

11/8/23  
HUD GRANT NO B-19-UC-34-0109  
TOTAL AMOUNT: >120,000  
GC AGREEMENT NO: CD-19-SA-1

SUBRECIPIENT AGREEMENT  
FOR USE OF  
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS  
BETWEEN  
GLOUCESTER COUNTY, NEW JERSEY  
AND  
CENTER FOR FAMILY SERVICES

**THIS AGREEMENT**, made and entered into on the 8th day of November 2023 by and between the County of Gloucester, a political subdivision of the State of New Jersey acting by and through its duly elected Board of Commissioners, hereinafter referred to as the "Grantee," and **Center for Family Services, Inc.**, a Gloucester County non-profit Subrecipient, hereinafter referred to as the "Subrecipient," located within the confines of Gloucester County, New Jersey, and/or serving CDBG-eligible residents of Gloucester County;

**WITNESSETH:**

**WHEREAS**, Gloucester County has received an **FY2019** Community Development Block Grant, hereinafter referred to as "CDBG" under Title I of the Housing and Community Development Act of 1974, as amended, to carry out various housing and community development activities in its unincorporated areas and in municipalities participating in the County CDBG Program; and

**WHEREAS**, CDBG funds from **FY2019** CDBG funding have been appropriated by the Gloucester County Board of Commissioners for award to the Subrecipient for the implementation of activities determined to be CDBG eligible by the County; and

**WHEREAS**, the Subrecipient agrees to assume certain responsibilities for the implementation of its CDBG-assisted activities, and certifies that it will comply with the applicable certifications contained in the Scope of Service provided in Exhibit 1; with the Subrecipient Monitoring Policy requirements included as Exhibit 2; with any amendment to this Agreement, included as Exhibit 3, if applicable, with the Subrecipient Report requirements included as Exhibit 4, if applicable; and, with the property use requirements included as Exhibit 5, if applicable.

**NOW, THEREFORE**, the parties hereunto do hereby agree as follows:

**I. SCOPE OF SERVICE**

**A. Activities**

The Subrecipient will be responsible for administering an FY2019 **202 Carpenter Street Group Home Rehabilitation of** in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such a program will include the activities described in Exhibit 1.

**B. National Objectives**

All activities funded with CDGB funds must meet one of the CDBG program's National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of

slums or blight; or meet community development needs having particular urgency, as defined in 24 CFR 570.208.\*

The Subrecipient certifies that the activity (ies) carried out under this Agreement will meet the National Objective of Benefitting Low-and-Moderate Income (LMI) persons. The beneficiaries are presumed LMI as they are residents of group home for homeless youth.

**C. Levels of Accomplishment – Goals and Performance Measures**

The levels of accomplishment may include such measures as units rehabbed, persons or households assisted, or meals served, and should also include time frames for performance.

The Subrecipient agrees to provide the following levels of program services described in Exhibit 1.

**D. Performance Monitoring**

The Grantee will monitor the performance of the Subrecipient against goals and performance standards as stated in Exhibit 1. Substandard performance as determined by the Grantee will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within thirty (30) days after being notified by the Grantee, contract suspension or termination procedures will be initiated.

**II. TIME OF PERFORMANCE**

Services of the Subrecipient shall start on the **8th** day of **November, 2023** and end on the **7th** day of **November, 2024**. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.

**III. BUDGET**

The Subrecipient agrees to reimbursement from the Grantee according to the budget described in Exhibit 1.

Any indirect costs charged must be consistent with the conditions of Paragraph VIII (C)(2) of this Agreement. In addition, the Grantee may require a more detailed budget breakdown than the one contained herein, and the Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the Grantee. Any amendments to the budget must be approved in writing by both the Grantee and the Subrecipient.

**IV. PAYMENT**

It is expressly agreed and understood that the total amount to be paid by the Grantee under this Agreement shall not exceed **\$120,000.00**. Drawdowns for the payment of eligible expenses shall be made against the line item budgets specified in Paragraph III herein and in accordance with performance. Expenses for general administration shall also be paid against the line item budgets specified in Paragraph III and in accordance with performance.

Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in 2 CFR Part 200.

**V. NOTICES**

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantee

Christina Velázquez, Director  
Office of Housing and Community  
Development  
Department of Economic Development  
1480 Tanyard Road  
Sewell, NJ 08080  
Ph (856)307-6664  
Fax (856)307-6656  
[cvelazquez@co.gloucester.nj.us](mailto:cvelazquez@co.gloucester.nj.us)

Subrecipient

Richard Stagliano, Executive Director  
584 Benson St  
Camden, NJ 08103  
[rstagliano@centerffs.org](mailto:rstagliano@centerffs.org)  
(856)964-1990  
Fax# (856) 946-0242

**VI. SPECIAL CONDITIONS**

Not applicable. No special conditions are being placed on this agreement.

**VII. GENERAL CONDITIONS**

**A. General Compliance**

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Subrecipient does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

**B. "Independent Contractor"**

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent contractor.

**C. Hold Harmless**

The Subrecipient shall hold harmless, defend and indemnify the Grantee from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

**D. Workers' Compensation**

The Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

**E. Insurance & Bonding**

The Subrecipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee.

The Subrecipient shall comply with the bonding and insurance requirements of 2 CFR Part 200, Bonding and Insurance.

**F. Grantee Recognition**

The Subrecipient shall insure recognition of the role of the Grantee in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

**G. Amendments**

The Grantee or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Subrecipient from its obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Subrecipient.

**H. Suspension or Termination**

In accordance with 2 CFR Part 200, the Grantee may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;

2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any material respect.

In accordance with 2 CFR Part 200, this Agreement may also be terminated for convenience by either the Grantee or the Subrecipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.

## **VIII. ADMINISTRATIVE REQUIREMENTS**

### **A. Financial Management**

#### **1. Accounting Standards**

The Subrecipient agrees to comply with 2 CFR Part 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

#### **2. Cost Principles**

The Subrecipient shall administer its program in conformance with 2 CFR Part 200 as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

### **B. Documentation and Record Keeping**

#### **1. Records to be Maintained**

The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506, that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- c. Records required to determine the eligibility of activities;
- d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- f. Financial records as required by 24 CFR 570.502, and 2 CFR Part 200; and

- g. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

**2. Retention**

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the Grantee's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

**3. Client Data**

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

**4. Disclosure**

The Subrecipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the Grantee's or Subrecipient's responsibilities with respect to services provided under this contract, is prohibited by the [insert applicable State or Federal law] unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

**5. Close-outs**

The Subrecipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including program income.

**6. Audits & Inspections**

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the Grantee, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and

may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning subrecipient audits and 2 CFR 200.

**C. Reporting and Payment Procedures**

**1. Program Income**

The Subrecipient shall report [insert frequency of reports, e.g., "monthly" all program income (as defined at 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this contract. The use of program income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. By way of further limitations, the Subrecipient may use such income during the contract period for activities permitted under this contract and shall reduce requests for additional funds by the amount of any such program income balances on hand. All unexpended program income shall be returned to the Grantee at the end of the contract period. Any interest earned on cash advances from the U.S. Treasury and from funds held in a revolving fund account is not program income and shall be remitted promptly to the Grantee.

**2. Indirect Costs**

If indirect costs are charged, the Subrecipient will develop an indirect cost allocation plan for determining the appropriate Subrecipient's share of administrative costs and shall submit such plan to the Grantee for approval, in a form specified by the Grantee.

**3. Payment Procedures**

The Grantee will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and Grantee policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed actual cash requirements. Payments will be adjusted by the Grantee in accordance with advance fund and program income balances available in Subrecipient accounts. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Subrecipient.

**4. Progress Reports**

The Subrecipient shall submit regular Progress Reports to the Grantee in the form, content, and frequency as required by the Grantee.

**D. Procurement**

**1. Compliance**

The Subrecipient shall comply with current Grantee policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Grantee upon termination of this Agreement.

**2. OMB Standards**

Unless specified otherwise within this agreement, the Subrecipient shall procure all materials, property, or services in accordance with the requirements of 2 CFR Part 200.

**3. Travel**

The Subrecipient shall obtain written approval from the Grantee for any travel outside the metropolitan area with funds provided under this Agreement.

**E. Use and Reversion of Assets**

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 2 CFR Part 200 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient shall transfer to the Grantee any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.
2. Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement [or such longer period of time as the Grantee deems appropriate]. If the Subrecipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Subrecipient shall pay the Grantee an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Grantee. The Subrecipient may retain real property acquired or improved under this Agreement after the expiration of the five-year period [or such longer period of time as the Grantee deems appropriate].
3. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Grantee [an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment].

**IX. RELOCATION, REAL PROPERTY ACQUISITION AND ONE-FOR-ONE HOUSING REPLACEMENT**

The Subrecipient agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the



requirements in 24 CFR 570.606(d) governing optional relocation policies. [The Grantee may preempt the optional policies.] The Subrecipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition, or conversion for a CDBG-assisted project. The Subrecipient also agrees to comply with applicable Grantee ordinances, resolutions, and policies concerning the displacement of persons from their residences.

**X. PERSONNEL & PARTICIPANT CONDITIONS**

**A. Civil Rights**

**1. Compliance**

The Subrecipient agrees to comply with [fill in local and state civil rights ordinances here] and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

**2. Nondiscrimination**

The Subrecipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

**3. Land Covenants**

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared, or improved with assistance provided under this contract, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the Grantee and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

**4. Section 504**

The Subrecipient agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against individuals with disabilities or handicaps in any Federally assisted program. The Grantee shall provide the Subrecipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

**B. Affirmative Action**

**1. Approved Plan**

The Subrecipient agrees that it shall be committed to carry out pursuant to the Grantee's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The Grantee shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program. The Subrecipient shall submit a plan for an Affirmative Action Program for approval prior to the award of funds.

**2. Women- and Minority-Owned Businesses (W/MBE)**

The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

**3. Access to Records**

The Subrecipient shall furnish and cause each of its own subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations, and provisions stated herein.

**4. Notifications**

The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

**5. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement**

The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

**6. Subcontract Provisions**

The Subrecipient will include the provisions of Paragraphs X.A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own subrecipients or subcontractors.

**C. Employment Restrictions**

**1. Prohibited Activity**

The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

**2. Labor Standards**

The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state, and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$2,000.00 for construction, renovation, or repair work financed in whole or in part with assistance provided under this contract, shall comply with Federal requirements adopted by the Grantee pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

**3. "Section 3" Clause**

**a. Compliance**

Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this contract shall be a condition of the Federal financial assistance provided under this contract and binding upon the Grantee, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors. Failure to fulfill these requirements shall subject the Grantee, the Subrecipient, and any of the Subrecipient's subrecipients and subcontractors, their successors and assigns, to those sanctions specified by the

Agreement through which Federal assistance is provided. The Subrecipient certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

The Subrecipient further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located."

The Subrecipient further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.

The Subrecipient certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements.

**b. Notifications**

The Subrecipient agrees to send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

**c. Subcontracts**

The Subrecipient will include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the grantor agency. The Subrecipient will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the entity has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

**D. Conduct**

**1. Assignability**

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Grantee thereto; provided, however, that claims for money due or to become due to the Subrecipient from the Grantee under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantee.

**2. Subcontracts**

**a. Approvals**

The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the Grantee prior to the execution of such agreement.

**b. Monitoring**

The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

**c. Content**

The Subrecipient shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

**d. Selection Process**

The Subrecipient shall undertake to ensure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Grantee along with documentation concerning the selection process.

**3. Hatch Act**

The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

**4. Conflict of Interest**

The Subrecipient agrees to abide by the provisions of 2 CFR Part 200 and 570.611, which include (but are not limited to) the following:

- a. The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees, or agents engaged in the award and administration of contracts supported by Federal funds.
- b. No employee, officer, or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, the Subrecipient, or any designated public agency.

**5. Lobbying**

The Subrecipient hereby certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will

complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

- c. It will require that the language of paragraph (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly;

- d. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**6. Copyright**

If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use, the work or materials for governmental purposes.

**7. Religious Activities**

The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

**XI. ENVIRONMENTAL CONDITIONS**

**A. Air and Water**

The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- Clean Air Act, 42 U.S.C., 7401, *et seq.*;
- Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
- Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

**B. Flood Disaster Protection**

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Subrecipient shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under

the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

**C. Lead-Based Paint**

The Subrecipient agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment, and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment, and/or abatement may be conducted.

**D. Historic Preservation**

The Subrecipient agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

**XII. SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

**XIII. SECTION HEADINGS AND SUBHEADINGS**

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

**XIV. WAIVER**

The Grantee's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

**XV. ENTIRE AGREEMENT**

This Agreement consists of this Agreement, Exhibit 1 (Scope of Services), Exhibit 2 (Subrecipient Monitoring Policy), with any amendment to this Agreement, included as Exhibit 3, if applicable, with the Subrecipient Report requirements included as Exhibit 4, if applicable; and, with the property use requirements included as Exhibit 5, if applicable. and any specifications issued by the County in connection with the work to be performed, which are incorporated in its entirety and made a part of this contract by reference. If there is a conflict between any of the



attachments and the specifications, the specifications will control. If there is a conflict between any of the attachments or the specifications and the Agreement, then this Agreement will control.

**IN WITNESS WHEREOF**, the parties hereunto have affixed their signatures on the dates specified below:

**CENTER FOR FAMILY SERVICES, INC.**

Richard Stagliano  
(Signature)

By: CEO, Richard Stagliano  
(Typed Name/Title)

**ATTEST:**  
Sabrina Alexander  
(Signature)

BY: Sabrina Alexander  
(Typed Name/Title)

Date: 11/27/23

**COUNTY OF GLOUCESTER**

Frank J. Dimarco  
(Signature)

By: Frank J. DIMARCO, Director

**ATTEST:**

(Signature)

By: Laurie J. Burns, Clerk of the Board

Date:

Approved by Resolution dated:

Approved by Resolution dated:

**EXHIBIT 1**  
**SCOPE OF SERVICES**

The following activities and/or projects shall be carried out by the Subrecipient, under the terms of this Agreement and its accompanying certifications and reporting requirements:

Agency: **Center for Family Services, Inc.**

Activity Name: **Carpenter Street School Group Home Rehabilitation**

Activity Number: **CD-19-SA#1**

**ACTIVITY DESCRIPTION**

The total CDBG budget for this activity shall not exceed \$120,000.00. The Agreement shall be effective on November 8, 2023 and terminate on November 7, 2024.

Center for Family Services Carpenter Street Group Home is a youth residential facility. Rehabilitation will consist of Demolition, Rough Carpentry and Drywall, Joint Sealants, Doors, Frames and Hardware, Thermal and Moisture Protection, Windows, Acoustical Ceiling, Flooring, Paints, Plumbing, HVAC, Electrical/Fire Protection, Siding and Roofing. The CFS Group Home has been in operation for 10 years and has provided services to the Gloucester County since 1980.

**ACTIVITY BUDGET**

Hard Costs/Construction*	\$120,000.00
Architectural Engineering**	\$ 12,500.00

<b>TOTAL</b>	<b><u>\$132,500.00</u></b>
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\*CDBG funds

\*\* other funds not part of this agreement

## **EXHIBIT 2**

### **GLOUCESTER COUNTY SUBRECIPIENT MONITORING POLICY**

The purpose of this document is to define the duties and responsibilities of the County of Gloucester and its Subrecipients in carrying out projects assisted under the Community Development Block Grant (CDBG) Program. A Subrecipient is any local unit of government or organization that received CDBG funds from the County of Gloucester and is assigned responsibility for contract administration.

The administration of a CDBG funded project represents a dual responsibility of both the County and its Subrecipients. The County of Gloucester acts as the grantee recipient of CDBG funds from HUD. As such, the County assumes overall responsibility for program management. As in most federal funding programs, there are numerous conditions, regulations and rules that govern the CDBG Program, and these are legally imposed upon the County through the grant contract issued by HUD.

Once projects are identified, the County may allocate CDBG funds to subrecipients such as local development organizations. In allocating these funds to a subrecipient, the County advises its subrecipients that requests for payment will only be honored when file documentation has been received at the Gloucester County Department of Housing and Community Development (HCD) that supports the expenditure of CDBG funds. In this manner, the subrecipient is compelled to provide supportive documentation before a disbursement of CDBG funds will be made. This procedure has been found to be an effective method of insuring the eligibility of every CDBG funded action being carried out by a subrecipient. The responsibility for submitting project documentation and following acceptable authorization for payment procedures is spelled out through a legal instrument known as a Subrecipient Agreement.

In most cases, the Subrecipient Agreement authorizes the subrecipient to contract for CDBG funded improvements. The role of the County is to provide on-going advice and assistance to the Subrecipient in meeting the requirements of the agreement. Since the County is ultimately liable for the expenditure of CDBG funds and the timeliness of project implementation, it is the County's intent to perform certain program management functions to insure the appropriate and timely expenditure of grant funds.

This document is designed to clarify the process of contract administration and to clearly define the function of both parties to the Subrecipient Agreement.

#### ***SUBRECIPIENT MONITORING***

Monitoring will be conducted as follows:

1. Day to day informal contact in person. This involves informing, directing and answering questions of a routine nature.
2. Periodically, as the situation requires, correspondence will be required to document information flow, decisions or requests and responses to information and reporting needs.
3. On a monthly basis or upon request for reimbursement, Subrecipients shall submit the following information:
  - time records indicating payroll costs, as applicable invoices for expenditures approved by subrecipient
  - contractor payroll for Davis-Bacon verification, as applicable
  - program income, if any

4. The County shall review these items for adequacy relative to financial control and measuring accomplishment of assignment.
5. At least one time each year, a formal monitoring evaluation will be conducted. The monitoring evaluation will be based on the format of the checklist attached to this document and identified as Exhibit "A".
6. The timing of the formal monitoring evaluation will be designed to coincide with HUD performance reporting requirement. The County's annual Grantee Performance Report, (CAPER), must be submitted to HUD no later than 90 days after the anniversary of the County's CDBG Program Year. In order that subrecipient performance can be incorporated into the County's annual CAPER, the following subrecipient monitoring schedule will be followed:
  - Subrecipients will complete an evaluation and summary of CDBG funded activities for the prior CDBG Program Year within 30 days after the anniversary of the County's CDBG Program Year.
  - The County will complete its formal monitoring evaluation of its subrecipients no sooner than 30 days and no later than 60 days after the anniversary of the County's CDBG Program year.

#### **SUBRECIPIENT MONITORING SCHEDULE**

Anniversary of CDBG Program Year

30 Days	60 Days	90 Days
Subrecipient completes internal review, including collection of loan recipient information.	County completes formal monitoring evaluation of subrecipients	County completes annual CDBG CAPER; submits same to HUD.

7. Upon completion of the annual monitoring evaluation, the County will make a determination as to the overall capacity of the Subrecipient. The determination will be based on the following criteria:
  - progress toward achievement of assignment
  - compliance with program requirements
  - expenditures and budget balance in terms of their adequacy to complete assignment and meet objectives
  - staffing adequacy and quality of performance
  - adjustments necessary (if any) to the assignment
  - adequacy of record keeping for grantor monitoring and audit purposes
8. The County shall determine if more frequent formal monitoring is required.



# **GLOUCESTER COUNTY** **COMMUNITY DEVELOPMENT BLOCK GRANT** **PROGRAM MONITORING FORM**

## **I. PROGRAM INFORMATION**

Date of Visit: \_\_\_\_\_

Contract Period: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Program Name/ #: \_\_\_\_\_

Subrecipient Name: \_\_\_\_\_

Subrecipient Staff Interviewed:

Name/Title	Responsibilities
------------	------------------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

Evaluator Name: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

## **II. EVALUATOR REVIEWED**

- |   |  |                                   |
|---|--|-----------------------------------|
| <input type="checkbox"/> Funding Application          | <input type="checkbox"/> Program Files               | <input type="checkbox"/> Audit    |
| <input type="checkbox"/> Program Agreement/Budget     | <input type="checkbox"/> Client Files                | <input type="checkbox"/> Invoices |
| <input type="checkbox"/> Quarterly Reports            | <input type="checkbox"/> Personnel Files             |                                   |
| <input type="checkbox"/> Current Budget/Sources&Uses  | <input type="checkbox"/> Correspondence              |                                   |
| <input type="checkbox"/> Accounting Files &Procedures | <input type="checkbox"/> Previous Monitoring Reports |                                   |
| <input type="checkbox"/> Marketing Materials          |  |                                   |

## **III. PROGRAM ELIGIBILITY**

National Objective met by program:

- ☐ Benefit to low-income and moderate-income persons    ☐ Not Applicable

☐ Area Benefit (Census Tract/Block Groups #: \_\_\_\_\_)

☐ Presumed Beneficiary (Specify: \_\_\_\_\_)

☐ Prevention or elimination of slums or blight

☐ Urgen Need

How is the National Objective documented? (e.g. income verification, program mission limiting services to presumed beneficiaries, etc.) \_\_\_\_\_

Consolidated Plan Priority: \_\_\_\_\_

Describe service provided by program: \_\_\_\_\_

#### IV. PROGRAM PERFORMANCE

Describe the program's intake and service delivery process: \_\_\_\_\_

List program contracted goals:

Objective

Performance (as of \_\_\_\_\_ )

1.

2.

3.

Is the program meeting its contracted goals? ☐ YES ☐ NO If not, explain why not? \_\_\_\_\_

What is the program outcome? How does the program affect the community? (e.g. in-home supportive services has an outcome of reducing institutionalization). \_\_\_\_\_

\_\_\_\_ Is it a verifiable outcome? ☐ YES ☐ NO

#### V. PROGRAM REPORTING

What is the process of summarizing client records into reports? \_\_\_\_\_

Does the subrecipient submit timely quarterly reports? ☐ YES ☐ NO

Does the subrecipient use unduplicated numbers on quarterly reports? ☐ YES ☐ NO

Problems/issues indicated on quarterly reports: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VI. PROGRAM RECORDKEEPING

### Program Files

- ☐ Files available & accessible ☐ 5-year file retention  
☐ Copy of contract & monitoring procedures for subcontractor, if applicable (N/A)  
☐ Current income limits in file

### Client Files

- ☐ Name, address, phone # of applicant to be assisted ☐ Female Head of household identified  
☐ Urban County Resident? ☐ Date client applied for services  
☐ Documentation on the type & duration of services ☐ Household Income level provided  
☐ Number in household ☐ Source & amount of all household income  
☐ Ethnicity, age, gender of applicant ☐ Updated ethnic categories used  
☐ Follow-up services ☐ If applicable, job placement information

Other information collected: \_\_\_\_\_

## VII. COMPUTER SYSTEMS/STORAGE

1. Is computer access controlled so that access is limited to specified persons, and access is only to those programs or files that are necessary to perform their duties? ☐ Yes ☐ No
2. Are passwords changed at regular intervals? Are they unique and confidential? ☐ Yes ☐ No
3. Are passwords promptly cancelled for terminated employees? ☐ Yes ☐ No
4. Is off-premises storage maintained for master files and transaction files sufficient to recreate the current master files? ☐ Yes ☐ No
5. Are there appropriate procedures for backup and storage of programs and data files? ☐ Yes ☐ No

## VIII. MARKETING

Describe method of outreach/advertising the program. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the organization properly recognize the County/HUD's funding when publicizing the program?

☐ Yes ☐ No

Is a Fair Housing logo displayed? ☐ Yes ☐ No ☐ N/A

## IX. ORGANIZATION INFORMATION

Personnel files include:

- ☐ Job title & description
- ☐ Qualifications
- ☐ Background check, if necessary

Does the organization have personnel policies, drug policy and affirmative action policy? ☐ Yes ☐ No

Does the organization have policies and procedures to address personnel complaints? ☐ Yes ☐ No

Does the organization have policies and procedures to address client complaints? ☐ Yes ☐ No

Are Equal Opportunity posters displayed? ☐ Yes ☐ No

Are there any staffing issues? ☐ Yes ☐ No If Yes, explain. \_\_\_\_\_

Are there staff turnover concerns? ☐ Yes ☐ No If Yes, explain. \_\_\_\_\_

How many volunteers are working on the program? \_\_\_\_\_

Are volunteers trained as necessary? ☐ Yes ☐ No

How are volunteer hours tracked? \_\_\_\_\_

## X. OTHER INFORMATION

In what areas are technical assistance/training needed? \_\_\_\_\_

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# GLOUCESTER COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT FINANCIAL MONITORING FORM

## I. PROGRAM INFORMATION

Date of Visit: \_\_\_\_\_

Contract Period: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Program Name/ #: \_\_\_\_\_

Subrecipient Name: \_\_\_\_\_

Subrecipient Staff Interviewed:

Name/Title	Responsibilities
------------	------------------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

Evaluator Name: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

## II. FINANCES

Total amount budgeted for this program year: \_\_\_\_\_

Total amount expended through quarter ending \_\_\_\_: \_\_\_\_\_

Total amount of CDBG disbursements through quarter ending \_\_\_\_: \_\_\_\_\_

Timely submission of invoicing? ☐ Yes ☐ No If No, explain. \_\_\_\_\_

\_\_\_\_\_

Funding Sources:

Source/Budget	Awarded/Received
---------------	------------------

1. _____	_____
----------	-------

2. _____	_____
----------	-------

3. _____	_____
----------	-------

4. \_\_\_\_\_

Verify funds awarded/received to income statement/award letters: \_\_\_\_\_

### III. GENERAL ACCOUNTING PROCEDURES AND INTERNAL CONTROLS

1. Are budgets compared to actual expenses/revenues during the year? ☐ Yes ☐ No
2. Are significant variances from the budget researched and explained? ☐ Yes ☐ No
3. Are assets properly safeguarded (e.g. checkbook/receipts locked-up with limited access)? ☐ Yes ☐ No
4. Are receipts logged at the time mail is opened? ☐ Yes ☐ No
5. Who deposits receipts into the bank? ☐ Yes ☐ No
6. Who compares the deposits to the log of receipts? \_\_\_\_\_
7. Who posts the receipts into the accounting system? \_\_\_\_\_
8. Who approves invoices for payment? \_\_\_\_\_
9. Who codes the invoice/check request for program and funding source? \_\_\_\_\_
10. Who prepares the checks? \_\_\_\_\_
11. Who signs the checks? \_\_\_\_\_
12. Who mails the checks? \_\_\_\_\_
13. Who posts the disbursements into the accounting system? \_\_\_\_\_
14. Who is primarily responsible for program accounting? \_\_\_\_\_
15. Are bank accounts reconciled timely and reviewed by an independent person? ☐ Yes ☐ No
16. Are timesheets signed by the employee and supervisor? ☐ Yes ☐ No
17. Are functional timesheets used (e.g. hours worked each day broken out by program)? ☐ Yes ☐ No
18. Is there an accounting procedure manual? Is it up to date? ☐ Yes ☐ No
19. Are fees charged for services? ☐ Yes ☐ No
20. Is program income generated? Is it properly reported? ☐ Yes ☐ No
21. Are outstanding audit findings resolved? ☐ Yes ☐ No
22. Are employee taxes paid? ☐ Yes ☐ No

**IV.**

1. On a sample basis, trace checks referenced on the demand operating expense summaries to the paid checks in order to verify proof of payment.
2. On a sample basis, trace employee hours/expenses claimed for reimbursement, as shown on the demand personnel expense summaries, to the supporting source documentation (e.g. employee timesheets/payroll registers).
3. Verify the accuracy of employee hourly/billable rates on the demand personnel expense summaries by recalculating the hourly rates using the payroll registers.
4. For those programs that are reimbursed for indirect costs, review the indirect cost allocation plan that is used to calculate the indirect cost rate to verify it is in compliance with OMB Circular A-122.
5. For those agencies that receive a HUD approved indirect cost rate, verify that indirect costs reimbursed were calculated in accordance with the HUD approved indirect cost rate agreement. This is in lieu of the procedure referred to above.

**V.**

[illegible]

**EXHIBIT 3**  
**AMENDMENT TO AGREEMENT**

EXHIBIT 4  
SUBRECIPIENT REPORTING: SELF CERTIFICATION FORM



County of Gloucester Community Development Block Grant Program  
Quarterly Accomplishment Report

Subrecipient & Program Name:		Reporting Period:	
Person Completing Report:		Signature of Preparer:	

Clients Served	Children (0-12)		Youth (13-17)		Adults (18-59)		Senior Citizens (60+)		Homeless		Individuals with Disabilities	
	Race Only	Race & Latino/Hispanic	Race Only	Race & Latino/Hispanic	Race Only	Race & Latino/Hispanic	Race Only	Race & Latino/Hispanic	Race Only	Race & Latino/Hispanic	Race Only	Race & Latino/Hispanic
Number of New Clients This Quarter												
Cumulative Total of Clients To Date												
Income of Client Household (Cumulative)												
Race & Ethnicity of Clients (Cumulative)	Race Only	Race & Latino/Hispanic	Race Only	Race & Latino/Hispanic	Race Only	Race & Latino/Hispanic	Race Only	Race & Latino/Hispanic	Race Only	Race & Latino/Hispanic	Race Only	Race & Latino/Hispanic
White												
Black/African American												
Asian												
American Indian/Alaskan Native												
Native Hawaiian/Other Pacific Islander												
American Indian/Alaskan Native & White												
Asian & White												
Black/African American & White												
American Indian/Alaskan Native & Black/African American												
Other Multi-racial												

Narrative. Please provide a brief description of progress during this period. Share any milestones or problems encountered.



**EXHIBIT 5**  
**SELF CERTIFICATION FORM**





## County of Gloucester

### 2023 CDBG Self-Certification Form

This program receives assistance from County of Gloucester's Community Development Block Grant Program. The Program, funded by the U.S. Department of Housing and Urban Development (HUD), requires us to collect specific information about our program participants. This information will be kept confidential and will only be provided to HUD in summarized reports.

CDBG Program Name: \_\_\_\_\_  
 Program Participant's Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Household Size: \_\_\_\_\_ (number of people in household)

In the first column of the chart below, find your family size then check the box next to the income level that best describes your family's current annual income. Total family income includes income from all sources (wages, unemployment, social security, public assistance, interest and dividends, worker's comp, etc.) for all members of your family who are at least 18 years of age. A family is defined as all persons living in the same household who are related by birth, marriage, or adoption.

Household Size	Extremely Low Income	Low Income	Moderate Income	Other
1 Person	\$23,450 or less	\$23,451 to \$39,100	\$39,101 to \$62,500	Above \$62,500
2 Person	\$26,800 or less	\$26,801 to \$44,650	\$44,651 to \$71,400	Above \$71,400
3 Person	\$30,150 or less	\$30,151 to \$50,250	\$50,251 to \$80,350	Above \$80,350
4 Person	\$33,500 or less	\$33,501 to \$55,800	\$55,801 to \$89,250	Above \$89,250
5 Person	\$36,200 or less	\$36,201 to \$60,300	\$60,301 to \$96,400	Above \$96,400
6 Person	\$40,280 or less	\$40,281 to \$64,750	\$64,751 to \$103,550	Above \$103,550
7 Person	\$45,420 or less	\$45,421 to \$69,200	\$69,201 to \$110,700	Above \$110,700
8 Person	\$50,560 or less	\$50,561 to \$73,700	\$73,701 to \$117,850	Above \$117,850

Race of Program Participant (must check one):

- ☐ White      ☐ Black/African American      ☐ Asian      ☐ American Indian/Alaskan Native  
☐ Asian White      ☐ Black/African American & White      ☐ Asian/Pacific Islander  
☐ American Indian/Alaskan Native & Black/African American      ☐ Other multi-racial  
☐ Native Hawaiian/Other Pacific Islander      ☐ American Indian/Alaskan Native & White

Ethnicity of Program Participant (must check one):

- ☐ Hispanic      ☐ Non-Hispanic

\_\_\_\_\_  
 Head of Household Signature

\_\_\_\_\_  
 Date

**WARNING:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.