditions and terms of an event, grant, monetary or in-kind exchange of services.

**Neighborhood Based** - A neighborhood-based organization is an association or corporation, duly organized to promote and undertake community development activities on a not-for-profit basis within a neighborhood. An organization is considered to be neighborhood-based if the majority of either its membership, clientele, or governing body are residents of the neighborhood where activities assisted with CDBG funds are to be carried out.

**Outreach** - Outreach is a service approach which relies on the provider making the effort to find or go to the client, rather than the client having to find or go to the provider. Outreach involves extending services or activities to clients or potential clients by reaching out and increasing access for clients who otherwise might be unfamiliar with or unable to use such services or activities. For example, an emergency shelter for homeless might offer an outreach activity by dispatching workers to locations where homeless clients or potential clients might be found (e.g., selected parks and streets), and then offer information, linkage, counseling, transportation to a shelter or other service to such a client. Also, the extent or length of reach out; specifically, the extent of an organization's involvement in the community. Any program designed to extend services to those not usually accommodated by or included within an organization.

**Partnership -** Organization of two or more persons who pool some or all of their money, abilities, and skill in a business and divide profit or loss in predetermined proportions.

#### **Planning and Administration Category**

A category that allows a grantee to expend a reasonable amount of its grant funds for overall program management, coordination, and evaluation. Such costs include staff salaries and wages, as well as costs associated with the administration of a grantee's housing rehabilitation program. See HUD Activity Categories.

**Prevention** - A preventive project takes advance measure against something that is likely to occur; it is designed to stop something before it starts. A preventive human service project targets a population with a strong likelihood of experiencing a human service problem (e.g., "at risk" of violence, homelessness, substance abuse, etc.) and provides an activity or service designed to prevent that problem before it occurs. Prevention is distinguished from "treatment," which focuses on activities to modify or remedy an already existing problem.

**Private Non-Profit** - An incorporated charity, or any corporation operated under a policy by which no stockholder or trustee shares in the profits or losses, if any, of the enterprise. There are three types of California non-profit corporations: public benefit, religious and mutual benefit.

**Program** - A broad description covering a logical series of related activities designed to achieve a broad common objective(s) or result.

**Project Activity** - A specific task necessary to achieve an objective; or a series of proposed activities occurring in a logical sequence, supported by reasonable costs, designed to resolve a particular problem or meet a particular need.

**Public/Human Service Activity** - An activity which is: (1) directed toward improving the community's need for public/human services and facilities, including those concerned with employment, crime prevention, child care, etc.; and (2) supportive of physical development activities being carried out in a concentrated manner. Public/human service activities are to be directed at residents of Neighborhood Strategy Areas and may only be incidentally provided to residents outside of these areas. A cap expenditure of 15% of the entire CDBG entitlement may be used for Public/Human Service Activities.

**Section 8** - A federal rental assistance program which provides a direct housing subsidy to a qualified tenant so that he or she does not pay more than 30 percent of their income for rent. Section 8 is available for new, improved and existing housing units.

**Seniors** - Individuals who are 55 years and older.

**Social Services** - Non-financial supportive aid rendered to individuals and families to help them meet their personal, social, psychological, medical, economic, or other problems which interfere or otherwise prevent them from moving towards self-care, self-support, independent living, and strengthened family life.

**Sole Proprietorship** - Business of financial venture that is carried on by a single person and is not a trust or corporation. A sole owner has unlimited liability.

**Small Business Investor Corporation** - A private enterprise which would provide investment banking-type services to smaller companies which could not normally qualify for this type of financing.

Youth - Individuals between the ages of 13 and 17 years.

# Applicant Organization's CDBG, ESG and HSEF Funding History Appendix M

This form is to be included in all proposals submitted.

**Instructions:** Please use the form below to report the CDBG- ESG and/ or HSEF funding history of your organization. Please detail your organizations funding history as thoroughly as possible. It is required that the applicant agency report for **no less than the last 16 year period**. Please use N/A if there is no information available. Please use additional sheets if necessary.

Year(s) Funds Awarded	Total Amount Awarded	Amount for Administrative Costs	Amount for Program Costs	Funding Source (CDBG, ESG, HSEF)	Program Name