



HHAP Round 3 & 4

Pre-Award Risk Assessment Worksheet & Required Assurances

Due 5:00 p.m. November 16, 2023

Requested attachments and forms below are to be submitted electronically to City Staff at

HMIS@glendaleca.gov.

Attachments Checklist

- ☐ Internal Revenue Service (IRS) tax-exempt determination letter (501) c3
- ☐ Most recent financial audit, including management letters and any findings or concerns
- ☐ Budget & Budget Narrative – Please attach a Budget and Budget Narrative for the project for which you are applying. The budget narrative should include FTEs to be provided. While matching funding is not required, it may be helpful to include to value any matching
- ☐ Pre-Award Risk Assessment Worksheet (below)
- ☐ Housing First Policy
- ☐ Program Policies and Procedures
- ☐ Board Contact Information and Current Organizational Chart
- ☐ Résumés / Job Description of Key Staff
- ☐ Past Performance APR

Applicants Ability to Implement Requirements
Pre-award Risk Assessment Worksheet

1. Financial Stability	YES	NO	NA	Comments (Explanation of answer/response)
a. Has the organization had changes to key staff or positions in the past twelve (12) months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. What is the turnaround time for submitting payment request to funding entities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Does the organization owe any funds to the Federal Government?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Does agency have reserve funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Management System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Does the accounting system provide for the recording of actual grant/contract costs according to categories of your approved budget, and provide for complete disclosure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Has your organization had changes to business systems in the past twelve (12) months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Is there a time and effort tracking system in place to adequately record staff hours worked against awards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Describe the internal controls that are in place to ensure compliance to contract requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Is your organization familiar with Federal cost principles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. Does your organization have an accounting manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Does your organization have experience managing grant funds, loans or other types of financial assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACKNOWLEDGEMENT OF REQUIRED ASSURANCES

This page must be signed and submitted with the applicant's response to this NOFO. This notification must contain the signature of the person(s) authorized to execute a contract on behalf of the organization.

Responses which do not contain a signed Acknowledgement of Required Assurances are ineligible for consideration.

By submitting a response to this NOFO and by my signature on this document, I understand and agree that any contract resulting from this solicitation will require compliance with the requirements of the contract and with the statutes, regulations, requirements and policies identified below, including but not limited to:

1. Labor and Safety Standards

- a. Drug-Free Workplace Act of 1988, 41 U.S.C. 701 et seq.;
- b. Federal Fair Labor Standards Act, 29 U.S.C. 201 et seq.;
- c. Work Hours and Safety Act of 1962, 40 U.S.C. 237-330; 40 U.S.C. 3701-3708 and Department of Labor Regulations, 29 CFR, Part 5;

2. Anti-Discrimination

- a. Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101-07, 45 CFR Part 90, Non-discrimination in Federally Assisted Programs;
- b. Americans with Disabilities Act of 1990, Public Law 101-336;
- c. Equal Employment Opportunity, Executive Order 11246, as amended by Executive Order 11375 and supplemented in U.S. Department of Labor Regulations, 41 CFR Chapter 60;
- d. Executive Order 11246, as amended by Executive Order 11375, 11478, 12086 and 12102;
- e. Handicapped Employees of Government Contractors, Rehabilitation Act of 1973, Section 503, 29 U.S.C. 793;
- f. Minority Business Enterprises, Executive Order 11625, 13170, 15 U.S.C. 631;
- g. Minority Business Enterprise Development, Executive Order 12432, 48 CFR 32551;
- h. Nondiscrimination and Equal Opportunity, 24 CFR 5.105(a);
- i. Nondiscrimination in benefits, Title VI of the Civil Rights Act of 1964, Public Law 88-352;
- j. Nondiscrimination in Federally Assisted Construction Contracts, Executive Order 11246, 42 U.S.C. 2000e, as amended by Executive Order 11375, 41 CFR Chapter 60;
- k. Section 3, Housing and Urban Development Act of 1968, 12 U.S.C. 1701u (See 24 CFR 570.607(b));
- l. Compliance with Federal and State laws and regulations relating to the prevention of discriminatory employment practices;

3. Office of Management and Budget Circulars

- a. Compliance with Uniform Guidance (2 CFR 200), Cost Principles, and Audit Requirements for Federal Awards.
- a. Lobbying and Disclosure, 42 U.S.C. 3537a and 3545 and 31 U.S.C. 1352 (Byrd Anti-Lobbying amendment); 31 U.S.C. 1352

4. Fair Housing and Equal Opportunity

- a. Organization will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and 3535(d) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
- b. It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

Conflict of Interest:

The applicant should disclose conflicts of interest, in writing, to the evaluation committee who will consider the nature of the applicant's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the applicant needs to take to remedy the conflict of interest.

Signature of Authorized Representative: _____

Typed Name and Title: _____

Date Signed: _____