

# PROFESSIONAL SERVICE CONTRACT TRANSMITTAL RECORD

CHANGE ORDER

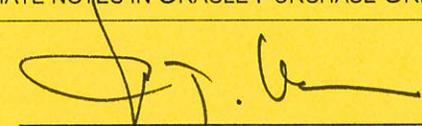
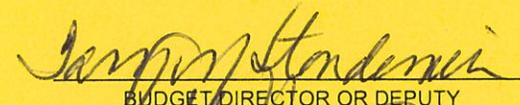
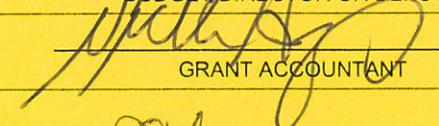
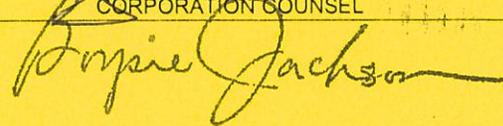
STANDARD PO NUMBER 2893805

CONTRACT PO NUMBER 2893802-1

Insurance Requirement

ACCOUNTS PAYABLE WILL HOLD UP ALL CONTRACT PAYMENTS UNTIL ALL INSURANCE CERTIFICATES/POLICIES REQUIRED UNDER THE CONTRACT HAVE BEEN RECEIVED. CONTRACTORS SHOULD BE MADE AWARE OF THIS REQUIREMENT.

TYPE OF CONTRACT: (Check One) <input type="checkbox"/> CONSTRUCTION/DE MOLITION <input type="checkbox"/> LEASE <input type="checkbox"/> DEED <input checked="" type="checkbox"/> PROFESSIONAL SERVICES		DEPARTMENT HEAD'S SIGNATURE ARTHUR JEMISON 	DEPARTMENT PLANNING AND DEVELOPMENT
FUNDING SOURCE (Percent) FEDERAL 100% STATE % CITY % OTHER %		DEPARTMENT CONTACT PERSON <b>NORMAN TROTTER</b>	PHONE NO. <b>313-224-6676</b>
Contractor's <b>OPERATION GET DOWN</b>		DATE PREPARED <b>02/16/2015</b>	
CONTRACTOR'S ADDRESS: <b>10100 Harper Road                  Detroit, MI 48213</b>		ENGINEER'S ESTIMATE <input type="checkbox"/> CONTRACT <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> TOTAL CONTRACT AMOUNT <b>\$175,000</b> TOTAL CPO AMOUNT \$100,000 CHANGE AMOUNT \$75,000	
PHONE NO : <b>313 921-9422 X221</b>		<input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL	
FEDERAL EMPLOYER <b>38-2036469</b>		MINORITY FIRM <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
PURPOSE OF CONTRACT: <b>PROVIDE SUPPORTIVE SERVICES FOR THE HOMELESS OF DETROIT.</b>			
CHARGE ACCOUNT: <b>2002 -361508-000000-628500-13340-000000-A3120</b>			

TIME & DATE IN	APPROVER MUST ALSO MAKE APPROPRIATE NOTES IN ORACLE PURCHASE ORDER	TIME & DATE IN
	REQUESTING DEPARTMENT  AUTHORIZED DEPARTMENT REPRESENTATIVE	05-20-15
JUN 25 2015	BUDGET <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL  BUDGET DIRECTOR OR DEPUTY	JUL - 2 2015
JUN 22 2015	GRANT MANAGEMENT SECTION <input type="checkbox"/> RECOMMEND APPROVAL  GRANT ACCOUNTANT	JUN 24 2015
JUL 07 2015	FINANCE DEPARTMENT <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL  FINANCE DIRECTOR OR DEPUTY	JUL - 9 AM 8:32 9/2/15
	LAW DEPARTMENT <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL  CORPORATION COUNSEL	
	PURCHASING DIVISION  PURCHASING DIRECTOR	

RECEIVED

JUL 07 2015

CITY OF DETROIT  
 CONTRACTS SECTION  
 CITY COUNCIL APPROVAL JCC REFERENCE: PAGE \_\_\_\_\_ DATE **JUL 28 2015**

**CITY OF DETROIT  
AMENDMENT AGREEMENT NO. 01  
TO  
AGREEMENT CPO NO. 2893802-1**

THIS AMENDMENT AGREEMENT NO. 1, herein called the "Amendment," entered into this   1st   day of   January  , **2015**, between **Operation Get Down, Inc.**, the "Subrecipient," and the City of Detroit, a Municipal Corporation, acting by and through the Planning & Development Department, the "City," made relative and pertaining to Agreement **CPO No. 2893802**, dated **January 1, 2014**, between the Subrecipient and the City (herein called the "Agreement"):

**WITNESSETH:**

WHEREAS, the Subrecipient and the City did heretofore enter into the Agreement to provide Public Services to residents of the City of Detroit; and

WHEREAS, said Agreement can be modified pursuant to Article 13 thereof; and

WHEREAS, the term of the Agreement is from **January 1, 2014 through December 31, 2015**; and

WHEREAS, it is the mutual desire of the parties hereto to amend the Agreement to provide for an extension of the term of the Agreement for an additional **twelve (12) months up to and including December 31, 2016**;

NOW, THEREFORE, in consideration of the premises, the mutual undertakings and benefits to accrue to the parties and to the public, the parties hereto agree that this Agreement is amended in the following manner:

That Article 3.01 which reads:

3.01 This Agreement, subject to the approval of the City Council, shall be effective upon (1) such approval of the City Council, and (2) execution by the Purchasing Director of the City of Detroit. The term shall be from **January 1, 2014 through December 31, 2015**. Upon the approval of the City Council and execution by the Purchasing Director, the City shall so notify the Subrecipient.

Is Amended to read:

3.01 This Agreement, subject to the approval of the City Council, shall be effective upon (1) such approval of the City Council, and (2) execution by the Purchasing Director of the City of Detroit. The term shall be from **January 1, 2014 through December 31, 2016**. Upon the approval of the City Council and execution by the Purchasing Director, the City shall so notify the Subrecipient.

That Article 5.01 which reads:

5.01 The City agrees to pay the Subrecipient an amount up to **ONE HUNDRED THOUSAND (\$100,000.00) DOLLARS** for the complete and proper performance of the Services as set forth in Article 2 herein, and as described in Exhibit A, attached hereto and made a part hereof. Such compensation shall be paid only as provided in, and pursuant to, the Budget, attached hereto as Exhibit B, and is inclusive of any and all remuneration to which the Subrecipient may be entitled.

Is Amended to read:

5.01 The City agrees to pay the Subrecipient an amount up to **ONE HUNDRED SEVENTY FIVE THOUSAND (\$175,000.00) DOLLARS** for the complete and proper performance of the Services as set forth in Article 2 herein, and as described in Exhibit A, attached hereto and made a part hereof. Such compensation shall be paid only as provided in, and pursuant to, the Budget, attached hereto as Exhibit B, and is inclusive of any and all remuneration to which the Subrecipient may be entitled.

That all other terms and conditions and covenants of the Agreement shall remain in full force and effect as set forth therein; and

In the event of any conflict, inconsistency or incongruity between the provisions of this Amendment and any of the provisions of the Agreement, the provisions of this Amendment shall in all respects govern and control.

IN WITNESS WHEREOF, the City and the Subrecipient, by and through their duly authorized officers and representatives, have executed this Amendment Agreement **CPO# 2893802-1 P&DD 4462- (SPO# 2893805 )** as of the date first above written.

WITNESSED BY:

- 1. Angela Boman
- 2. Catherine Allen

SUBRECIPIENT:

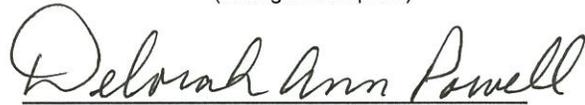
By:   
 (Signature of Corporate Officer)  
 Its: CEO  
 (Office Held)

\* \* \* \* \*

CORPORATE ACKNOWLEDGMENT

STATE OF MICHIGAN )  
 ) SS  
 COUNTY OF WAYNE )

The foregoing instrument was acknowledged before me this 17 day of Feb,  
2015, by Sandra Boman Parker, the CEO of  
(Name of Corporate Officer) (Office Held)  
Operations Get Down Inc, a non profit  
(Michigan Non-profit)  
 Corporation on behalf of the Corporation.

  
 Notary Public

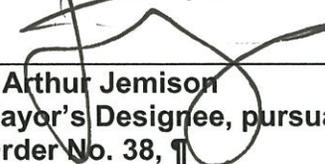
My commission expires 7-5-2018

\* \* \* \* \*

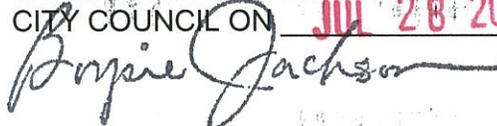
WITNESSES:

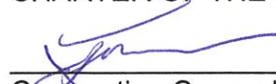
- 1. Phyllis Lewis
- 2. \_\_\_\_\_

CITY OF DETROIT

By:   
**Arthur Jemison**  
 Its: **Mayor's Designee, pursuant to EM**  
**Order No. 38, ¶**  
**Planning & Development Department**

\* \* \* \* \*

THIS AGREEMENT WAS APPROVED BY THE  
 CITY COUNCIL ON JUL 28 2015  
  
 Purchasing Director Date

APPROVED BY LAW DEPARTMENT  
 PURSUANT TO SECTION 6-406 OF THE  
 CHARTER OF THE CITY OF DETROIT  
 7/8/15  
 Corporation Counsel Date

\* This Amendment Agreement is not valid or authorized until approved by resolution of the City Council and signed by the Purchasing Director of the City of Detroit.

RESOLUTION OF CORPORATE AUTHORITY I, Imani Humphrey,  
CORPORATE SECRETARY of **Operation Get Down, Inc.**, a Michigan Corporation (the  
"Company"), DO HEREBY CERTIFY that the following is a true and correct excerpt from  
the minutes of the meeting of the Board of Directors duly called and held on  
Oct 30, 2014, and that the same is now in full force and effect:

I FURTHER CERTIFY that:

<u>DARRELL GARTH</u>	is Chairman of the Board,
<u>SANDRA BOMAR PARKER</u>	is Executive Director,
_____	is President,
<u>OPEN</u>	is Vice President,
<u>Imani Humphrey</u>	is Treasurer,
and <u>Imani Humphrey</u>	is Secretary.

"RESOLVED, that the following are authorized to execute and deliver, in the name and on behalf of the Company and under its corporate seal or otherwise, any agreement or other instrument or document in connection with any matter of transaction that shall have been duly approved; the execution and delivery of any agreement, or document, or other instrument, or document in connection with any matter of transaction that shall have been duly approved; the execution and delivery of any agreement, document, or other instrument by any of such officers to be conclusive evidence of such approval."

\_\_\_\_\_  
Title/Position \_\_\_\_\_ Title/Position  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
and \_\_\_\_\_ Title/Position  
\_\_\_\_\_

I FURTHER CERTIFY that any of the aforementioned officers of the Company is authorized to execute or guarantee and commit the Company to the conditions, obligations, stipulations and undertakings contained in the Agreement \_\_\_\_\_ between the City of Detroit and **Operation Get Down, Inc.**, entered into for the purpose of providing Public Services and that all necessary corporate approvals have been obtained in relationship thereto.

IN WITNESS THEREOF, I have set my hand this 30 day of Oct,  
2014.

CORPORATE SEAL  
(if any)

Signature: Imani Humphrey  
Corporate Secretary



**Detroit City Council**  
Legislative Policy Division

TO: Purchasing Division Staff  
FROM: David Teeter  
DATE: July 29, 2015

RE: **PURCHASING ITEMS APPROVED BY THE CITY COUNCIL**

There were no contracts, approved at the July 21, 2015 Regular Session, requested to be Reconsidered.

*The following contracts and purchase orders were reported to the City Council by the indicated Standing Committee, at the Regular Session of July 28, 2015 and **APPROVED***

**Reported by the Budget, Finance and Audit Committee:**

2881148,Amend.2 Preferred Building Services + \$429,968.81 to \$746,852.81 FINANCE  
Submitted in the List and Referred July 21, 2015; for Public Safety Headquarters.

2881154,Amend.2 Eagle Security Services + \$684,700 to \$1,902,200 FINANCE  
Submitted in the List and Referred July 21, 2015; for Public Safety Headquarters.

**Reported by the Internal Operations Committee:**

2654324,Chg.5 AssetWorks (Ext. 5-3-15 thru 5-2-19) + \$1,673,463.94 to \$5,908,830.82 GEN.SERV  
Submitted in the List and Referred on July 14, 2015.

87352 Rodney Nolen \$45,000 HUMAN RIGHTS  
Submitted in the List and Referred on July 14, 2015.

2909511 The Garcia Law Group \$150,000 LAW  
Submitted in the List and Referred on July 21, 2015; Approved with ***WAIVER***.

2909523 The Garcia Law Group \$100,000 LAW  
Submitted in the List and Referred on July 21, 2015; Approved, *as corrected*, with ***WAIVER***.

87384 Eric Hobson \$45,000 HUMAN RIGHTS  
Submitted in the List and Referred on July 21, 2015; Approved, *as corrected*.

87385 Joy Brickerson (Ayers) \$2,400 CITY COUNCIL  
Submitted in Special Letter of July 21, 2014; Placed on Consent Agenda, Approved with ***WAIVER***.

87386 Vibha Venkatesha (Ayers) \$2,400 CITY COUNCIL  
Submitted in Special Letter of July 21, 2014; Placed on Consent Agenda, Approved with ***WAIVER***.

Purchasing Division  
Contracts and Purchase Orders Received, Considered at Regular Session  
of July 28, 2015

Page 2

*The following contracts and purchase orders were reported to the City Council by the indicated Standing Committee, at the Regular Session of July 28, 2015 and **APPROVED***

**Reported by the Internal Operations Committee: - continued**

87387	Richard Hinton (Ayers)	\$2,400	CITY COUNCIL
Submitted in Special Letter of July 21, 2014; Placed on Consent Agenda, Approved with <b><i>WAIVER</i></b> .			
87381	Chelsea Baytemur (Castaneda-Lopez)	\$1,200	CITY COUNCIL
Submitted in List for July 28, 2014; Placed on Consent Agenda, Approved with <b><i>WAIVER</i></b> .			
87389	Marc E. Clayton (Ayers)	\$2,400	CITY COUNCIL
Submitted in List for July 28, 2014; Placed on Consent Agenda, Approved with <b><i>WAIVER</i></b> .			
87398	Bruce Feaster (Benson)	\$35,632	CITY COUNCIL
Submitted in List for July 28, 2014; Placed on Consent Agenda, Approved with <b><i>WAIVER</i></b> .			
87399	Bethany Melitz – Lean Consultant	\$95,000	MAYOR’S OFFICE
Submitted in List for July 28, 2015; Moved to New Business.			
87383	Vanessa Johnson – Admin. Assist.	\$31,200	BOARD OF ETHICS
Submitted in List for July 28, 2015; Moved to New Business.			
2911428	W-3 Construction	\$49,551	ELECTIONS
Submitted in List for July 28, 2015; Moved to New Business.			

**Reported by the Neighborhood and Community Services Committee:**

87380	James Conway – Ft. Wayne Manager	\$44,928	RECREATION
Submitted in List for July 28, 2015; Moved to New Business.			

**Reported by the Planning and Economic Development Committee:**

2893802,Amend.1	Operation Get Down + \$75,000 to \$175,000	PLAN & DEVELOPT.
Submitted in the List and Referred July 21, 2015.		
2893815,Amend.1	Southwest Counseling Solutions + \$200,000 to \$700,000	PLAN & DEVELOPT.
Submitted in the List and Referred July 21, 2015.		

Purchasing Division  
Contracts and Purchase Orders Received, Considered at Regular Session  
of July 28, 2015

Page 3

*The following contracts and purchase orders were reported to the City Council by the indicated Standing Committee, at the Regular Session of July 28, 2015 and **APPROVED***

**Reported by the Planning and Economic Development Committee:** - *continued*

2898967,Exten. Invest Detroit Foundation + \$750,000 to \$1,500,000 HSING & REVITAL.  
Submitted by Special Letter July 17, 2015 and Referred on July 21, 2015.

2911278 North American Commerce Center \$920,500 PLAN & DEVELOPT  
Submitted by Special Letter July 20, 2015 and Referred on July 21, 2015.

**Reported by the Public Health and Safety Committee:**

2907666 QOE Consulting \$24,480 AIRPORT  
Submitted in the List and Referred July 14, 2015.

2907666,Amend.1 QOE Consulting + \$28,971 to \$53,451 AIRPORT  
Submitted in the List and Referred July 14, 2015.

2907728 J. Ranck Electric \$159,000 AIRPORT  
Submitted in the List and Referred July 14, 2015.

2907090,Revenue Red Metal Recycling \$34,000 PUBLIC WORKS  
Submitted in the List and Referred July 14, 2015.

2907551,Lease New Center Community Mental Health \$43,791 HEALTH & WELL.  
Submitted in the List and Referred July 21, 2015; Approved with *Correction to cost.*

2911454 Priority Dispatch \$57,132 FIRE  
Submitted as Special Letter, July 23, 2015; Walked on to Committee Agenda, July 27, 2015.

2898252,Amend.2 Southeast Mi. Health Assoc. + \$513,361 to \$4,628,549 HEALTH & WELL.  
Submitted in the List for referral July 28, 2015; Moved to New Business.

87290 Michael Lehto (Academy Instructor) \$20,160 POLICE  
Submitted in the List for referral July 28, 2015; Moved to New Business.

87291 Garth R. Brooks (Academy Instructor) \$45,760 POLICE  
Submitted in the List for referral July 28, 2015; Moved to New Business.

87342 Dwayne Love (Ceasefire Initiative) \$76,000 POLICE  
Submitted in the List for referral July 28, 2015; Moved to New Business.

Purchasing Division  
Contracts and Purchase Orders Received, Considered at Regular Session  
of July 28, 2015

Page 4

*The following contracts were **REFERRED** on July 28, 2015 to the indicated Standing Committee for consideration and report to the City Council.*

**Referred to Budget, Finance and Audit Committee:**

No Contracts Referred

**Referred to Internal Operations Committee:**

2911229	Sherwin Williams	GENERAL SERVICES
2876477,Ext.	FutureNet Group	INSPECTOR GENERAL

**Referred to Neighborhood and Community Services Committee:**

No Contracts Referred

**Referred to Planning and Economic Development Committee:**

No Contracts Referred

**Referred to Public Health and Safety Committee:**

2865739,Purch.Incr.	Qualified Abatement	BUILD.SAFETY ENGIN.&ENVIRON.
2865134,Renew	J & B Medical Supplies	FIRE / EMS
2895811,Exten.	Southeast MI Health Assoc.	HEALTH AND WELLNESS
87292	Dr. Marilyn Berkley	POLICE
2830398,Amend.	Detroit Building Authority	PUBLIC WORKS
2910810	Bob Maxey Ford	TRANSPORTATION

*correction to add Vendor name- approved July 21, 2015*

Purchasing Division  
Contracts and Purchase Orders Received, Considered at Regular Session  
of July 28, 2015

Page 5

*The following are contracts that are currently HELD for review, discussion or report to the Standing Committees.*

**Internal Operations Committee:**

**Planning and Economic Development Committee:**

2896965,Amend.1 Heat and Warmth Fund (THAW) + \$100,000 to \$347,589.40 PLAN & DEVLPT.  
Submitted in the List and Referred June 16, 2015.



## City Council Contract Agenda Items Review Checklist

Department P&DD Commodity/ServiceDescription Homeless/NSS

Department Contact Norman Trotter Phone 313-224-6676

Recommended Supplier Operation Get Down Contract No. 2893802-1

Term of Agreement - From date January 1, 2015 to date December 31, 2016

Required Date (mm/dd/yyyy) \_\_\_\_\_

(Check all that apply)

1. Is the product or service "essential to the department's operations"? If so, briefly explain. Yes, Required activity in to stay within HUD guidelines to offer services to the homeless citizens of Detroit.

Consequence of not buying \_\_\_\_\_

2. Was it competitively bid?

Yes, Lowest bid No. of Responses      out of      bids

No, explain \_\_\_\_\_

3. What is the funding source? Percentage (%) 100  
(Documentation will be required)

Grant Fund  
Federal  State \_\_\_\_\_

General Fund \_\_\_\_\_

Other Fund \_\_\_\_\_

4. Was a Co-Operative agreement considered?

Yes Co-Operative used \_\_\_\_\_

No - If not, WHY NOT? \_\_\_\_\_

5. Were savings achieved?

Yes \_\_\_\_\_ Amount \$ \_\_\_\_\_ Period \_\_\_\_\_

No  
Additional Savings requested (10%) Yes \_\_\_\_\_ No \_\_\_\_\_

6. Does the supplier provide other products or services to the City today?

Yes, list \_\_\_\_\_

No

7. Business Award

New

Renewal What is the specific benefit to the City by renewing this contract?  
Provide supportive services to the Homeless

Increase to authorized cost? Does this include an increase in the item cost?

No \_\_\_\_\_ Yes \_\_\_\_\_ By how much? \_\_\_\_\_ Why an Increase? \_\_\_\_\_

8. Is this commodity/service used by other departments? Yes \_\_\_\_\_ No

Can this be combined with other department POs or requisitions? \_\_\_\_\_

9. If this is an increase to the Purchase Order Unit price;

What is the justification for increased costs? \_\_\_\_\_

Provide a cost justification for why new bids should not be solicited.

10. If this is a service, can it also be provided by City employees? Yes \_\_\_\_\_ No

Can City employees be trained to provide this service? \_\_\_\_\_

Department Contact (Name) Norma Truth Title Dev. Specialist

Date 2/16/15

Contract Authorized to go to City Council ? Yes \_\_\_\_\_ No \_\_\_\_\_

Authorized by (Name) \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

Process Note:

- Two business (2) days for completion of checklist.
- If no response from department contact, notify department Director
- Inform if unable to place on City Council Agenda

Name of Reviewer/Affiliate Organization: Lena Willis

Proposal#: 23 Date Reviewed: 2/26/14

<b>Applicant Agency:</b> <u>Operation Get Down</u> <b>Total Points Scored:</b> <u>100</u>
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<p>1. <input checked="" type="checkbox"/> A private corporation organized under state and local law that has a current tax exemption ruling from the Internal Revenue Service with a voluntary board of directors and no part of its earnings inuring to its members, founders, or an individual.</p> <p>2. <input checked="" type="checkbox"/> The organization conforms to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems."</p> <p>3. <input checked="" type="checkbox"/> Have at least two (2) years' experience serving eligible "homeless" and/or "<u>at-risk</u>" populations, under the ARRA-funded HPRP or the ESG program, as operated within the City of Detroit (funded either directly by the City of Detroit or as a sub-recipient under the Michigan State Housing Development Authority)</p> <p>4. <input checked="" type="checkbox"/> Meet the timing, form and content requirements of the City's RFP, and certify that it will comply with the requirements of the City's grant agreement with respect to Emergency Solutions Grants Program implementation (Certification in Exhibit 9)</p> <p>5. <input checked="" type="checkbox"/> Have actively used the City of Detroit's HMIS for at least one (1) year or if awarded funding, agree to comply with the City's HMIS requirement prior to contract execution or comparable HUD approved tracking system.</p> <p>6. <input checked="" type="checkbox"/> Have at least one (1) homeless or formerly homeless individual represented on its governing Board of Directors or if awarded funding agree to comply prior to contract execution</p> <p>7. <input checked="" type="checkbox"/> Meet eligible activities requirement</p> <p>8. <input checked="" type="checkbox"/> Applicant submitted a separate application for each activity for which funding is requested.</p> <p>9. <input checked="" type="checkbox"/> Three (3) Letters of Support</p>	<p>1. 501(c)3 IRS Certification or a group exemption letter under Section 905 from the IRS that includes the corporation <i>letter issued 10/9/14</i></p> <p>2. One of the following: A certification from a CPA (See Exhibit 1 for a sample certification letter from a CPA and requirements), or A HUD approved audit summary report</p> <p>3. At least two of the following: A <b>dated</b> annual report for two or more prior years; Dated board meeting minutes from July 2012 through May 2014; Dated financial audits for the past two years; or Evidence of homeless service funding from the City of Detroit, MSHDA or HUD showing relevant homeless experience.</p> <p>4. Submission of completed RFP package by the <b>September 15, 2014</b> deadline.</p> <p>5. Provide HMIS Participation Certification from the Detroit Area Continuum of Care (CoC) (See Exhibit 1) or an explanation of comparable HUD approved tracking system.</p> <p>6. Provide one of the following: Signed and dated board meeting minutes approving a homeless individual's appointment to the board; or Board certified letter verifying the board appointment of a homeless individual.</p> <p>7. Clearly marked and identified activities being proposed in the RFP package submitted by the <b>September 15, 2014</b> deadline.</p> <p>8. Separate application and budget submitted for each activity. <i>Emergency solution</i></p> <p>9. Three (3) Letters of Support in (Exhibit 1).</p>
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**Phase II: Rating Proposals**

There is a maximum of 100 points possible. These guidelines are broken up into the different sections and each section has an overall maximum number of points that the section is worth. There are sub-components within the section with its own maximum points possible (in **bold**, in parenthesis). Reviewers should score points anywhere along the scale, depending on how they view the response given in that section. Reviewers may also award half (½) points if they choose.

<b>I. Relevant Experience and Management Capacity</b>	<b>Points Possible 15</b>	<b>Points Scored</b>
<p>Organizations must demonstrate track record:</p> <p>Organizations must demonstrate management capacity as evidenced by organizational chart, summary of program policies and procedures, board member listing, management qualification chart, and summary of organization's experience. <b>(8 pts)</b></p> <p>Proven track record of past performance in City and /or MSHDA/ESG programs as evidenced through a narrative and any two of the following: most recent monitoring report, close out reports, annual reports to government agencies or other funders, recommendation letters or provision of annual reports to HUD or other comparable funding agencies (See Exhibit 5). <b>(5 pts)</b></p> <p>Timeliness of data entry response, demonstrate process to enter data within 48 hours of service provision. <b>(2pts)</b></p>		<p>8</p> <p>5</p> <p>2</p>
<p><b><u>Insert Notes on Section I Scoring Here:</u></b></p> <p><i>Are the intake questionnaires "time stamped" in the system &amp; in conjunction of sign in sheet.</i></p> <p><i>How do you measure timeliness?</i></p>		

<b>II. Financial Capacity</b>	<b>Points Possible 20</b>	<b>Points Scored</b>
<p>Does the applicant demonstrate access to "cash flow" (i.e. at least 60 days working capital, proof of line of credit with unused balance, bank statements, financials, loan commit-</p>		



II. Financial Capacity	Points Possible 20	Points Scored
<p>ment, documented in Exhibit 6. (10 pts)</p> <p>Based on a review of their most recent financial statements and/or audit, does the organization demonstrate they are financially stable and have positive revenue over expenses to continue its operations? (5 pts)</p> <p>Financial accountability as demonstrated by the availability of most recent financial statements and monthly or quarterly financial reporting to board of Directors. (5 pts)</p>		20
<p><u><i>Insert Notes on Section I Scoring Here:</i></u></p>		

III. Applicant's Implementation Plan/Readiness to Proceed	Points Possible 15	Points Scored
<p>A comprehensive plan for implementation and completion of all work within the contract time period. (5 pts)</p> <p>A client outreach plan. (3 pts)</p> <p>Collaborations identified with other agencies as necessary to achieve program outcomes. (5pts)</p> <p>Demonstrate a plan for continued or new operations/services. (2 pts)</p>		15
<p><u><i>Insert Notes on Section I Scoring Here:</i></u></p>		

IV. Program outcomes and Cost Effectiveness	Points Possible 25	Points Scored
<p>Applicant must project outcomes to be achieved (i.e. number of households to be serviced, etc.). (5 pts)</p> <p>Application must project the anticipated cost per household. (5 pts)</p>		5 6



<p>Applicant must document client outcomes from prior experience. (10 pts)          Cost effectiveness is demonstrated by procurement policies and procedures to provide ESG services. See Section 4.D.1 for policy requirements. (5 pts)</p>		<p>17 5</p>
<p><u>Insert Notes on Section I Scoring Here:</u></p>		

<p><b>V. Matching Capacity</b></p>	<p><b>Points Possible</b> 25</p>	<p><b>Points Scored</b></p>
<p>A 100% match is required for all applicants. Match can be from cash and/or in-kind services valued at or above 100% of the same amount requested from the City for proposed activities.</p> <ul style="list-style-type: none"> <li>• All in-kind match must be calculated to show cash value and documented to demonstrate part of the 100% match</li> </ul> <p>Up to 25pts will be awarded based on the cash match.</p> <ul style="list-style-type: none"> <li>• 25% Cash Match &amp; 75% In-kind Match (5 pts)</li> <li>• 50% Cash Match &amp; 50% In-kind Match (10pts)</li> <li>• 75% Cash Match &amp; 25% In-kind Match (18pts)</li> <li>• 100% Cash Match &amp; 0% In-kind Match (25pts)</li> </ul> <p>* Cash match will be calculated down to determine points, i.e. a 65% cash match will be given 10pts as though it was a 50% match.</p> <p>**Match must meet all requirements established under Section 576.201 of the Interim Rule published in the Federal Register on December 5, 2011.</p> <p>***HSP Funds cannot serve as a match to ESG funded activities.</p>		<p>25</p>
<p><u>Comments on Section V:</u></p>		

MAY 28 2015

Date Submitted: 5/6/15

REQUEST FOR INCOME TAX CLEARANCE

REQUESTING DEPARTMENT/DIVISION: P&DD - NEIGHBORHOOD SUPPORT SERVICES

Contact: Clinton Griffin Project Manager: Phone: (313) 224-9121 Fax: none

Type of Clearance: [ ] New [X] Renewal (Please submit 30 days prior to submitting bid of expiration date)

A. To: City of Detroit Income Tax Division Coleman A. Young Municipal Center 2 Woodward Ave Detroit, MI 48226 Phone: (313) 224-3328 or 224-3329 Fax: (313) 224-4588 For: Company: Operation Get Down Address 10100 Harper Ave Detroit, MI 48213 Telephone: Fax:

Table with 2 columns: Information fields (Name of Chief Financial Officer, Employer ID, TAX ID#, etc.) and Telephone/Contract information.

C. ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTION NOT ANSWERED MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE

Check One: [ ] Individual [X] Corporation [ ] Partnership

INDIVIDUALS ANSWER QUESTIONS 1,2,3,4

- 1. Have you filed joint returns with spouse during the last seven (7) years?
2. Are you a student, and/or claimed as a dependent on someone else's tax return?
3. Were you employed during the last seven (7) years?
4. Were you a resident of Detroit during the last seven (7) years?

CORPORATIONS AND PARTNERSHIPS ANSWER QUESTIONS 5,6,7

- 5. Is the company a new business in Detroit?
6. Will the company have employees working in Detroit?
7. Will the company use sub-contractors or independent contractors in Detroit?

D. FOR INCOME TAX USE ONLY

Has the contractor complied with the provisions of the City Income Tax Ordinance?

[X] YES [ ] NO Signature: LUCRETIA JENNINGS INCOME TAX INVESTIGATOR Date: JUN 02 2015 Expires: JUN 02 2016

[ ] YES [ ] NO Signature: Date: Expires:

CITY OF DETROIT

ACCOUNTS RECEIVABLE CLEARANCE APPLICATION
2 WOODWARD AVENUE, SUITE 105, COLEMAN A YOUNG MUNICIPAL CENTER
REVENUE COLLECTIONS UNIT (313) 224-4087 / FAX: 224-4238 / RevenueCollections@DetroitMi.gov

SECTION A PLANNING & DEVELOPMENT

ADDRESS OF DEPARTMENT\_65 Cadillac Ste 1400
DATE SENT\_1/13/2015 CONTACT PERSON Clinton Griffin
PHONE NUMBER\_224-9121 FAX NUMBER 628-2064 EMAIL cgriffin@detroitmi.gov
CONTRACT AMOUNT \$150,000.00

SECTION B: CORPORATION LICENSE TYPE N/A

CORPORATION NAME Operation Get Down
ADDRESS 10100 Harper Ave CITY/STATE/ZIP DETROIT, MI 48213 OWN
CITY PERSONAL PROPERTY NUMBER 19990329.01 FID / EIN NUMBER 38-2036469
OTHER CITY-OWNED PROPERTY PARCELS No knowledge
CONTACT PERSON Rodney Brown PHONE NUMBER 313-921-9422 EMAIL ADDRESS not available

SECTION C: PARTNERSHIP LICENSE TYPE

BUSINESS NAME
BUSINESS ADDRESS CITY/STATE/ZIP OWN LEASE
CITY PERSONAL PROPERTY NUMBER FID / EIN NUMBER
A: PARTNER'S NAME PHONE NUMBER
HOME ADDRESS CITY/STATE/ZIP OWN LEASE
DRIVER'S LICENSE # OTHER CITY-OWNED PROPERTY PARCELS
B. PARTNER'S NAME PHONE NUMBER
HOME ADDRESS CITY/STATE/ZIP OWN LEASE
DRIVER'S LICENSE # OTHER CITY-OWNED PROPERTY PARCELS
CONTACT PERSON PHONE NUMBER EMAIL ADDRESS

SECTION D: SOLE PROPRIETORSHIP LICENSE TYPE

BUSINESS NAME
BUSINESS ADDRESS CITY/STATE/ZIP OWN LEASE
CITY PERSONAL PROPERTY NUMBER FID / EIN NUMBER
OWNER'S NAME DRIVER'S LICENSE # PHONE NUMBER
HOME ADDRESS CITY/STATE/ZIP OWN LEASE
OTHER CITY-OWNED PROPERTY PARCELS
EMAIL ADDRESS

SECTION E: PERSONAL SERVICES

NAME ADDRESS OWN LEASE
CITY/STATE/ZIP
PHONE NUMBER DRIVER LICENSE #
OTHER PROPERTY ADDRESSES OWNED IN WITHIN DETROIT
SOCIAL SECURITY NUMBER EMAIL ADDRESS

REVENUE COLLECTIONS APPROVED CONTRACT CLEARANCES

Handwritten initials 'JU'

FOR TREASURY COLLECTION USE ONLY:

APPROVED

DENIED

JAN 14 2015

DENIED WITH ATTACHMENTS

AUG 30 2015

SIGNATURE

DATE

CLEARANCE VALID UNTIL

**COVENANT OF EQUAL OPPORTUNITY**

**(Application for Clearance - Terms Enforced After Contract is Awarded)**

I, being a duly authorized representative of the \_\_\_\_\_, (hereinafter "Contractor"), do hereby enter into a Covenant of Equal Opportunity (hereinafter "Covenant") with the City of Detroit, ("hereinafter" City), obligating the Contractor and all sub-contractors not to discriminate against any employee or applicant for employment, training, education, or apprenticeship connected directly or indirectly with the performance of the contract, with respect to his or her hire, promotion, job assignment, tenure, terms, conditions or privileges of employment because of race, color, religious beliefs, public benefit status, national origin, age, marital status, disability, sex, sexual orientation, or gender identity or expression.

I understand that it is my responsibility to ensure that all potential sub-contractors are reported to the City of Detroit Human Rights Department and have a current *Contract Specific* Clearance on file prior to working on any City of Detroit contract. I further understand that the City of Detroit reserves the rights to require additional information prior to, during, and at any time after the Clearance is issued.

Furthermore, I understand that this covenant is valid for the life of the contract and that a breach of this covenant shall be deemed a material breach of the contract and subject to damages in accordance with the City of Detroit Code, Ordinance No. 273-2, Section (c).

RFQ / PO No. \_\_\_\_\_

Printed Name of Contractor: Operation Get Down, Inc.  
(Type or Print Legibly)

Contractor Address: 10100 Harper Ave, Detroit, MI 48213  
(City) (State) (Zip)

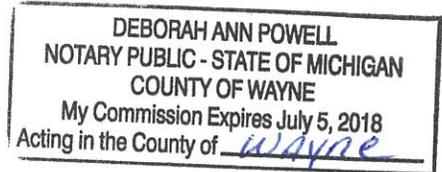
Contractor Phone / E-mail: 313-921-9422 ext 224 bomar.parkerogd@aol.com  
(Phone) (E-mail)

Printed Name & Title of Authorized Representative: Sandra Bomar Parker, CEO

Signature of Authorized Representative: \_\_\_\_\_  
*Sandra Bomar Parker*

Date: Nov 14, 2014

Signature of Notary: Deborah Ann Powell  
Printed Name of Seal of Notary: Deborah Ann Powell  
My Commission Expires: 7-5-18



For Office Use Only:  
Cov. Rec'd: 2/18/15 in \_\_\_\_\_ Department Name: PDD  
 Accepted by: \_\_\_\_\_  Rejected by: \_\_\_\_\_  
*Chidi Njefechie*







## Hiring Policy Compliance

### Summary

City of Detroit Ordinance No. 29-11 approved by the City Council on November 22, 2011 amends, the City's Purchasing Ordinance, Chapter 18 of the 1984 Detroit City Code, *Finance and Taxation*, Article V, *Purchases and Supplies*, by adding Division 6, *Criminal Conviction Questions for City Contractors*, which consists of Sections 18-5-81, 18-5-82, 18-5-83, 18-5-84, 18-5-85 and 18-5-86. This added language provides for prohibiting City contractors from inquiring regarding criminal conviction questions for applicants to fulfill City contracts until the contractor interviews the applicant or determines the applicant is qualified. It further provides for certain exceptions to the prohibition and requires City contractors to submit an affidavit with a copy of their application to make bids or proposals. Bids which do not comply with this division are deemed non-responsive and the City is permitted to deem contractor(s) in breach.

gk ✓

# OPERATION GET DOWN, INC.

10100 Harper Avenue, Detroit, MI 48213

313-921-9422 \* 313-571-9022 fax

## Application For Employment

Notice to Applicant: one of the most important steps in your application is to complete accurately those sections of this form pertaining to your qualifications. Should you join Operation Get Down staff, the information you give here will become a part of your record and will be used for statistical purposes.

### PERSONAL DATA

Last Name		First	Middle	Soc. Sec. No.
Street Address				Phone No.
City		State		Zip Code
Citizen of USA? Yes <input type="checkbox"/> No <input type="checkbox"/>		If No, does your visa allow you to work in the USA? Yes <input type="checkbox"/> No <input type="checkbox"/>		Visa Type
Person to contact in case of emergency				Phone No.
How did you become aware of this position?				
Type of employment you are seeking Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Either <input type="checkbox"/>			If part-time, hours you would be available between 7 a.m. - 10 p.m. What position are you applying for?	Shift Preference

### EDUCATION

High School / GED or Equivalent

Name of School	City	State	Date Diploma or Certificate
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### VOCATIONAL / TECHNICAL TRAINING (Business, Industrial, Military, Etc.)

Name of School	Date Last Attended	Description of Training
City	State	
Name of School	Date Last Attended	Description of Training
City	State	

### COLLEGE / UNIVERSITY

Name and Location of College	Dates Attended		Major Grade Point Average	Minor Cumulative GPA
	To	From		
Graduate				

Former Operation Get Down Employee ___ Yes ___ No	If yes, state position	Dates Employed From _____ To _____
Are you able to fully perform all of the functions of the job for which you wish to be considered? ___ Yes ___ No If No, Explain _____		

**MILITARY SERVICE - PRESENT STATUS**

Branch of Service	Rank or Rate	Type of Duty	Years

**CERTIFICATE OR LICENSE HELD**

Type of Certificate	State	Date of Issue	Expires

**EXPERIENCE**

List present and all past work experience, beginning with your most recent employment.

1

Name and full address of school or company	Employment dates From _____ To _____	
	Name and title of supervisor	Telephone number
	Full Time	Part time
Position		
Description of duties		

2

Name and full address of school or company	Employment dates From _____ To _____	
	Name and title of supervisor	Telephone number
	Full Time	Part time
Position		
Description of duties		

3

Name and full address of school or company	Employment dates From _____ To _____	
	Name and title of supervisor	Telephone number
	Full Time	Part time
Position		
Description of duties		

4

Name and full address of school or company	Employment dates From _____ To _____	
	Name and title of supervisor	Telephone number
	Full Time	Part time
Position		
Description of duties		

May we contact your present employer?  Yes  No

Add any information which you believe will assist Operation Get Down in arriving at a true estimate of your qualifications.

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**REFERENCES**

List at least three references that may be contacted regarding your character and your work experience

Name	Address	Phone	Business Profession and Title

I agree to comply with the policies, rules and regulations of Operation Get Down as appropriate. I certify that all statements made on this form are true and accurate to the best of my knowledge. I understand that supplying false information may be sufficient cause for termination. Furthermore, I understand that my employment with Operation Get Down is contingent upon:

- 1. the successful completion of an application and reference review.
- 2. submission of a social security card, official transcripts, W-4 forms and personal identification which meets the requirements of the Immigration and Naturalization Act (I-9).
- 3. credential review and certification.
- 4. written vocational approval, and/or documentation of two years of hands-on, recent and relevant experience, if applicable.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER**

**CITY OF DETROIT**  
**SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE AFFIDAVIT**

1. Name of Contractor: Operation Get Down, Inc.  
2. Address of Contractor: 10100 Harper Avenue, Detroit, MI 48213  
\_\_\_\_\_

3. Name of Predecessor Entities (if any): N/A  
\_\_\_\_\_

4. Prior Affidavit submission?  No  Yes, on: \_\_\_\_\_  
(Date of prior submission)

If "No", complete Items 5 and 6.

If "Yes", list date of prior submission above, go to Item 6 and execute this Affidavit.

5.  Contractor was established in 1971 (year) and did not exist during the slavery era in the United States, is not a successor in interest to any entity that existed during such time, and therefore has no relevant records to search, or any pertinent information to disclose.

\_\_\_\_ Contractor has searched their records and those of any predecessor entity, and has found no records that they or any predecessor(s) made any investments in, or derived profits from the slave industry or from slave holder insurance policies.

\_\_\_\_ Contractor has found records that they or their predecessor(s) made investments in, or derived profits from, the slave industry or slave holder insurance policies. The nature of the investment, profits, or insurance policies, including the names of any slaves or slave holders, is disclosed in the attached document(s).

6. I declare that the representations made in this Affidavit are accurate to the best of my knowledge and are based upon a diligent search of records in the Contractor's possession or knowledge. All documentation attached to this Affidavit reflects full disclosure of all records that are required to be disclosed to the City of Detroit. I also acknowledge that any failure to conduct a diligent search, or to make a full and complete disclosure, shall render this contract voidable by the City of Detroit.

Sandra Bomar Parker (Printed Name) CEO (Title)

*Sandra Bomar Parker* (Signature) Nov 14, 2014 (Date)

Subscribed and sworn to before me  
this 14 day of Nov, 2014

Deborah Ann Powell  
Notary Public, Wayne County, Michigan  
My Commission expires: 7/5/18

DEBORAH ANN POWELL NOTARY PUBLIC - STATE OF MICHIGAN COUNTY OF WAYNE My Commission Expires July 5, 2018 Acting in the County of <u>Wayne</u>
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NOTICE OF ENACTMENT OF ORDINANCE  
TO THE PEOPLE OF DETROIT, MICHIGAN

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(On June 23, 2004, the City of Detroit adopted the following Ordinance)

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ORDINANCE NO. 20-04  
CHAPTER 18  
ARTICLE V

AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE V, OF THE 1984 DETROIT CITY CODE, TITLED "PURCHASES AND SUPPLIES," BY ADDING DIVISION 7, TITLED "SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE," WHICH SHALL CONSIST OF SECTIONS 18-5-91 THROUGH 18-5-93, TO REQUIRE, AS PART OF THE CONTRACTING PROCESS, THAT EACH CONTRACTOR WITH WHICH THE CITY ENTERS INTO A CONTRACT SEARCH ITS RECORDS AND THOSE OF ANY PREDECESSOR ENTITY, AND SUBMIT AN AFFIDAVIT DISCLOSING ANY RECORDS WITHIN ITS POSSESSION OR KNOWLEDGE RELATING TO INVESTMENTS OR PROFITS FROM THE SLAVE INDUSTRY, INCLUDING INSURANCE POLICIES ISSUED TO SLAVE HOLDERS THAT PROVIDED COVERAGE FOR INJURY, DEATH OR OTHER LOSS RELATED TO SLAVES WHO WERE HELD DURING THE SLAVERY ERA IN THE UNITED STATES.

AN ORDINANCE to amend Chapter 18, Article V, of the 1984 Detroit City Code, titled "Purchases and Supplies" by adding Division 7 titled "Slavery Era Records and Insurance Disclosure" which shall consist of Sections 18-5-91 through 18-5-93, to require, as part of the contracting process, that each contractor with which the City enters into a contract search its records and those of any predecessor entity, and submit an affidavit disclosing any records within its possession or knowledge relation to investments or profits from the slave industry including insurance policies issued to slave holders that provided coverage for injury, death or other loss related slaves who were held during the slavery era in the United States

IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CITY OF DETROIT THAT:

Section 1. Chapter 18, Article V of the 1984 Detroit City Code titled "Purchases and Supplies" by adding Division 7 titled "Slavery Era Records and Insurance Disclosure" which shall consist of Sections 18-5-91 through 18-5-93 to read as follows

DIVISION 7. SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE.

Sec. 18-5-91. Scope.

- (a) This division shall apply to each contractor for goods or services with which the City enters into a contract whether or not the contract is subject to competitive bid
- (b) Each contractor shall be responsible for searching and disclosing records of the entity which proposes to enter into a contract with the City as well as all records of any predecessor entity that are within the possession or knowledge of the contractor regarding records of investments or profits from the slave industry, including records of any insurance policies issued to slave holders which provided coverage for injury, death or other loss related to slaves who were held during the slavery era in the United States

**Sec. 18-5-92. Affidavit of disclosure required.**

- (a) As part of its contract package, each contractor with which the City enters into a contract shall submit to the Finance Department Purchasing Division prior to the submission to City Council for approval of such contract an affidavit that discloses the information mandated in Subsection (b) and (c) of this section. The affidavit shall be on a form provided by the Finance Department Purchasing Division.
- (b) The affidavit shall verify that the contractor has searched all records of the entity which proposes to enter into a contract with the City, as well as all records of any predecessor entity, that are within the possession or knowledge of the contractor regarding records of investments or profits from the slave industry, including records of any insurance policies issued to slave holders which provided coverage for injury, death, or other loss related to slaves who were held during the slavery era in the United States.
- (c) The affidavit shall disclose any information discovered during the search regarding investments or profits from slavery or slave holder insurance policies which accrued to the current entity or to any predecessor entity, including the names of any slaves or slave holders that are described in such records or are otherwise within the knowledge of the contractor.

**Sec 18-5-93. Voidability of contract.**

- (a) Failure to comply with this division shall render the contract voidable by the City.
- (b) A determination to void the contract for failure to comply with this division shall be made by the Director of the Finance Department at any time after reviewing or become aware of information which indicates that a contractor has failed to comply with this division.

**Sec 18-5-94—18-5-100. Reserved**

**Section 2.** All ordinances, or parts of ordinances, that conflict with this ordinance are repealed.

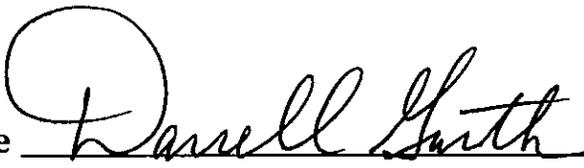
**Section 3.** This ordinance is declared necessary for the preservation of the public peace, health, safety, and welfare of the People of the City of Detroit.

**Section 4.** In the event that this ordinance is passed by a two-thirds majority of City Council Members serving, it shall be given immediate effect and shall become effective upon publication in accordance with Section 4-116 of the 1997 Detroit City Charter. Where this ordinance is passed by less than a two-thirds (2/3) majority of City Council Members serving, it shall become effective no later than thirty (30) days after enactment, or on the first business day thereafter in accordance with Section 4-115 of the 1997 Detroit City Charter.

(J C C p ) ; May 5, 2004  
Passed June 23, 2004  
Published July 19, 2004  
Effective July 19, 2004  
JACKIE L. CURRIE  
City Clerk

# CONFLICT OF INTEREST CERTIFICATE

I hereby affirm that I have received copies of the provisions of the Code of Federal Regulations relevant to conflict of interest in regards to Subrecipient Agreements under the CDBG, HOME, and ESG programs and I hereby Certify that to the best of my knowledge and belief, no actual or apparent Conflict of interest exists with regard to the performance of this contract.

Signature  Nov 14, 2014  
President of Board of Directors Date  
( Or authorized representative )

Name Of Organization: Operation Get Down, Inc.

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# City of Detroit -Planning Development Department

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## CONFLICT OF INTEREST POLICY

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**POLICY STATEMENT** The City of Detroit and their sub-grantees shall avoid conflicts of interest, in fact and perception, and shall notify their Executive Management and local Department of Housing and Urban Development (HUD) within twenty-four (24) hours of the occurrence or existence of potential conflicts.

**POLICY GUIDANCE** Typically there are two instances conflict of interest that may occur:  
1) The first is when program participants are to be assisted in a property that is owned by the grantee, sub-grantee, or the parent subsidiary affiliated organization of the sub-grantee. In this instance, a grantee must submit a letter to the HUD Community Planning Director (CPD) requesting a waiver for good cause. The waiver must demonstrate that:

1. The use of the housing owned by the grantee sub-grantee-related entity is necessary to provide an adequate supply of appropriate housing options for participants;
2. The grantee/sub-grantee has disclosed the conflict of interest;
3. The grantee/sub-grantee's attorney has reviewed the conflict of interest and determined that the use of the housing owned by the grantee/sub-grantee related entity would not violate state or local law;
4. Participants will not be required or steered to live in the grantee/sub-grantee/related entity's housing in order to receive financial or other assistance; and
5. The use of the housing owned by the grantee/sub-grantee related entity will not result in any personal or financial gain for any employee of the grantee, sub-grantee, or the parent, subsidiary, or affiliated organization of the sub-grantee.
6. The grantee/sub-grantee is not currently providing rental assistance for the property that the waiver is being requested.

Without an approved waiver from HUD, financial assistance cannot be provided to persons served in housing owned by the grantee, sub-grantee, or the parent/subsidiary/affiliated organization of the sub-grantee. For questions about a specific situation, please contact the local HUD field office.

2) The second type of conflict of interest that can occur is at the individual level (as opposed to the grantee/sub-grantee level). The official HUD policy states "No person who is an employee, agent, consultant, officer, or elected or appointed official of the grantee and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for himself or herself or for those with whom he or she has family or business ties.

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## City of Detroit :-Planning Development Department

### **CONFLICT OF INTEREST POLICY**

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during his or her tenure or for one year thereafter.”

Please note that employees of a grantee or sub-grantee and their families are not automatically disqualified from receiving assistance, as long as they meet the qualifications of the above paragraph (i.e., they are not in a position to exercise any responsibilities, make decisions about, gain inside information into, or obtain a personal benefit). This situation would be more likely in a large grantee sub-grantee agency than it would in a very small grantee sub-grantee agency.

When this type of conflict of interest exists, the grantee may seek an exception by writing to the local HUD Field Office, including the following information:

1. For states and other governmental entities, a disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made and
2. For all grantees, an opinion of the grantee's attorney that the interest for which the exception is sought would not violate state or local law.
3. If there is a question or the appearance of a conflict of interest of any type, please contact the local HUD field office to determine if an exception or waiver is needed.

[View instructions for Search Results](#)

# Search Results

Current Search Terms: **operation\* Get\* Down\***

Your search for "Operation\* Get\* Down\*" returned the following results...

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	<b>OPERATION GET DOWN, INC.</b>	Status: <b>Active</b>
DUNS: 106504459	CAGE Code: 4CXAS	<a href="#">View Details</a>
Has Active Exclusion?: <b>No</b>	DoDAAC:	
Expiration Date: 04/01/2016	Delinquent Federal Debt?: <b>No</b>	
Purpose of Registration: <b>All Awards</b>		

### Glossary

[Search Results](#)

[Entity](#)

[Exclusion](#)

[Search Filters](#)

[By Record Status](#)

[By](#)

[Functional Area - Entity Management](#)

[By](#)

[Functional Area - Performance Information](#)

SAM | System for Award Management 1.0

IBM v1.P.34.20150710-1415



Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.