

PROFESSIONAL SERVICE CONTRACT TRANSMITTAL RECORD

CHANGE ORDER
«AMENDMENT»

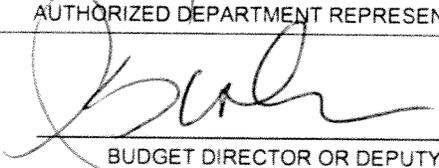
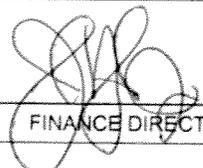
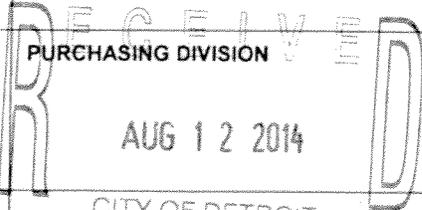
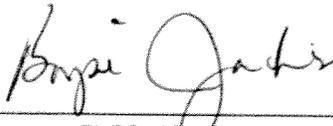
CONTRACT PO NUMBER
2845821
STANDARD PO NUMBER
2895822

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/DEMOLITION <input type="checkbox"/> LEASE <input type="checkbox"/> DEED <input checked="" type="checkbox"/> PROFESSIONAL SERVICES		DEPARTMENT HEAD'S SIGNATURE 	DEPARTMENT PLANNING AND DEVELOPMENT
FUNDING SOURCE (Percent) FEDERAL 100% STATE % CITY % OTHER %		DEPARTMENT CONTACT PERSON KERRY BAITINGER	224.4172
CONTRACTOR'S International Institute of Metropolitan Detroit		DATE PREPARED 04-09-14	
CONTRACTOR'S ADDRESS 111 E. Kirby Detroit, Michigan 48202		ENGINEER'S ESTIMATE <input type="checkbox"/> CONTRACT <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> TOTAL CONTRACT AMOUNT \$127,000.00 TOTAL CPO AMOUNT \$127,000.00 CHANGE AMOUNT	
PHONE NO :313-581-7773 EXTENSION 105		<input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL	
FEDERAL EMPLOYER :38-1358200		MINORITY FIRM <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
PURPOSE OF CONTRACT: <i>To provide educational services</i>			
CHARGE ACCOUNT: <i>2001-360772-796314-651147-06709-000000-00000</i>			

REVISION

TIME & DATE IN	APPROVER MUST ALSO MAKE APPROPRIATE NOTES IN ORACLE PURCHASE ORDER	TIME & DATE IN
	REQUESTING DEPARTMENT  AUTHORIZED DEPARTMENT REPRESENTATIVE	7-24-14
AUG 06 2014	BUDGET <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL  BUDGET DIRECTOR OR DEPUTY	AUG 07 2014
	GRANT MANAGEMENT SECTION <input type="checkbox"/> RECOMMEND APPROVAL GRANT ACCOUNTANT	
AUG 08 2014	FINANCE DEPARTMENT <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL  FINANCE DIRECTOR OR DEPUTY	8/8/14
	LAW DEPARTMENT <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL  CORPORATION COUNSEL	7-25-2014
	 PURCHASING DIVISION AUG 12 2014  PURCHASING DIRECTOR	14 AUG -5 PM 3:44 10/04/14

CITY OF DETROIT
FINANCE DEPARTMENT
PURCHASING DIVISION



CITY OF DETROIT
FINANCE DEPARTMENT
PURCHASING DIVISION

1008 COLEMAN A. YOUNG
MUNICIPAL CENTER
DETROIT, MICHIGAN 48226
PHONE 313 • 224 • 4600
FAX 313 • 628 • 1160

Date: August 18, 2014
To: Kerry Baitinger
From: Zenola Holland
Purchasing Division
RE: **Contract Number #22895821 – International Institute of Metropolitan
Detroit**

The Purchasing Division has received the contract indicated above. It is the department's responsibility to ensure that all documents (clearances, insurance, etc.) are provided to the Purchasing Division. However, the following documentation must be provided before this contract can be submitted to City Council:

- Signed City Council Review Checklist
- Bid Tabulations or Evaluation Score Sheet (**Must Have To Justify Competitive Bidding**)
- Revenue/Property Tax Clearance
- Income Tax Clearance
- Human Rights Affidavit
- Insurance Certificate— Expired 7/29/14; Needs “Dishonesty” or “Theft” Insurance Coverage
- Hiring Policy and Employment Application (without reference to questions regarding a felony)
- Slavery Era Affidavit
- Other—**Returned to the Department—Contract Incomplete**

IT IS THE PURCHASING DIVISION’S POLICY TO RETURN ALL CONTRACTS THAT ARE INCOMPLETE.

If you have any further questions, please do not hesitate to contact me. I can be reached at 224-9235. Thank you, in advance, for your cooperation.

cc: Boysie Jackson, Chief Procurement Officer
File



CITY OF DETROIT
FINANCE DEPARTMENT
PURCHASING DIVISION

1008 COLEMAN A. YOUNG
MUNICIPAL CENTER
DETROIT, MICHIGAN 48226
PHONE 313 • 224 • 4600
FAX 313 • 628 • 1160

Date: August 6, 2014
To: Kerry Baitinger
From: Zenola Holland
Purchasing Division
RE: **Contract Number #22895821 – International Institute of Metropolitan
Detroit**

The Purchasing Division has received the contract indicated above. It is the department's responsibility to ensure that all documents (clearances, insurance, etc.) are provided to the Purchasing Division. However, the following documentation must be provided before this contract can be submitted to City Council:

- Signed City Council Review Checklist
- Bid Tabulations or Evaluation Score Sheet (**Must Have To Justify Competitive Bidding**)
- Revenue/Property Tax Clearance
- Income Tax Clearance
- Human Rights Affidavit
- Insurance Certificate— Expired 7/29/14; Needs “Dishonesty” or “Theft” Insurance Coverage
- Hiring Policy and Employment Application (without reference to questions regarding a felony)
- Slavery Era Affidavit
- Other—**Returned to the Department—Contract Incomplete**

IT IS THE PURCHASING DIVISION'S POLICY TO RETURN ALL CONTRACTS THAT ARE INCOMPLETE.

If you have any further questions, please do not hesitate to contact me. I can be reached at 224-9235. Thank you, in advance, for your cooperation.

cc: Boysie Jackson, Chief Procurement Officer
File

PLANNING & DEVELOPMENT TRANSMITTAL FORM

ROUTE TO:	INITIAL	DATE
1. CHIDI NYECHIE		11/11/14
2. LISA GERING	LB	7-23-14
3. B. VALINA	VB	7-24-14
4. T. STEIN		
5.		

<input checked="" type="checkbox"/> Approve/Sign	<input type="checkbox"/> Per Conversation	<input type="checkbox"/> File
<input type="checkbox"/> Revise/Correct	<input type="checkbox"/> Recommendations	<input type="checkbox"/> Follow-Up
<input type="checkbox"/> Return to me	<input type="checkbox"/> Circulate	<input type="checkbox"/> See me/Call me
<input type="checkbox"/> FYI	<input type="checkbox"/> Per Request	<input type="checkbox"/> Provide Status
<input type="checkbox"/> Forward to:	<input type="checkbox"/> Discuss with:	<input type="checkbox"/> Attend

Attached is a: Letter Contract Memo Report

SUBJECT/DOCUMENT DESCRIPTION/COMMENTS
(Attach related correspondence)

Subrecipient Name INTERNATIONAL INSTITUTE OF MI

Fiscal Year 2013/2014

Period 1/1/14 - 12/31/15

Contract Amount 127,000

CPO/SPO _____

KERRY BRITINGER 224-4172

FROM: _____ PHONE: _____

Division: _____

0 *

0 *

10,000 +

1,500 +

2,000 +

2,000 +

2,500 +

5,000 +

2,000 +

1,000 +

40,000 +

7,300 +

5,600 +

12,000 +

5,600 +

2,500 +

6,000 +

6,000 +

6,000 +

2,000 +

1,500 +

1,500 +

5,000 +

127,000 *

*Baird
5-3-14*

City Council Contract Agenda Items Review Checklist

Reviewer: _____ Date Received: _____

Date: May 3, 2014 Department: Planning & Development Division: Neighborhood Services

Dept Head/Contact Person: Kerry Baitinger Phone No.: 313-224-4172

Description: CDBG Contract No.: _____ PO Type: Prof Svc - CPO Est. Value: \$127,000.00

Contract Term (if applicable): January 1, 2014 to December 31, 2015

Funding: City _____% State 100% Federal _____% Other: _____%

(Documentation must be furnished by the Dept. if anything other than City funding)

Recommended Supplier: International Institute of Metropolitan Detroit Required Date: January 1, 2014

1. Is the product or service ESSENTIAL to department operations? Yes No

If "Yes" please explain why: Per HUD Funding Agreement

Consequence of not buying: Violation of HUD Guidelines

2. Was the product or service competitively bid? Yes No
(Request copies of bid tabulation/evaluation score sheets as needed)

If the answer to #2 is "NO" explain why there was no competition:

3. Was a Co-Operative Agreement Considered? Yes No Co-Operative Name: _____

If answer to #3 is "No" explain why a Co-Op was not considered: _____

4. Were savings achieved?
 Yes Amount \$ _____ No
Were additional savings requested? (10%) Yes No

5. Does the supplier currently provide other goods and services to the City? Yes No
If yes please list: _____

6. The business being awarded is NEW CONTRACT
If #6 is a renewal provide justification for renewal: _____

If #6 is a increase/decrease does this represent:

- Variance in unit price only (Current unit price \$ _____ Suggest Unit Price \$ _____)
- Change in amount/volume of the good or service to be used (no change in unit price)

01/11/12

7. Is this good/service used by other departments? Yes No

If "yes" can this req/par be combined other department requirements.? Yes No

8. Is this a service that can be performed by City employees? Yes No

Is this a service that City employees can be trained to do? Yes No

NOTES:

Contract is a Community Development Block Grant Public Service contract, funded by the Federal Government and awarded to organizations who submit proposals. This contract is to provide assist the immigrant community and non-immigrant Detroit residents who are low/mod income, in getting access to education that will enable them to get jobs and/or pursue better employment opportunities.

This service was contracted after an RFP was received by the City. Department reviewed and scored the proposal, presented the proposal to city council and the executive manager.

PLACE ON CITY COUNCIL AGENDA

REJECT AND NOTIFY DEPARTMENT DIRECTOR:

SIGNED: *Kerry Baitinger* DATE:

INFORMATION PROVIDED BY: Kerry Baitinger
TITLE: Supervisor CDBG Public Service Activities
PHONE NO. 313-224-4172

PS & HPS SCORING FORM 2013-14

Propositor: 61 Organization Name: INTERNATIONAL Institute of Metro. Det.
 Reviewer Name: Cynthia Dawson

Summary of Scoring Rules

Proposals will be ranked and scored on a 100 point scale, with 0 being the lowest and 100 the highest score. Proposals must score at least 70 points to be recommended for funding.

- 5 point criterion is clearly, directly, and verifiably satisfied
- 4 point criterion appears to be satisfied
- 3 point criterion appears to be satisfied but is somewhat lacking in clarity or documentation
- 2 point criterion is only partially satisfied
- 1 point criterion is not satisfied
- 0 point criterion has questions are incorrectly answered or not answered completely

1	PS & HPS CRITERIA	Max Points	Score
2	Metro City Consolidated Plan Priority	5	5
3	ORGANIZATIONAL INFORMATION		
4	Unique experiences and qualifications -- Org-6	5	4
5	Strength of board including community representation -- Org-7 through Org-13	5	4
6	Staffing to implement program, including appropriate allocation of staff -- Org-16	5	4
7	MANAGEMENT PLAN		
8	Approval documents clearly establishes project need -- MP-3	5	4
9	Proposed funding action plan for the activity/(ies) you plan on funding -- MP-6	5	4
10	Proposed funding plan for Project/Activity -- MP-7	5	4
11	PROJECT DESCRIPTION		4
12	Project description adequately describes proposed activities and quality of project description -- PS-5 or HPS-5	5	4
13	Project description clearly addresses identified need -- PS-4 & PS-5 or HPS-4 & 5	5	4



REQUEST FOR INCOME TAX CLEARANCE

REQUESTING DEPARTMENT/DIVISION: F&DD/Real Estate Dev.

E-MAIL ADDRESS: lisajackson@detroitmi.gov

CONTACT NAME: Lisa Jackson PHONE: (313) 628-0051 FAX: (313) 628-2054

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

To:
A. City of Detroit
Income Tax Division
Coleman A. Young Municipal Center
2 Woodward Avenue, Ste. 512
Detroit, MI 48226

For:
Individual or
Company Name International Institute
Address 111 E. Kirby

Phone: (313) 224-3328 or 224-3329
Fax: (313) 224-4588

City Detroit
State MI Zip Code 48202
Telephone (313) 297-1343 Fax # (313) 871-1651
E-mail Address _____

B. Name of Chief Financial Officer/Authorized Contact Person
(Include address if different from above)

Wojciech Zolnowski

Telephone # (313) 297-1343

Fax # (313) 871-1651

Employer Identification or Social Security Number
38-1358200

Spouse Social Security Number _____

Nature of Contract Public Facility
Rehabilitation

BID CONTRACT AMOUNT (if known):
Labor: \$ _____ Material: \$ 100,000

Contract # (if known) _____

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 Corporation Partnership Estate & Trust

INDIVIDUALS ANSWER QUESTIONS 1,2,3,4.

- Have you filed joint returns with spouse during the last seven (7) years? (If yes, include spouse SSN above) Yes No
- Are you a student, and/or claimed as a dependent on someone else's tax return? Yes No
- Were you employed during the last seven (7) years? Yes No
- Were you a resident of Detroit during the last seven (7) years? Yes No

CORPORATIONS AND PARTNERSHIPS ANSWER QUESTIONS 5,6,7.

- Is the company a new business in Detroit? If yes, attach Employer Registration (Form DSS-4). Yes No
- Will the company have employees working in Detroit? Yes No
- Will the company use sub-contractors or independent contractors in Detroit? Yes No

D. FOR INCOME TAX USE ONLY

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

- Yes No
 Yes No
 Yes No

Signature [Signature] Date OCT 07 2013 Expires OCT 07 2014
Signature _____ Date _____ Expires _____
Signature _____ Date _____ Expires _____

To check the status of a clearance, please call (313) 224-3328 or (313) 224-3329
VISIT OUR WEBSITE FOR INFORMATION AND TAX FORMS AT www.ci.detroit.mi.us

NOTE: An approved Income Tax Certificate may be used in multiple city wide departments that require a bid

CITY OF DETROIT - ACCOUNTS RECEIVABLE CLEARANCE FORM

PLEASE FORWARD IN DUPLICATE TO ROOM 1012 (CCB)

COLEMAN A. YOUNG MUNICIPAL CENTER

REVENUE COLLECTIONS - (313) 224-4087

SECTION A FROM CITY ENGINEERING HEALTH LAW POLICE RECREATION WATER & SEWERAGE OTHER NEIGHBORHOOD SUPPORT SERVICES - PLANNING & DEVELOPMENT DEPARTMENT

ADDRESS: 65 CADILLAC SQUARE, SUITE 1400 - (313) 224-9974 - Fax: (313) 224-2321

CONTACT PERSON: FAMIKA DIXON PHONE NUMBER: 224-9974 DATE SENT:

SECTION B CORPORATION: INTERNATIONAL INSTITUTE OF METROPOLITAN DETROIT

ADDRESS: 111 E. Kirby, DETROIT MI 48221

OWN LEASE

CURRENT TAX IDENTIFICATION NUMBER: 38-1358200

OTHER/CITY/STATE/TAX IDENTIFICATION NUMBER(S) PREVIOUSLY USED:

CONTACT PERSON: Wojciech Zolowski

PP# 01990982 @

SECTION C: PARTNERSHIP

BUSINESS NAME:

ADDRESS:

OWN LEASE

OTHER/CITY/STATE/TAX IDENTIFICATION NUMBER(S) PREVIOUSLY USED:

A. PARTNER'S NAME:

HOME ADDRESS: CITY/STATE/ZIP:

OWN LEASE SOCIAL SECURITY NUMBER:

OTHER CITY PROPERTY OWNED ADDRESSES:

B. PARTNER'S NAME:

HOME ADDRESS: CITY/STATE/ZIP:

OWN LEASE SOCIAL SECURITY NUMBER:

OTHER CITY PROPERTY OWNED ADDRESSES:

CONTACT PERSON: PHONE NUMBER:

SECTION D: SOLE PROPRIETORSHIP

OWNER'S NAME:

HOME ADDRESS: OWN LEASE

CITY/STATE/ZIP:

BUSINESS NAME:

BUSINESS ADDRESS: OWN LEASE

CITY/STATE/ZIP:

SOCIAL SECURITY NUMBER: PHONE NUMBER:

CITY/STATE ZIP:

CURRENT TAX IDENTIFICATION NUMBER:

OTHER/CITY/STATE/TAX IDENTIFICATION NUMBER(S) PREVIOUSLY USED:

OTHER PROPERTY ADDRESSES OWNED WITHIN DETROIT:

SECTION E: PERSONAL SERVICES

NAME:

HOME ADDRESS: OWN LEASE

CITY/STATE/ZIP:

SOCIAL SECURITY NUMBER: PHONE NUMBER:

OTHER PROPERTY ADDRESSES OWNED WITHIN DETROIT:

REVENUE COLLECTIONS APPROVED CONTRACT CLEARANCES

FOR TREASURY COLLECTION USE ONLY!

FOR INCOME TAX DIVISION USE ONLY!

APPROVED DENIED WITH ATTACHMENTS

APPROVED DENIED

CLEARANCE VALID UNTIL: JAN 15 2015

SIGNATURE: [Signature] DATE: JUL 31 2014

SIGNATURE: DATE:

Project Manager: RENADY HIGHTOWER

COVENANT OF EQUAL OPPORTUNITY

(Application for Clearance – Terms Enforced After Contract is Awarded)

I, being a duly authorized representative of the International Institute (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. 27-3-2, Section (e).

RFQ / PO No. _____

Printed Name of Contractor: The International Institute of Metropolitan Detroit
(Type or Print Legibly)

Contractor Address: 111 E. Kirby Detroit, MICHIGAN, 48202
(City) (State) (Zip)

Contractor Phone/E-mail: 313-871-8600 | wojciech517@yahoo.com
(Phone) (E-mail)

Printed Name & Title of Authorized Representative: Wojciech Zolnowski, Executive Director

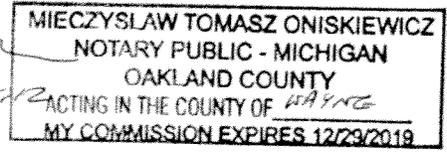
Signature of Authorized Representative: _____

Date: 1/31/2014

Signature of Notary: _____

Printed Name of Seal of Notary: MIECZYSLAW TOMASZ ONISKIEWICZ

My Commission Expires: 12 29 2019



For Office Use Only:
Cov. Rec'd: 1 / 1 in Department Name: RDD.
 Accepted by: _____ Rejected by: _____

Coverage Provided By:

HUMAN SERVICES ASSOCIATION WORKERS' COMPENSATION FUND
A Michigan Bureau of Workers' Disability Compensation Approved Self-Insurers Group

Group Member:

International Institute of Metropolitan Detroit
111 East Kirby
Detroit, MI 48202

This is to certify that the coverage listed below has been issued by the Named Above for the Group Member and period referenced on the certificate. Coverage provided is subject to the terms and conditions of the Group's by-laws, operating procedures, indemnity agreement and other governing documents. Should this coverage be canceled before its indicated expiration date, we will endeavor to mail thirty days written notice to the named certificate holder, but failure to mail such notice shall impose no obligation of liability of any kind upon the group, its agents or representatives.

Coverage Period:

January 1, 2014 through December 31, 2014

Coverage Provided:

Those obligations required by Public Act 317 of 1969, as Amended, otherwise known as the State of Michigan Workers' Disability Act of 1969.

Excess Insurance Provided By:

Midwest Employers Casualty Company

Policy #

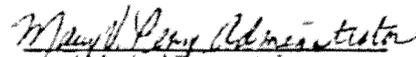
EWC005397

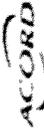
Terms:

Specific Excess: Statutory excess of \$500,000 SIR
Aggregate: \$5,000,000 excess of 72.21% of Normal Premium
Employers Liability: \$1,000,000 per occurrence excess of \$500,000 SIR.

Certificate Holder:

1/31/14
Date


Authorized Representative



INTER 10 OP ID: BH

CERTIFICATE OF LIABILITY INSURANCE

DATE THIS POLICY IS IN EFFECT: 08/27/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require endorsement. A statement on this certificate does not confer rights to be certificate holder in lieu of such endorsements.

PRODUCER Browning Corporation, Ltd. 240 West Long Lake Rd Ste 160 Troy, MI 48064 Valissa J. Negatahwa	AGENT Valissa J. Negatahwa P.O. Box 248-373-5580 Detroit, MI 48226	INSURANCE COMPANY Great American Insurance Co. 111 E. Liberty Detroit, MI 48202	NAIC #
---	---	--	--------

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED AND ARE SUBJECT TO THE TERMS, CONDITIONS, EXCLUSIONS, CO-INSURANCE, DEDUCTIBLES, LIMITS, SUBROGATION, WAIVER OF DEFENSE, AND OTHER PROVISIONS OF SUCH POLICIES AS SHOWN. THIS CERTIFICATE IS SUBJECT TO ALL THE TERMS, CONDITIONS, EXCLUSIONS, CO-INSURANCE, DEDUCTIBLES, LIMITS, SUBROGATION, WAIVER OF DEFENSE, AND OTHER PROVISIONS OF SUCH POLICIES AS SHOWN.

TYPE OF COVERAGE	CERTIFICATE NUMBER	REVISION NUMBER	COVERAGE LIMIT
<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY	PAC 0528483	07/28/2014	1,000,000 100,000 1,000,000 2,000,000
<input checked="" type="checkbox"/> GENERAL LIABILITY	PAC 0528483	07/28/2014	1,000,000 1,000,000 2,000,000
<input checked="" type="checkbox"/> UMBRELLA	PAC 0528483	07/28/2014	1,000,000
<input checked="" type="checkbox"/> PROFESSIONAL AND EMPLOYERS LIABILITY	PAC 0528483	07/28/2014	1M 1M

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (CHECK ALL THAT APPLY):
 This City of Detroit is an Additional Insured as family contractual under the General Liability. Pa#8313-628-2054

CERTIFICATE HOLDER	CANCELLATION
City of Detroit Attn: Paul Avelous Planning & Dev Department 2300 Cadillac Tower Detroit, MI 48226	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
PRODUCER Valissa J. Negatahwa	

ACORD 101 (08/14) The ACORD logo and policy numbers are the property of ACORD.



CERTIFICATE OF LIABILITY INSURANCE

INTER10

OP ID: VN

DATE (MM/DD/YYYY)

08/05/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brownrigg Companies, Ltd. 840 West Long Lake Rd Ste 100 Troy, MI 48098 Valissa J. Naganashe		Phone: 248-373-5580 Fax: 248-373-5586	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):
INSURED International Institute of Metropolitan Detroit, Inc. and International Institute Foundation 111 E. Kirby Detroit, MI 48202		INSURER(S) AFFORDING COVERAGE INSURER A: Great American Insurance Co. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			PAC 0528483	07/29/2013	07/29/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS <input checked="" type="checkbox"/>			PAC 0528483	07/29/2013	07/29/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional			PAC 0528483	07/29/2013	07/29/2014	Limit 1M2M
A	Abuse			PAC 0528483	07/29/2013	07/29/2014	Limit 1M2M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Detroit is an Additional Insured as funder contractual under the General Liability Fax#313-628-2054

CERTIFICATE HOLDER**CANCELLATION**

CITY-01
 City of Detroit
 Attn: Paul Aleboua
 Planning & Dev. Department
 2300 Cadillac Tower
 Detroit, MI 48226

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
 Valissa J. Naganashe

Hiring Policy Compliance Affidavit

I, Wojciech Koludzi being duly sworn, state that I am the Executive Director
Title of The International Institute of Metropolitan Detroit
Name of Employer Corporation or Other Business Entity

and that I have reviewed the hiring policies of this employer. I affirm that these policies are in compliance with the requirements of Article V, Division 6 of the Detroit City Code of 1984, being Sections 18-5-81 through 18-5-86 thereof. I further affirm that this employer will not inquire or consider the criminal convictions of applicants for employment needed to fulfill the terms of any City contract that may result from the competitive procedure in connection with which this affidavit is submitted until such times as the employer interviews the applicant or determines that the applicant is qualified.

In support of this affidavit, I attach a copy of the application form that will be used to hire employees needed to fulfill the terms of any City contract that may result from the competitive procedure in connection with which this affidavit is submitted.

SIGNED,

[Signature]
Title Executive Dir Date 1/31/2014

STATE OF MICHIGAN)
COUNTY OF WAYNE) SS

The foregoing Affidavit was acknowledged before me the 31 day of January 2014
by Mieczyslaw Tomasz Oniskiewicz

MIECZYSLAW TOMASZ ONISKIEWICZ
NOTARY PUBLIC - MICHIGAN
OAKLAND COUNTY
AGENT IN THE COUNTY OF WAYNE
MY COMMISSION EXPIRES 12/29/2019

Notary Public, County of WAYNE
State of MICHIGAN

My commission expires 12/29/2019

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.



111 East Kirtley, Detroit, MI 48202 - (313) 871-8600 - www.jhsd.org
Founded 1979

APPLICATION FOR EMPLOYMENT

Last Name: _____ Middle Initial: _____
First Name: _____
Social Security Number: _____
Position Desired: _____ Years Experience: _____

Personal Data

Present Address: _____
Telephone Number: _____ Emergency Number: _____
Permanent Address: _____
Telephone Number: _____ Alternative Number: _____

Are you a citizen of the United States of America? YES _____ NO _____
If NO, are you a Permanent Resident? _____
Do you have work authorization from USCIS? _____

Have you ever served in the U.S. military? YES _____ NO _____
If yes, please complete the following information:
Dates: _____ Branch: _____
Rank/Rating: _____ Assignment: _____
Were you dishonorably discharged? YES _____ NO _____

Education

Secondary Institution: _____ Dates Attended: _____
Address: _____ Degree Awarded: _____
Major Field of Study: _____
College/University: _____ Dates Attended: _____
Address: _____ Degree Awarded: _____
Major Field of Study: _____
Other: _____ Dates Attended: _____
Address: _____ Degree Awarded: _____
Major Field of Study: _____ Degree Awarded: _____

Employment

Please begin with the most recent and/or current identification of employment.

Employer: _____ Starting Date: _____
Address: _____ Ending Date: _____
Position: _____ Responsibilities: _____
Reason for Leaving: _____
Employer: _____ Starting Date: _____
Address: _____ Ending Date: _____
Position: _____ Responsibilities: _____
Reason for Leaving: _____

Have you ever previously worked for the
International Institute of Metropolitan Detroit, Inc.? _____ YES
NO

The International Institute of Metropolitan Detroit, Inc. reserves the right to contact all prior and/or present employers.

Experience

Do you speak, read or write foreign languages other than English? _____ YES _____ NO
If YES, please indicate which language(s) and to what extent you can speak, read or write:

How did you acquire your foreign language skills?
Please describe any special skills, training or qualifications you may possess and which are applicable to
your potential employment with the International Institute of Metropolitan Detroit, Inc.:

Please briefly explain why you are interested in working with the International Institute of Metropolitan
Detroit, Inc.:

References

Please include present employers, preferably supervisors.
Please provide the name, address, telephone number, title and agency of each reference.

1. _____
2. _____
3. _____

Signature: _____ Date: _____
Interviewed by: _____ Date: _____

CITY OF DETROIT
SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE AFFIDAVIT

1. Name of Contractor: The International Institute of Metroplabian Detroit
2. Address of Contractor: 111 E. Kirby
Detroit MI 48202
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 1949 (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.

Wojciech Zolnowski (Printed Name) Executive Director (Title)
[Signature] (Signature) 1/31/2014 (Date)

Subscribed and sworn to before me
this 31 day of JANUARY, 2014

Mieczyslaw Tomasz Oniskiewicz
Notary Public, WAYNE County, Michigan
My Commission expires: 12/29/2019

MIECZYSLAW TOMASZ ONISKIEWICZ
NOTARY PUBLIC - MICHIGAN
OAKLAND COUNTY
ACTING IN THE COUNTY OF WAYNE
MY COMMISSION EXPIRES 12/29/2019

SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE ORDINANCE

NOTICE OF ENACTMENT OF ORDINANCE
TO: THE PEOPLE OF DETROIT, MICHIGAN
(On June 23, 2004, the City of Detroit adopted the following Ordinance)

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.

SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE ORDINANCE

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 or approval of such contract, an affidavit that discloses the information indicated 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.

(I.C.C.P.) May 5, 2004
Passed: June 23, 2004
Published: July 19, 2004
Effective: July 19, 2004
 JACKIE L. CURRIE
 City Clerk

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

THIS HEREBY CERTIFIES
THAT
International Institute of Metropolitan Detroit
111 East Kirby
Detroit, MI 48202
0019-HM022

is a participant in good standing with the **Human Service Association Workers' Compensation Fund**. Full statutory coverage for workers' disability compensation and employers' liability is guaranteed by the FUND for Michigan operations through authority granted by the State of Michigan under Chapter 6, Section 418.611, Paragraph (2) of the Workers' Disability Compensation Act of 1969, as amended (Act 317 of 1969, MCLA 418.101 et seq.). This certificate is evidence of coverage for **Fund Year 2014**, ending December 31, 2014, unless otherwise cancelled or terminated.

Effective Date: January 01, 2014
Expiration Date: December 31, 2014



Mary V. Penz
Group Fund Administrator

Limits of Payment: Coverage B Employer's Liability		
Carrier	Type of Policy	Limits
Human Service Association Workers' Compensation Self-Insured Fund	Self-Insured Group	\$500,000 Each Occurrence
Midwest Employers Casualty Company	Workers' Compensation Excess Carrier	\$1,000,000 Each Occurrence (excess of \$500,000)
EWC 005397	Excess	\$5,000,000 Self-Insured Group Aggregate

GROUP FUND ADMINISTRATOR: Mary V. Penz 17000 19 Mile Rd Clinton Twp, MI 48038 Phone: (586) 416-8950 Fax: (586) 783-2753	CLAIMS: CMI 645 W Grand River Suite 100 Howell, MI 48843 Phone: (800) 533-9366 Fax: (517) 548-9246
--	---

Selection Criteria

Budget: **CODAMENDED** Amount Type: **Year To Date Extended**
 Period: **JUN-14** Encumbrance Type: **ALL**
 Account Level: **All**

Funds Available (USD)

Summary

Account	Budget	Encumbrance	Actual	Funds Available
<input checked="" type="checkbox"/> 2001.360772.000000.651147.0670	8,095.05	1,979.87	0.00	6,115.18
<input type="checkbox"/> 2001.360772.000000.651161.0670	0.00	0.00	0.00	0.00
<input type="checkbox"/> 2001.360772.000795.651147.0670	14,005.22	0.00	0.00	14,005.22
<input type="checkbox"/> 2001.360772.000795.651161.0670	0.00	0.00	0.00	0.00
<input type="checkbox"/> 2001.360772.768713.651161.0670	100,000.00	91,470.00	8,530.00	0.00
<input type="checkbox"/> 2001.360772.796314.651147.0670	127,060.00	0.00	0.00	127,060.00
<input checked="" type="checkbox"/> BUDC-360772-T-P06200-06709-T	249,160.27	93,449.87	8,530.00	147,180.40

Encumbrance Amounts

Requisition	Purchase Order	Other
0.00	1,979.87	0.00

Account Description

Block Grant-International Instit-DUMMY PROJECT FOR GL Public Services\Bloc-International Instit-Undefined Utilit

26
7.23.14

DETAIL REPORT

Professional Service / Personal Service Agreement

RE: International Institute of Metropolitan Detroit
CDBG Contract- Public Service

P&DD Division: NSSD

Contact: Kerry Baitinger

Phone: 313.224.4172

Report Date: 3 May 2014

Signature Required For:

- Professional Service Agreement
- Personal Services Agreement
- Other: Public Service Agreement

After Agreement is signed, it will be processed through the City contract process for Council/Emergency Manager approval.

Contractor Information

Contractor: International Institute of Metropolitan Detroit

Contract Amount: \$127,000.00

Principal Name: Wojciech Zolnowski

Funding Source: CDBG

Contractor Title: Executive Director

Contract Term: January 1, 2014 - December31, 2015

Address: 111 Kirby Detroit, MI 48202

Justification for Additional Allocation:

P&DD Procurement Process:

Proposal submitted as a result of the annual CDBG process. Proposal rated and accepted. Approved through the Budget process by the Detroit City Council. Approved by the Emergency Manager.

Scope of Services

This contract is to provide assistance to the immigrant community and non-immigrant Detroit residents who are low/mod income, in getting access to education that will enable them to get jobs and/or pursue better employment. Contract also provides for English as a Second Language and legal services.

Additional Comments

Plannin
Grant Agree

ND
CPO/SPO
#

Name of Organization:	En+1 Inst
-----------------------	-----------

- Tom Lewand Signature:
 - Name: Tom Lewand
 - Its: Group Executive
- Notary Page following Tom Lewand's signature
- Witness signatures
- Confirm corrections noted in review sheet were completed
- Slavery Affidavit
- Income Tax Clearance
- Property Tax Clearance
- Signed Contract Processing Sheet
- Human Rights Form
- Insurance Sheet
- Scope of Services

Review Comments:

~ corrections made from review on 6/5/14

Recommend approval: Yes No

S. Parikh
S Parikh, Corporate Facts

7/17/14
Date

Supplier	
Supplier Name	INTERNATIONAL INSTITUTE OF METR
Supplier Site	DETROIT
Country	
Address	111 E KIRBY, DETROIT, MI, 48202
Language	
Number	9144
Phone	

**PLANNING AND DEVELOPMENT DEPARTMENT
CONTRACT CHECKLIST**

Contractor's/Project Name: _____ International Institute of Metropolitan Detroit _____

Contract Amount: _____ \$127,000 _____

SPO Number 2895822 CPO Number 2895821

Please denote the status of the following in said contract:

- | | | |
|---|--|--|
| 1. Divisional approval of contract (by Exec/Gen Mgr or designate) | X Yes | No |
| 2. Catalog of Federal Domestic Assistance (CFDA) Number | X Yes | No __NA |
| 3. Grant Agreement Number | X Yes | No __NA |
| 4. Signatures: | | |
| a. Authorized Representatives and Witnesses | X Yes | No |
| b. Corporate Acknowledgement (notarized) | X Yes | No |
| c. Resolution of Corporate Authority (form completed) | X Yes | No |
| d. Lobbying Certificate | X Yes | No |
| e. Certification of Debarment/Suspension | X Yes | No |
| f. Insurance Certificates (if applicable) | | _NA |
| i. Employee Insurance | X Yes | No (if no, identify reason under Comments) |
| Comments | _____ | |
| ii. Auto Insurance | X Yes | No (if no, identify reason under Comments) |
| Comments | _____ | |
| 5. Verification: | Based on my review, it does not appear that the <u>contract date</u> , <u>scope of service</u> or <u>budget</u> have been altered or changed after Labor Standards (if applicable) and/or Contract Monitoring (if applicable) previous approval. | |
| |  (Initial) | |

Reviewed by _____  _____

Date: _____ 7.23.14 _____

Section One: (to be completed by contract manager)

Date 04-04-14 Vendor # **RECEIVED**

Name international Institute of Metropolitan Detroit

JUL 23 2014

Address: 18917 Joy Road Detroit, Michigan 48228

CITY OF DETROIT
PLANNING & DEVELOPMENT DEPT
BUDGET

Phone # 313.871.1657

Ownership over 50% Black Hispanic American Indian Asian White
 Male Female

Contract/Cost Center Name: «Name» Approp. # _____ Object Code # _____

HUD Activity # _____ Grantee APN: _____ Org. # 360772 Advance \$ 0.00

Contract Amount **\$127,000** Set-up Amendment Contract # CPO # 2895821 SPO # 2895822

Funding Source: CDBG HOME ESG HOPWA Other Federal State General

Fund Bond Other Contract Type: Construction Service Supply

Contract Period: January 1, 2014 through December 31, 2015 Contract Description: **PUBLIC SERVICE**

Contract Manager : Kerry Baitinger Section: Neighborhood Support Services Phone # 313-224-4172

Section Two: Approval Process

> **Executive Manager:** Compensation clause equals Budget Yes No Funds Available Yes No
In _____ FY Consolidated Plan: Activity _____ \$ _____ In Scope Yes No
Contract Monitoring approved boilerplate Yes No Cited exhibits included in contract Yes No

Signature: [Signature] Date: 6/12/14

> **EEO/Labor Standards:** Signature: N/A Date: _____

> **Contract Monitoring:** Signature: N/A Date: _____

> **0 Contract Manager:** (The following items are attached to the contract)

- Agreement Transmittal Record (C of D 979)
- Three copies of signed agreement/amendment Indirect cost proposal (if applicable)
- Clearances: Income Tax Property Tax Personal Property Human Rights
- Insurances: General Liability Automobile Workers' Compensation Other _____

Notification of Contract Award signed by contractor/vendor

Reason for delay: _____

> **0 Department Approval:** Signature: _____ Date: _____

Approved Balance \$ 147,180.40 Date: 7-23-14

Approved Denied Insufficient funds Incomplete/Incorrect forms Questionable account number

Signature: _____ Date: _____

> **0 IDIS: (Consolidated Plan)** Signature: _____ Date: _____
Contract Manager must attach copy of IDIS Set-up Form

> **Accounting:** Signature: _____ Date: _____

CONTRACT # CPO #
 SPO # Waiver

CHANGE ORDER # «Amendment» Agenda Date _____

DEPARTMENT Planning and Development Department CCR: _____

CONTRACT SYNOPSIS

NAME: International Institute of Metropolitan Detroit

ADDRESS: 111 E. Kirby Detroit Michigan 48202

NOF Public Service – Living Wage Ordinance Does Not Apply

WHAT FORM OF COMPETITION Request for Proposal (RFP) # NOF - Public Service
DID THE DEPARTMENT ENGAGE Request for Quotes (RFQ) # _____
IN TO OBTAIN THIS PROFESSIONAL Request for Qualifications (RFQQ) # _____
SERVICE CONTRACT: If there was no competition obtained, explain why:

Annual public service Neighborhood Opportunity Fund RFP's (applications) are issued in October. City Council budgets awards for specific activities and organizations. Thus the projects are already earmarked for certain groups and cannot be bid out again.

PROJECT:

Type of Funding and %: 100 % Community Development Block Grant

CONTRACT AMOUNT: \$127,000.00

CONTRACT PERIOD: January 1, 2014 through December 31, 2015

ADVANCE PAYMENT -0-

BRIEF DESCRIPTION:

REASON FOR DELAY:

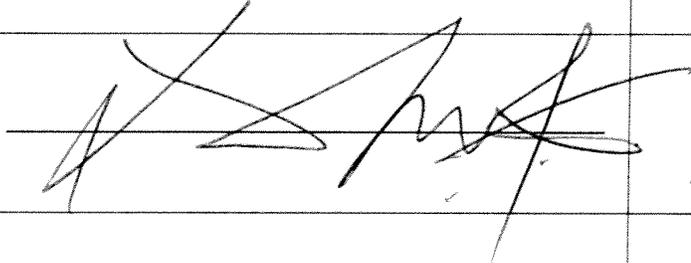
Date to Financial Management _____
 Must Be Stamped with Time Clock

FINANCIAL AND RESOURCE MANAGEMENT

CONTRACT, PAYMENTS, AND PURCHASE ORDER TRANSMITTAL

Contractor or Payee: International Institute of Metropolitan Detroit		PDD Division: Neighborhood Support Services
CPO: <i>2895821</i>	SPO: <i>2895822</i>	Prepared By: Kerry Baitinger
Payment #: Contract Set-Up	Amount: \$127,000.00	Date Returned to Submitting Division:
Appropriation	Organization #:	Reason Returned:
Object Code:		DRMS BATCH #:
APN:		IDIS Vouchers #:

THIS SECTION BELOW TO BE COMPLETED BY THE FINANACIAL & RESOURCE MANAGEMENT DIV.

SECTION	DATE-IN	REMARKS	DATE-OUT
LABOR STANDARDS (if applicable)	N/A	N/A	N/A
NOF PROJECT MANAGER TEAM LEADER			<i>6/12/14</i>
ACCOUNTING MANAGER		_____	
IDIS		_____	
IDIS APPROVAL		_____	

City of Detroit
 Planning and Development Department
 Grant Agreement Review

OK by Child Needs 6/11/14

Name of Organization:	Ent'l Inst. of Metro Detroit		Grant Amount:	127,000
Fiscal Year:	2013	Contract Period:	1/14/15 - 12/31/15	Grant Sources:
			COBG	

All supporting documents and cover sheets were provided (check one): Yes No

If no, the following documents were missing:

Timing Policy not made

1. The contract was completed and signed, as applicable (check one): Yes No
2. The budget was included and correct (check one): Yes No
3. The agreement met all of the applicable grant requirements (check one): Yes No

If the answer to any of questions 2-4 is no, the following information is needed:

- Att C/D missing from 1 copy *YB*

- Att L missing *YB*

Reviewer Comments:

approved with above corrections

Recommend approval: Yes No

[Signature]
 , Corporate Facts

6/5/14
 Date

Table of Contents
Public Service Agreement
The International Institute of Metropolitan Detroit

SECTION:

1. Engagement of Subrecipient
2. Scope of Services, Outreach Plan & Program Policies & Procedures
3. Term of Performance
4. Personnel and Administration
5. Compensation and Interest Deposits
6. Method of Payment and Uses of Funds
7. Indemnity and Damages
8. Insurance
9. Termination and Reversion of Assets
10. Procedures for Filing an Appeal
11. Assignment, Contracting or Subcontracting
12. Conflict of Interest
13. Procurement, Compliance with Laws and Security Regulations
14. Amendments and Budget Modifications
15. Audits, Monitoring, Record keeping, Tracking and Reporting
16. Fair Employment Practices, Non-Discrimination Requirements and Denial of Services
17. Notices
18. Miscellaneous
19. Confidentiality
20. Hiring Policy

EXHIBITS:

- A. Scope of Services
- B. Budget
- C. Accounting and Bookkeeping Procedures and Requirements
- D. Reimbursement Procedures and Requirements
- E. Performance Schedule (PS-HLMS HMIS Activity Report)
- F. Statement of Eligibility
- G. Payroll Register Instructions
- H. Payroll Register (Sample)
- I. Check Register (Sample)
- J. Budgetary Status Report (Sample)
- K. Long Distance Telephone Call Reimbursement Form (Sample)
- L. Private Car Mileage Report (Sample)
- M. Time Distribution Summary
- N. Certification Regarding Debarment, Suspension Ineligibility, Voluntary Exclusion and Lower Tier Covered Transactions.
- O. Certification Regarding Lobbying
- P. Separation of Church and State
- Q. -T: Miscellaneous Insurance Certifications (Optional)
- U. Executive Order 2007-1
- V. Sample Time/Task Log
- W. Funding Award Expenditures
- X. HMIS Certification Letter from HAND (Applicable to PS-Homeless Only)
- Y. Documentation of Subrecipients Access to 90 Days cash flow statement

**CITY OF DETROIT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
AGREEMENT**

THIS AGREEMENT, entered as of this __1__ day of January, 2014 by and between the City of Detroit, Michigan, a municipal corporation acting by and through the Planning and Development Department (herein called the "City") and **International Institute of Metropolitan Detroit**, a Michigan nonprofit corporation (herein called the "Subrecipient").

WITNESSETH:

WHEREAS, the City has received a letter of credit for its entitlement of Community Development Block Grant funds (herein called "CDBG") from the U.S. Department of Housing and Urban Development (herein called HUD), **CFDA Number 14.218, GRANT AGREEMENT NUMBER B-13-MC-26-0006** for 2013-2014, **DUNS#049254014** and;

WHEREAS, the City has allocated a portion of the CDBG funds to provide funding for neighborhood improvement projects proposed by citizens, non-profit organizations and neighborhood groups, and;

WHEREAS, the City has approved the Subrecipient as a provider of the services set forth in Article 2 herein, Scope of Services, and as described in Exhibit A, Scope of Services, attached hereto and made a part hereof (herein called the "Services"), and;

WHEREAS, the Subrecipient represents that it is authorized and capable of performing the Services, and;

WHEREAS, the Services are to be performed at the location(s) (herein called the "Project Area") as described in Exhibit A; and

WHEREAS, the provision of the Services in the Project Area shall herein be called the "Project".

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 as follows:

1. EMPLOYMENT OF SUBRECIPIENT

1.01 The City hereby engages the Subrecipient and the Subrecipient hereby agrees to perform the Services hereinafter set forth in Article 2 herein, and as described in Exhibit A, attached hereto and made a part hereof, in accordance with the terms and conditions contained in this Agreement including Exhibits **A,B,C,D,E-F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W, X and Y**.

2. SCOPE OF SERVICES, OUTREACH PLAN & PROGRAM PROCEDURES

2.01 The Subrecipient shall perform in a satisfactory and proper manner, as determined within the sole and reasonable discretion of the City, the Services as described in Exhibit A, attached hereto and made a part hereof. In the event that there shall be any dispute between the parties with regard to the extent and character of the Services to be performed, or the quality of performance required under this Agreement, the interpretation and determination of the City shall govern.

2.02 The Services shall include all conferences and consultations deemed necessary by the City for the Subrecipient to properly and fully perform the Services.

2.03 The Services shall be performed at such locations as are appropriate to the proper performance of the Services.

2.04 The Services shall be undertaken in such sequence as described in Exhibit A, Scope of Services, attached hereto and made a part hereof, to assure their proper and expeditious completion in light of the objectives of this Agreement prior to the expiration date.

2.05 The Subrecipient shall use its best efforts and devote such skill, knowledge, and ability as is necessary to most effectively and efficiently carry out and perform the Services during the term of this Agreement.

2.06 OUTREACH PLAN

2.06 The Subrecipient shall develop and must provide a copy of its Outreach plan for the services that it shall provide under this contract. Such outreach plan shall be submitted to the City within 30 days of the execution of the this contract, if it has not been already submitted as part of the application process and it shall be maintained by the subrecipient and made available to the City and/or HUD staff upon request including during site monitoring inspections.

2.06 PROGRAM POLICIES & PROCEDURES

2.07 The Subrecipient agrees to develop a program policy and procedures for the services it shall provide under this agreement, if it has not done so already as part of the application process or otherwise the Subrecipient shall within 30 days of the beginning of the contract term, develop and submit the same to the City of Detroit for its approval.

2.08 The Subrecipient must maintain its Outreach plan and/or Program Policy Procedures in a binder format, and shall be made available to the City or HUD staff upon request.

2.09 The Subrecipient agrees that this agreement may be terminated if the Subrecipient fails to show documentations for meeting HUD's national objective or eligibility requirements for the use of CDBG funds under this contract.

3. TERM OF PERFORMANCE

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 execution by the Purchasing Director, the City shall so notify the Subrecipient. This Article 3 is subject to the provisions of Article 9, Termination.

3.02 The Subrecipient shall have no authority to start work, no payments shall be authorized by the Finance Department of the City of Detroit, and the City shall not be liable for reimbursement for any materials or services purchased, or payment for any costs incurred by the Subrecipient, or any Services rendered by the Subrecipient, which are purchased, incurred, or rendered prior to the term of this Agreement as specified in the Notice described in Section 3.01 herein.

4. PERSONNEL AND ADMINISTRATION

4.01 To ensure proper performance of the Services and a quality Work Product (as hereinafter defined), the Subrecipient warrants that all Subrecipient personnel assigned to the performance of the Services (herein called the "Employees") or consultants engaged by the Subrecipient to perform the Services or any additional services (as may be agreed to by the parties hereto) are fully qualified and authorized to perform the Services under Federal, State, and local laws, rules, and regulations.

4.02 The City shall have the right of prior approval of all contractors and subcontractors assigned to this project. Each Employee, contractor, subcontractor or consultant, if any, employed by the Subrecipient in the performance of this Agreement shall devote such time, attention, skill, knowledge and ability as is necessary to most effectively and efficiently perform the Services to conform with the highest practices in the industry.

The City may, within its sole discretion, and upon such terms and conditions as it deems appropriate, assign qualified City employees to work with the Subrecipient in completing the Services when good and sufficient cause exists to do so and when it is not inconsistent with the terms of this Agreement. It is expressly understood and agreed by the parties hereto that the Subrecipient shall be primarily and ultimately responsible to the City for the proper and expedient completion of the Services and assumes all liability and holds the City harmless for such performance by City personnel, when such performance is pursuant to the request of the Subrecipient.

Notwithstanding the above, the Subrecipient shall reimburse the City for the cost and expense of that personnel, including but not limited to, the wages paid, proper allowance for vacation, sick time and the City's contribution to the pension system, and the City's cost or expense for compensation insurance or benefits when such assistance is given at the Subrecipient's request. All costs to the Subrecipient of the expenses described herein for City employees assigned to work with the Subrecipient shall not be eligible for reimbursement by the City to the Subrecipient. City personnel shall not be deemed to be performing services or giving assistance at the request of the Subrecipient unless such request is in writing and signed by the Subrecipient and unless such services are not of a character normally performed by City personnel when the City is not a contracting party (e.g., services of building inspectors, even if requested in writing signed by the Subrecipient, would not be deemed to be at the request of the Subrecipient for purposes of this Section 4.02).

4.03 The relationship of the Subrecipient to the City is and shall continue to be that of an independent contractor and neither party to this Agreement shall claim any liability benefits, such as worker's compensation, pension rights or liabilities arising out of or related to a contract for hire or employer/employee relationship, and no such liabilities or benefits shall arise or accrue to either party or either party's agent or employee with respect to the City as a result of the performance of this Agreement, unless expressly stated in this Agreement. No relationship other than that of independent contractor shall be implied between the parties or either party's agent or employee and the Subrecipient hereby agrees to hold the City harmless from any such claim and any costs or expenses related thereto.

4.04 The Subrecipient hereby waives any claim against the City and agrees not to hold the City liable for any personal injury or property damage incurred by an Employee(s), contractor(s), subcontractor(s), agent(s) or consultant(s) while working on this Project which is not held in a court of competent jurisdiction to be directly attributable to the gross negligence or malicious and intentional conduct of an employee of the City acting within the scope of his or her employment and hereby agrees to hold the City harmless from any such claim by its Employees, contractors, subcontractors, agents or consultants, (such Employees, Contractors, Subcontractors, Agents and/or Consultants collectively herein called the "Associates").

4.05 In all cases in which an Employee, contractor or subcontractor must be replaced, for any reason, the Subrecipient shall supply an acceptable replacement to the City as soon as possible. Except where the Employee, contractor or subcontractor was withdrawn pursuant to a written request by the City, the Subrecipient shall furnish such replacement on a no-charge basis for the period of time necessary for any retraining or job orientation.

4.06 All work to perform the Services hereunder shall be coordinated by the **Project Coordinator, Wojciech Zohiowski** duly designated by the Subrecipient and acceptable to the City, who shall in addition to his or her other duties, act as liaison between the Subrecipient and the City.

The Project Coordinator shall arrange the Project time schedule and monitor performance, except that all requirements as to the Project time schedule, as set forth in this Agreement shall be adhered to by the Subrecipient. The Project Coordinator or his or her designated assistant shall meet regularly with representatives of the City to discuss progress made at the Project Area and any problems which may have arisen.

4.07 The Project Coordinator shall inform the City as soon as the following conditions become known:

- a. Problems, delays, or adverse conditions which materially affect the ability to complete the Project or prevent the meeting of time schedules. This disclosure shall be accompanied by a statement of the action taken, or contemplated, by the Subrecipient and any City assistance needed to resolve the situation; or
- b. Favorable development of events which enable meeting time schedules sooner than anticipated.

The Subrecipient shall inform the City of the reasons for the occurrence of events specified in subsections "a" and "b" of this Section 4.07 as well as additional pertinent information.

4.08 For the term of this Agreement and for one (1) year after its termination, the Subrecipient shall not employ any employee of the City, or any agent, or contractor of the City without obtaining the City's prior written consent.

4.09 The Subrecipient shall not receive any payment from the City for any costs under this Agreement, including but not limited to, overtime pay, holiday pay, sick pay, vacation pay, retirement benefits, pension benefits, or insurance benefits, or any other costs of the Subrecipient's employees, contractors, subcontractors, agents, or consultants, in addition to or in lieu of those set forth in, and pursuant to, the areas of cost and the maximum amounts thereof, as specified in the line items of Exhibit B, Budget, attached hereto and made a part hereof.

5. COMPENSATION AND INTEREST DEPOSITS

5.01 The City agrees to pay the Subrecipient an amount up to **One Hundred Twenty Seven Thousand Dollars, (\$127,000.00)** 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.

2.06 INTEREST & DEPOSITS

5.02 Interest Deposits: Any interest earned on deposits of federal funds in excess of two hundred fifty dollars (\$250.00) earning per year shall be returned to the City for submission to the Federal grantor agency. Interest earnings of up to two hundred fifty dollars (\$250.00) per year may be retained by the Subrecipient solely for administrated expenses but must be accounted for in the Subrecipient's Records. The Subrecipient shall report to the City on all such interest earning

6. METHOD OF PAYMENT and USES OF FUNDS

6.01 The Subrecipient, in order to receive payment, shall submit a requisition for payment/reimbursement and consistent with and pursuant to (1) all requirements set forth in Exhibit D, Payment/Reimbursement Procedures and Requirements, attached hereto and made a part hereof, (2) the items of cost and maximum amounts thereof set forth in Exhibit B, Budget, attached hereto and made a part hereof, and (3) all other terms and conditions of this Agreement, together with all necessary documentation as may be determined by the City. The City shall approve payment, in whole or in part, upon satisfactory review and approval of the requisition for payment. In the event

that the City shall require further explanation or documentation, the Subrecipient shall provide such further explanation or documentation upon request.

6.02 Each requisition for payment must be signed by the authorized representative of the Subrecipient, and be submitted in a timely manner.

6.03 Requisitions for payment shall be directed to the attention of the individual and/or department specified in Article 16 herein, Notices.

6.04 All request for reimbursements must be for expenses incurred or purchases made during the term of the contract.

6.05 No request for reimbursement may be submitted later than ninety days after the termination date of the contract.

6.06 The City has the right to rely on the Subrecipient for submission of accurate invoices, including the support documents. Should any discrepancy in the records, or any other inaccuracy or inaccuracies result in overpayment or ineligible expenditures, such overpayments or ineligible expenditures shall be recovered from the Subrecipient.

6.07 In the event of any audit findings which result in the disallowance of any use of funds, the Subrecipient, at the sole discretion of the City, shall repay the amount of the disallowed funds to the City, even if the audit occurs after the expiration date or termination date of this Agreement.

When the City is required to repay said disallowed funds to the grantor agency, it is understood that the reasonable time period may be limited to the time period that the grantor agency allows the City for repayment.

6.08 "Program income" shall mean gross income received by the Subrecipient directly generated from the use of CDBG funds, except that the full definition of "program income" shall be as defined in applicable Federal regulations, currently found at 24 CFR 570.500(a).

Unless this agreement provides elsewhere that the Subrecipient may retain program income it receives and specifies the use or uses to which it may be put, the Subrecipient shall return all program income to the City of Detroit, Planning and Development Department to be used for such activities as the City shall in its sole discretion determine. If the agreement authorizes the Subrecipient to use some or all of the program income it receives during the course of the agreement, the use of such income Subrecipient shall be subject to (1) all terms and conditions of this Agreement applicable to the funding of this Agreement and (2) all laws and regulations applicable to the use of CDBG funds, including but not limited to 24 CFR 570.500(a) and 24 CFR 570.504.

6.09 Program income to be returned to the City shall be sent to the City within three days after its receipt, unless the Subrecipient can apply the funds in the near future to the reimbursement of expenses already incurred. In such event, the funds shall be held until the next reimbursement request is prepared, deducted from the total amount of the draw request submitted and applied to the reimbursement of the expenses covered by the request. Said submittal shall clearly identify the amount of program income that was received and that is being used to reduce the amount of grant funds needed to cover expenses covered by the invoice.

6.10 Any Interest earned on deposits of federal funds in excess of two hundred fifty dollars (\$250.00) earning per year shall be returned to the City for submission to the Federal grantor agency. Interest earnings of up to two hundred fifty dollars (\$250.00) per year may be retained by the Subrecipient solely for administrative expenses but must be accounted for in the Subrecipient's Records. The Subrecipient shall report to the City on all such interest earnings.

6.11 Upon expiration or termination of this Agreement, the Subrecipient shall (1) transfer to the Planning and Development Department all CDBG funds, including all program income, on hand at the

time of expiration or termination,; and (2) assign to the City all accounts receivable attributable to the use of CDBG funds together with a report on all such accounts receivable. If, subsequent to expiration or termination of this Agreement, the Subrecipient should nevertheless receive funds the rights to which had been assigned to the City, the Subrecipient shall immediately remit same to the City, together with detailed explanation regarding their source

6.12 The requisition for reimbursement shall include the monthly performance report specified in Section 14.05 herein.

6.13 In order to receive payment for indirect costs, the Subrecipient shall within 90 days of the execution date of this Agreement, prepare and submit to the City for review and approval an Indirect Cost Proposal including all necessary support documentation consistent with the provisions for such a proposal required by Federal Office of Management and Budget Circular A-122 and Federal Publication No. OASMB-5. In the absence of such an Indirect Cost Proposal, the Subrecipient shall not request for payment any Indirect Costs as defined in A-122, notwithstanding any Indirect Costs specified in the Budget, Exhibit B, attached hereto. The maximum amount of Indirect Costs which shall be paid under this Agreement shall not exceed the lesser of (1) the amount provided for by the City-approved Indirect Cost Proposal or (2) the amount of any Indirect Cost line item in the Budget, Exhibit B, attached hereto, and in no case shall the City pay any Indirect Costs until the Subrecipient has submitted the Indirect Cost Proposal and the City has reviewed and approved same. In the event that the Subrecipient shall have no funding during the term of this Agreement, other than the funding provided by this Agreement, then the Subrecipient may submit a sworn statement stating such, together with sufficient supporting documentation as determined by the City.

The Subrecipient shall not charge to this Agreement direct costs which have been or will be paid from another source, or have been or will be submitted to another source.

6.14 Payment for services provided under this contract is governed by the terms of Ordinance No. 42-98; 1984 Detroit City Code, Sections 18-5-71 through 18-5-79 entitled "Prompt Payment of Vendors".

The individual responsible for accepting performance under this Contract and from whom payment should be requested is **Project Manager, Kerry Baitinger**, who, may be reached at the Planning and Development Department, 65 Cadillac Square, Suite 1400, Detroit, Michigan 48226, Telephone number (313) 224-4172, Fax number (313) 224-2321.

7. INDEMNITY AND DAMAGES

7.01 The Subrecipient agrees to save harmless the City from and against any and all liabilities, obligations, damages, penalties, claims, costs, charges, losses and expenses including without limitation, reasonable fees and expenses for attorneys, expert witnesses, and other consultants, at the prevailing market rate for such legal services, expert witnesses, and other consultants, which may be imposed upon, incurred by, or asserted against the City by reason of any of the following occurring during the term of this Agreement:

- a. Any negligent or tortuous act, error or omission of the Subrecipient or any of its Associates for whose acts any of them may be liable, regardless of whether or not it is caused in part by a person indemnified hereunder.
- b. Any failure by the Subrecipient or any of its Associates to perform its obligations either expressed or implied under this Agreement.

The Subrecipient also agrees to hold harmless the City from any and all injury to the person, or damage to property of, or any loss or expense incurred by, an employee of the City which arises out of or pursuant to the Subrecipient's performance, or that of its Associates under this Agreement.

7.02 The Subrecipient undertakes and assumes all risks of dangerous conditions, if any, in and about any City premises and agrees to make an examination of all places where it will be performing the Services in order to determine whether such places are safe for the performance of the Services. The Subrecipient also agrees to waive and release any claim or liability against the City for personal

injury or property damage sustained by it or its Associates for personal injuries or property damage while performing under this Agreement on premises which are not owned by the City.

7.03 The Subrecipient agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials that it or its Associates use or have in their possession while performing this Agreement. Further, the Subrecipient agrees to hold the City harmless for any loss of such property and materials used by any such person pursuant to the Subrecipient's performance under this Agreement or which is in their possession.

7.04 In the event of any claim, action, or proceeding, by any third party against the City, arising from the performance of the Subrecipient, and/or its contractors, subcontractors and/or sub subrecipients, hereunder, upon Notice from the City the Subrecipient shall pay for the full reasonable cost of the City defending such claims, actions or proceedings, and the Subrecipient shall indemnify the City against any loss, cost, expense, liability or settlement arising out of such claim, action or proceeding, whether or not such claim, action or proceeding, is successful.

7.05 The indemnification obligation under this Article shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Subrecipient under Workers Compensation Acts or other employee benefit acts. In addition, the Subrecipient agrees to hold the City harmless from the payment of any deductible on any insurance policy.

7.06 The Subrecipient agrees that this Article 7 Indemnity and Damages shall apply to all matters described in this Article, "Indemnity and Damages", (whether the matter is litigated or not) which occur or arise between the Subrecipient or its Associates, and the City, and agrees to save the City harmless there from as provided in this Article 7.

8. INSURANCE

8.01 The Subrecipient shall maintain, during the term of this Contract the following insurance:

- a. **Worker's Compensation Insurance** for Employees which meets the State of Michigan's statutory requirements and Employer's Liability Insurance with minimum limit of **FIVE HUNDRED THOUSAND (\$500,000.00) DOLLARS** each accident. The Subrecipient agrees that it shall obtain a similar covenant from any consultant or contractor retained by it to perform any of the Services under this Agreement and shall require all such consultants or contractors to obtain such a covenant from all subcontractors, if any.

- (1) Workers Compensation and Employers Liability Insurance will only be required for those subrecipients which employ or will employ one or more employees during the term of the agreement (including any amendment or extension). If a subrecipient has no employees and will not have any during the term of this agreement, it shall so certify on a form prescribed by the Planning and Development Department, which shall be attached to this agreement as an Exhibit.

- (2) Any subrecipient which has provided such a certification and which later (but still during the term of the this subrecipient agreement) intends to employ one or more persons, must provide the Department notice of its intention at least thirty (30) days prior to employing any such person. Along with such notice, or as soon thereafter as may be feasible within the judgment of the Planning and Development Department, the subrecipient shall provide the Department with satisfactory evidence of Workers

Compensation and Employers Liability Insurance, which complies with the terms of subparagraph a, above.

- b. **Commercial General Liability Insurance**, which conforms to the following minimum requirements:
- (1) Names the "**City of Detroit**," as their respective interest may appear as an additional insured;
 - (2) The **policy** limits shall be **one million (\$1,000,000)** each occurrence; **two million (\$2,000,000)** minimum aggregate;
 - (3) The policy shall include coverage for independent contractors liability.
- c. **Automobile Liability Insurance** covering all owned, hired, and non-owned vehicles with personal protection insurance to comply with the provisions of the Michigan No Fault Insurance Act, including residual liability insurance, with minimum combined single limit of **ONE MILLION (\$1,000,000) DOLLARS** per occurrence.
- (1) Automobile Liability Insurance covering owned automobiles will only be required for those subrecipients which own or will own, one or more automobiles during the term of the agreement (including any amendment or extension). If a subrecipient does not own an automobile and will not have any during the term of this agreement, it shall so certify on a form prescribed by the Planning and Development Department, which shall be attached to this agreement as an Exhibit.
 - (2) Any subrecipient which has provided such a certification and which later (but still during the term of the this subrecipient agreement) intends to acquire one or more automobiles, must provide the Department notice of its intention at least thirty (30) days prior to taking title to any such automobile. Along with such notice, or as soon thereafter as may be feasible within the judgment of the Planning and Development Department, the subrecipient shall provide the Department with satisfactory evidence of insurance, including owned auto coverage, which complies with the terms of subparagraph c, above.
- d. The Subrecipient shall obtain **Fidelity Bonds** or other similar dishonesty protection insurance as provided in paragraph 9 of Exhibit C attached hereto.

8.02 The Subrecipient shall be responsible for payment of all deductibles contained in any insurance required hereunder.

8.03 If during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate the insurance limits, or types of coverage, the Subrecipient shall furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the Subrecipient's expense, under valid and enforceable policies issued by insurers of recognized responsibility which are well rated by national rating organizations and are acceptable to the City.

8.04 Certificates of Insurance evidencing the required insurance coverage shall be submitted by the Subrecipient at the time it executes the Agreement or at such later time, prior to the commencement of any services under this agreement, as may be appropriate within the judgment of the Planning and Development Department. Any agreement by the Department to a delayed submission of insurance certificates shall be evidenced by a form prescribed by the Department and signed by the project manager which shall be attached to this Agreement as an Exhibit. All policies shall name the Subrecipient as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least ten (10) days prior notice to the City.

The comprehensive liability insurance certificate and policy shall name the additional insured required by Section 8.01 b (1) hereof. Certificates of Insurance evidencing all required coverage's shall be submitted to the Finance Department, Accounts Payable Section, 612 Coleman A. Young Municipal Center, prior to the commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies.

8.05 The Subrecipient shall cause all contracts and subgrants under this Agreement which are between the Subrecipient and its contractors, including subcontracts at lower tiers, and all sub-grants, if any, to require that the contractors, subcontractors, and sub-subgrantees, if any, shall maintain all of the insurance required by this Article 8 and that the liability insurance shall name as an additional insured the City as defined in Section 8.01 b. (1) hereof and the

8.06 The provisions of this Agreement requiring the Subrecipient to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Subrecipient under this Agreement.

8.07 In Addition to the above requirements, the Subrecipient shall, if applicable, comply with the bonding and insurance requirements set forth in OMB Circular A-122 and in the Federal regulations at 24 CFR 84 including without limitation those regarding bonding insurance.

9. TERMINATION AND REVERSION OF ASSETS

9.01 The City may terminate this Agreement for cause upon giving written notice of termination to the Subrecipient at least twenty-four (24) hours before the effective date of the termination, should the Subrecipient: (1) fail to fulfill in a timely and proper manner its obligations under this Agreement; or (2) violate any of the covenants, agreements, or stipulations of this Agreement; the Subrecipient shall be liable to the City for any damages it sustains by virtue of this Subrecipient's breach or any reasonable costs the City might incur enforcing or attempting to enforce this Agreement, including reasonable attorney's fees. The City may withhold any payment(s) to the Subrecipient for the purpose of setoff until such time as the exact amount of damages due to the City from the Subrecipient is determined. It is expressly understood that the Subrecipient will remain liable for any damages the City sustains in excess of any setoff. If the Agreement is so terminated, the City may take over the performance of the Services and prosecute the same to completion by contract or otherwise, and the Subrecipient shall be liable to the City for any costs occasioned to the City, thereby.

9.02 The City may terminate this Agreement without cause at any time, without incurring any further liability whatsoever, other than as stated in this Article 9, by giving written notice to the Subrecipient of such termination (herein called a "Notice of Termination"), specifying the effective date thereof, at least twenty-four (24) hours prior to the effective date of such termination. The amount of the payment shall be computed by the City on the basis of the Services provided, which, in the judgment of the City, represents a fair value of the Services provided, less the amount of any previous payments made, which final payment the Subrecipient agrees shall constitute full and complete payment and satisfaction under this Agreement. Should the City or the City's designee undertake any part of the Services which are to be performed by the Subrecipient, the Subrecipient shall not be entitled to any compensation for the Services so performed. This Section 9.02 is subject to the maximum sum payable provision in Section 5.01.

9.03 After receipt of a Notice of Termination and except as otherwise directed by the City, the Subrecipient shall:

- a. Stop work under the Agreement on the date and to the extent specified in the Notice of Termination;

b. Obligate no additional Agreement funds for payroll costs and other costs beyond such date as the City shall specify, and place no further orders on contractors for

materials, services, or facilities, except as may be necessary for completion of such portion of the work under this Agreement as is not terminated; and require all contractors to place no further orders on subcontractors for materials, services, or facilities, except as may be necessary for completion of such portion of the work under this Agreement as is not terminated;

c. Terminate all orders and contracts to the extent that they relate to the portion of work so terminated, and cause to be terminated all subcontracts, if any, to such extent;

d. As of the date the termination is effective, preserve all Agreement records (as hereinafter defined) and submit to the City such records and reports as the City shall specify, and furnish to the City an inventory of all furnishings, equipment and other property purchased for the Project (if any), and all pertinent keys to files, buildings and property and carry out such directives as the City may issue concerning the safeguarding or disposition of files and property; and

e. Submit within thirty (30) days a final report of receipts and expenditures of funds relating to this Agreement, and a listing of all creditors, contractors, lessors, and/or other parties with which the Subrecipient has incurred financial obligations pursuant to this Agreement (if any), and a listing of all subcontractors, if any.

9.04 Upon completion or other termination of this Agreement, (1) all finished or unfinished original documents or copies (when originals are unavailable) data, studies, surveys, drawings, maps, models, photographs, files, intermediate materials, supplies, notes, reports or other materials (herein collectively called the "Work Product") prepared by the Subrecipient under this Agreement or in anticipation of this Agreement, and (2) all property, including without limitation, all materials, supplies, and equipment, which were/was purchased by the Subrecipient on a cost basis hereunder and which has not been consumed in the normal and proper performance by the Subrecipient hereunder as of the effective date of the Notice of Termination or the expiration date hereof, shall become the sole and exclusive property of the City, whether or not in the Subrecipient's possession, free from any claim or retention of rights thereto on the part of the Subrecipient, except as herein specifically provided, and shall promptly be delivered to the City upon the City's request and the City shall return all Subrecipient's properties to it. The Subrecipient acknowledges that any intentional failure or intentional delay on its part to deliver the Work Product to the City will cause irreparable harm to the City not adequately compensable in damages and for which the City has no adequate remedy at law and the Subrecipient accordingly agrees that the City may in such event seek and obtain injunctive relief in a court of competent jurisdiction and compel delivery of the Work Product which the Subrecipient hereby consents to as well as all applicable damages and costs. The City shall have full and unrestricted use of the Work Product for the purpose of completing the Project. In regard to the property so purchased on a cost basis, the City may at its sole option setoff against any Agreement payments due to the Subrecipient hereunder, the actual amount(s) which had been reimbursed by the City to the Subrecipient for the cost(s) of all such property acquired on a cost basis less the amount as determined by the City for any such property delivered to the City.

9.05 Each party shall assist the other party in the orderly termination of this Agreement and the transfer of all aspects hereof, tangible or intangible, as may be necessary for the orderly, non-disrupted business continuance of each party.

9.06 In accordance with the Federal regulations at 24 CFR 85.43, the City may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any term of this Agreement, and the City may terminate this Agreement for convenience in accordance with the Federal regulations at 24 CFR 85.44. In the event that the City so suspends or terminates this Agreement then the City shall

so suspend or terminate this Agreement pursuant to said Federal regulations and pursuant to Sections 9.01, 9.02, 9.03, 9.04, and 9.05 hereof, except that if there is any conflict between the said

Federal regulations and the said sections of this Agreement, then the said Federal regulations shall govern.

9.07 It is understood by the parties hereto that Federal regulations require that this Agreement remain in force for so long as the Subrecipient has control over CDBG funds, including program income. Therefore, notwithstanding the other requirements set forth herein regarding (1) termination of this Agreement and (2) the expiration date of this Agreement, the Subrecipient shall comply with all requirements of this Agreement for a period which shall extend beyond the expiration date and/or termination date of this Agreement for so long as the Subrecipient shall continue to maintain control over such funds.

10. PROCEDURES FOR FILING AN APPEAL

10.01 All appeals must stipulate an issue of fact (procedure) concerning:

- Bias, discrimination or conflict of interest on the part of the City:
- City's claim of Subrecipient's failure to comply with the procurement process:
- City's claim of Subrecipient's errors in computing reimbursement payment requests:
- City's denial of payments due to Ineligible expenses
- City's denial of contract amendment request
- City's denial of contract modification request
- City's claim of Subrecipients failure to comply any other City/HUD regulations or procedures described in the agreement;

10.02 Appeals must state the grounds for the appeal with specific facts and complete statements of the action(s) being appealed.

10.03 Appeals must include a description of the relief or corrective action sought.

10.04 Appeals will be rejected, as without merit, if they address non-procedural issues such as:

- A project manager's professional judgment on the administration of the contract
- The City's assessment of its own and/or other agencies needs requirements.

10.05 All appeals must be submitted in writing. E-mails or fax copies will not be accepted.

10.06 All appeals must be signed by the appealing party or authorized agent and must include return address and telephone number of the appealing agency

10.07 Appeals regarding Subrecipient's agreement can be made any time after the contract has been approved by the City of Detroit

10.08 All appeals must be addressed and mailed or hand delivered to the Planning & Development Director:

Director
Planning & Development Department
City of Detroit
65 Cadillac Square, Suite 2300
Detroit, MI 48226

10.09 Appeals that do not follow this procedure will not be considered. This appeal procedure will be the only administrative remedy available to organizations having approved subrecipient agreements with the City of Detroit.

11. ASSIGNMENT, CONTRACTING OR SUBCONTRACTING

11.01 The Subrecipient shall not assign or encumber directly or indirectly any interest whatsoever in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City thereof. Any such consent given in any one instance shall not relieve the Subrecipient of its obligation to obtain the prior written consent of the City to any further assignment.

11.02 None of the Services covered by this Agreement shall be subcontracted out by the Subrecipient without prior review and approval by the City. Such covenant shall not constitute a basis for privity between the City and any subcontractors of the Subrecipient, and the Subrecipient agrees to indemnify and hold the City harmless from such claims initiated pursuant to any such contracts it enters into in performance of this Agreement.

11.03 This Agreement shall inure in all particulars to the City, its agents, successors and assigns.

11.04 In the event that the Subrecipient, under this Agreement, enters into contract(s) with subcontractor(s), the Subrecipient shall obtain independent contractors liability insurance coverage in addition to all other types of coverage required hereunder

11.05 The parties hereto acknowledge that the Department of Housing and Urban Development requires all CDBG recipients and Subrecipients to keep records and report on the use of CDBG funds. Therefore the Subrecipient shall ensure that for all contracts and subcontracts under this Agreement that each sub-contractor shall keep records and report in sufficient detail to the Subrecipient, and that each subcontractor, if any, shall keep records and report in sufficient detail to the contractor, on all use of CDBG funds, so as (1) to enable the City to meet all of its Federal reporting and monitoring obligations and (2) to enable the Subrecipient to meet all of its reporting and monitoring obligations under this Agreement and/or as required by Federal regulations. At a minimum, all record keeping and reporting requirements imposed on the contractor by the Subrecipient shall include all record keeping and reporting requirements similarly required of the Subrecipient herein, unless otherwise specifically provided for in this Agreement. In the event of any dispute between the parties hereto as to reporting requirements required hereunder or to be required of contractors and/or subcontractors, the reasonable determination of the City shall govern.

11.06 Costs to be paid under this Agreement which are the result of costs incurred under:
(1) cost type contracts with for-profit organizations, or cost type portions of contracts with for-profit organizations; or

(2) cost type subcontractors with for-profit organizations, or cost type portions of subcontracts with for-profit organizations; shall be allowable only if such costs are consistent with the Federal cost principles set forth in the Federal regulations at 48 CFR Part 31.

11.07 The Subrecipient shall include in all contracts under this Agreement, and cause to be included in all subcontracts under such contracts, all clauses described in the Federal regulations at 24 CFR 84.48, including without limitation those set forth in Appendix A of said Part 84, as applicable as determined by the terms of the provision, except that the thresholds set forth therein for applicability of the Contract Work Hours and Safety Standards Act shall be revised to cover only contracts in excess of \$100,000.

12. CONFLICT OF INTEREST

12.01 The Contractor warrants that its participation in this contract will conform to the requirements of all applicable Community Development Block Grant regulations including Sections 84.42, 85.36 and 570.611 of Title 24 of the Code of Federal Regulations, and further warrants that such participation will not result in any Organizational Conflict of Interest. Organizational Conflict of Interest is defined as a situation in which the nature of work under this contract and the Contractor's organizational, financial, contractual or other interests are such that:

1. Award of the contract may result in an unfair competitive advantage; or
2. The Contractor's objectivity in performing the contract work may be impaired.

12.02 In the event the Contractor has an organizational conflict of interest as defined herein, the Contractor shall disclose such conflict of interest fully in the submission of the proposal and/or during the life of the contract.

12.03 The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the Director and Executive Manager, which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The Planning and Development Department may, however, terminate the contract if it is in best interest of the City.

12.04 In the event the Subrecipient was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Planning and Development Department may terminate the contract for default.

12.05 The provisions of this clause shall be included in all subcontracts and consulting agreements.

12.06 No federal, state or local elected official nor any member of the City of Detroit Planning Commission or employee of the Planning and Development Department nor any corporation owned or controlled by such person, shall be allowed to participate in any share or part of this contract or to realize any benefit from it.

12.07 No member, officer, or employee of the City of Detroit Planning and Development Department, no member of the governing body of the City of Detroit or any other local government and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

12.08 The Planning and Development Department reserves discretion to determine the proper treatment of any conflict of interest disclosed under this provision.

12.09 The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the Services under this Agreement. The Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

The Subrecipient further covenants that no elected or appointed official, or employee of the City and no other public official who exercises any function or responsibilities in the review or approval of the undertaking or performance of this Agreement has any personal or financial interest, direct or indirect in this Agreement or the proceeds thereof.

12.10 The Subrecipient also hereby warrants that it shall not and has not employed any person to solicit or secure this Agreement upon any agreement or arrangement for payment of a commission, percentage, brokerage or contingent fee, either directly or indirectly, and that if this warranty is breached, the City may, at its option, terminate this Agreement without penalty, liability or obligation and, in addition, may, at its election, deduct from any amounts owed to the Contractor hereunder, the amounts of any such commission, percentage, brokerage or contingent fee.

13. PROCUREMENT AND COMPLIANCE WITH LAWS AND SECURITY REGULATIONS

13.01 The Subrecipient agrees to adhere to requirements in OMB Circular A-110 and City requirements regarding procurement of goods or services using agreement funds in whole or in part. All procurement transactions shall be conducted in a manner that provides maximum open and free competition consistent with applicable requirements (24 CFR 84.40-48)

13.02 The Subrecipient must establish written selection procedure for procurement transactions, and the procedures must be adequate to ensure fair pricing and to avoid the purchase of unnecessary or duplicate items (24 CFR 85.36(b)(4) & 84.44(a)(1)-(2). The procurement procedures shall not restrict or eliminate competition.

13.03 The Subrecipient agrees that the City shall not honor any reimbursement request from the Subrecipient without sufficient documentation of its procurement process.

13.04 The Subrecipient agrees to purchase only eligible goods & services as specified under this agreement to qualify for reimbursements.

13.05 Acquisition cost of goods or services of Five Thousand Dollars (\$5,000) and above must be procured through written purchase orders, with a minimum of three (3) quotes to ensure proper cost reasonableness

13.06 This agreement may be terminated if the Subrecipient fails to show documentations for its procurement procedures upon request by the City of HUD local office.

13.07 The Subrecipient shall comply, and shall require all employees, contractors, consultants and subcontractors to comply, with all applicable Federal, State and local laws, ordinances, codes, regulations, and policies, including, but not limited to, all security regulations in effect from time to time on the City of Detroit's premises; codes and regulations for materials belonging to the City or developed in relationship to this Project externally; where applicable and where not prohibited by state or Federal law Mayor's Executive Order No. 4, all applicable City of Detroit Human Rights requirements, including without limitation Section 27-1-1 et seq. of the 1984 City Code; and all assurances and regulations pursuant to Title I of the Housing and Community Development Act of 1974, as amended; HUD implementary regulations at 24 CFR Part 570; Office of Management and Budget (OMB, herein) Circular A-122 "Cost Principles for Non Profit Organizations"; OMB Circular A-133, as applicable; cost principles applicable to all requirements imposed by the City on the Subrecipient due to the City's obligations under OMB A-133; and with the Federal "Uniform Administrative Requirements" set forth at the Federal regulations found at 24 CFR Part 84 or the related CDBG provision as follows:

- (1) Subpart A - "General"
- (2) Subpart B - "Pre-Award Requirements," except for 84.12, "Forms for applying for Federal Assistance";
- (3) Subpart C - "Post-Award Requirements," except for:
 - (i) Section 84.22 "Payment Requirements";
 - (ii) Section 84.23 "Cost Sharing and Matching";
 - (iii) Section 84.24 "Program Income". In lieu of 84.24 CDBG subrecipients shall follow the regulations at 24 CFR 570.504;
 - (iv) Section 84.25 "Revision of Budget and Program Plans";
 - (v) Section 84.32 "Real Property". In lieu of 84.32 CDBG subrecipients shall follow the regulations at 24 CFR 570.505;
 - (vi) Section 84.34(g) "Equipment". In lieu of the disposition provisions of 84.34(g) the following applies:
 - (A) In all cases in which equipment is sold, the proceeds shall be program income (prorated to reflect the extent to which CDBG funds were used to acquire the equipment); and
 - (B) Equipment not needed by the Subrecipient for CDBG activities shall be transferred to the recipient for the CDBG program or shall be retained after compensating the recipient;
 - (vii) Section 84.51 "(b), (c), (d), (e), (f), (g), and (h), "Monitoring and Reporting Program Performance";
 - (viii) Section 84.52 "Financial Reporting";
 - (ix) Section 84.53(b) "Retention and access requirements for records." Section 84.53(b) applies with the following exceptions:
 - (A) The retention period referenced in 84.53(b) pertaining to individual CDBG activities shall be four years; and
 - (B) The retention period starts from the date of submission of the annual performance and evaluation report, as prescribed in 24 CFR 91.520, in which the specific activity is reported on for the final time rather than from the date of submission of the final expenditure report for the award;
 - (x) Section 84.61 "Termination". In lieu of the provisions of 84.61, CDBG – Subrecipients shall comply with 570.503(b)(7); and the-Award Requirements," except for 84.71, "Closeout Procedures".
- (4) Subpart D -"After-the-Award Requirements," except for 84.71, "Closeout Procedures".

In Appendix A of Part 84, the thresholds of \$2,000 and \$2,500 specified in the phrase "\$2,000 for construction contracts and in excess of \$2,500" found in paragraph 4 of Appendix A is to be amended by replacing it with "\$100,000 for construction contracts.

The Subrecipient shall save the City harmless with respect to any damages arising from any violation by it or its Associates of all laws, regulations, codes and policies named or referred to in this Article 12. The Subrecipient shall require as part of any contractual and/or subcontractual agreement entered into under this Agreement, that the contractors and/or subcontractors comply with all such laws and regulations as are applicable to them hereunder and require them to perform in such a manner so as to allow the Subrecipient and the City to remain in compliance with such laws and regulations as apply to the Subrecipient and the City hereunder. The Subrecipient shall commit to trespass on any public or private property in performing any of the Services hereunder. If any conflict should arise regarding the interpretation of the provisions and requirements of OMB Circulars A-122, and/or A-133 and/or the requirements of the regulations at 24 CFR Part 84 or of the applicability of the provisions and requirements of these Circulars and regulations to the Subrecipient, the reasonable interpretation of the City shall govern. Further, if there is any conflict inherent between the requirements of the OMB Circulars and/or the regulations at Part 84 themselves, the City shall

determine which provisions and requirements shall apply to the Subrecipient. The Subrecipient may request copies of the above named OMB Circulars, and/or copies of said regulations, or their respective revisions, from the City, but the Subrecipient shall comply with all requirements of these Circulars and regulations and shall comply with all requirements of this Article 12 of this Agreement irrespective of whether the Subrecipient requests copies of these Circulars and regulations or of their respective revisions from the City and irrespective of whether the Subrecipient actually receives any such copies from the City.

The Subrecipient shall carry out the Services required hereunder in compliance with all laws and regulations described in Subpart K of 24 CFR Part 570, including but not limited to the regulations found at 24 CFR 570.608, "Lead-based paint", as applicable, and the regulations found at 24 CFR 570.605, "National Flood Insurance Program", as applicable, except that the Subrecipient shall not assume the City's environmental responsibilities described at 24 CFR 570.604 and the Subrecipient shall not assume the City's responsibility for initiating the review process under the provisions of 24 CFR Part 52.

The Subrecipient shall use any real property under the control of the Subrecipient, that was acquired or improved in whole or in part with CDBG funds in excess of \$25,000, in such a manner so that such use, for at least five years after expiration of this Agreement, shall meet one of the three national objectives required by the Federal regulations at 24 CFR 570.208; or, with prior written City approval, dispose of such real property in a manner that results in the City being reimbursed in the amount of 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. The City may, at its sole option, waive reimbursement after the five year period mentioned above in this paragraph, only if all national objectives have been met during the five year period.

In the event that, pursuant to the regulations at 24 CFR 570.503(b)(8), the Subrecipient is required to ensure that any real property that was acquired or improved, in whole or in part, with CDBG funds in excess of \$25,000, shall be used and/or disposed of in compliance with 24 CFR 570.503(b)(8), then the Subrecipient shall comply with all requirements of this Agreement applicable to use and/or disposition of such real property, including record keeping requirements, for five years after the expiration or termination of this Agreement.

In addition, notwithstanding the other requirements set forth herein regarding (1) termination of this Agreement and (2) the expiration date of this Agreement, the Subrecipient shall comply with all record keeping obligations as specified herein for not less than a four year retention period. The retention period shall begin no earlier than on the date as specified in the regulations at 24 CFR 84.53, except that the retention period referenced in 84.53(b) pertaining to individual CDBG activities shall be four years; but said retention period shall not begin until after the date upon which the Subrecipient no longer receives, uses, or retains program income and/or miscellaneous revenue, irrespective of whether said date occurs after the expiration date or termination date of this Agreement; whichever is later.

The Subrecipient shall be governed by the financial responsibility requirements set forth at Section 6.05 and Section 6.06 herein.

13.08 The Subrecipient shall comply with all federal requirements regarding separation of church and state as provided in Exhibit P, attached hereto and made a part hereof.

13.09 The Subrecipient shall include or cause to be included the following language (referred to as the "Section 3 clause") in all Section 3 covered contracts and subcontracts under this Agreement and shall comply with the Federal regulations at 24 CFR part 135, which implement section 3: All section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

SECTION 3 CLAUSE

24 CFR Part 135.38 and HUD Grant Agreement

A. The work to be performed under this Contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has received notice or has knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

13.10 If this Agreement is for construction and the compensation exceeds \$10,000, the Subrecipient shall comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR 60).

13.11 If the compensation of this Agreement exceeds \$100,000, the Subrecipient shall comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 USC 1857 (h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR, Part 15), which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. The Subrecipient shall report all violations to HUD, to the USEPA Assistant Administrator for Enforcement (EN-329), and to the City.

13.12 The Subrecipient shall comply with and recognize mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

13.13 The Subrecipient shall include in all procurement contracts under this Agreement and cause to be included in all subcontracts under such contracts the provisions of the Federal regulations at 24 CFR 84.48, including without limitation those set forth in Appendix A of said part 84, as applicable.

13.14 The Subrecipient shall comply with all requirements of the rule entitled "New Restrictions On Lobbying" found at 24 CFR 87 (the "Lobbying Rule", hereinafter). The parties hereto acknowledge that said rule requires, but is not limited to requiring, that the Subrecipient and all parties at lower tiers, including sub-subrecipients, contractors and subcontractors, not use any Federal appropriated funds to pay 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, including subawards at all tiers, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement, including subawards at all tiers. The parties hereto further acknowledge that said rule requires that under certain conditions, specified therein, affected parties make certifications, file statements, and make disclosures, regarding the use of appropriated Federal funds, and regarding the use of funds which are other than appropriated Federal funds, in regard to the above described lobbying activities. The language of the certification required from the Subrecipient and from all affected parties, including but not limited to the parties at all lower tiers, is attached to this Agreement as Exhibit O. The meaning of the terms in this Section 12.07 and in said certification shall be construed pursuant to the definitions of said terms as they are defined in the Lobbying Rule. The Subrecipient shall require all parties at all lower tiers to comply with all requirements of the Lobbying Rule applicable to said parties and shall include the language of the certification, and require that the language of the certification be included, in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements). The Subrecipient shall adhere to the terms of the certification and shall require all parties at lower tiers to so adhere. Notwithstanding the above described lobbying requirements, it is understood by the parties hereto that the submission of the certifications described above is required only if the compensation of this Agreement, as it may be amended, exceeds \$100,000.00, although all other requirements of this Section 12.07 are applicable, irrespective of the amount of said compensation.

13.15 The Subrecipient shall comply with the requirements of the HUD Reform Act of 1989, as set forth in the Federal regulations located at 24 CFR Part 12, as applicable in regard to all applications received by the Subrecipient in performance of the Services required hereunder, shall keep records on such compliance, shall make such records available for audit, examination, and monitoring, and, if required by the City, shall report on such compliance to the City in a manner as may be required by the City.

13.16 In addition to, and not in substitution for, other provisions of this Agreement regarding the provision of public services with CDBG funds, pursuant to Title I of the Housing and Community Development Act of 1974, as amended, the Subrecipient:

1. Represent that if it is, or if it may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes which is supervised or controlled by or in connection with a religious or denominational institution or organization;
2. Agrees that, in connection with CDBG funded services:
 - a) it will not discriminate against any employee or applicant for employment on the basis of religion;
 - b) it will not discriminate against any person applying for any CDBG funded eligible activity or give preference to persons on the basis of religion;
 - c) it will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of such public services;
 - d) the funds received under this Agreement shall not be used to construct, rehabilitate, or restore any facility which is owned by the Subrecipient and in which the services are to be provided;
 - e) the portion of the facility used to provide public services assisted in whole or in part under this Contract shall contain no religious symbols or decorations; and

Provided that, minor repairs may be made if such repairs are directly related to the CDBG Services, are located in a structure used exclusively for non-religious purposes, are budgeted herein, and constitute in dollars terms only a minor portion of the CDBG expenditure for the services.

13.17 Any Subrecipient building for which CDBG funds are used for one or more eligible ESG activities must be maintained by the subrecipient as a Solution for the homeless for such a time period as specified as applicable at 24 CFR 576.73.

13.18 The Subrecipient shall maintain a drug-free workplace in accordance with the requirements of 24 CFR Part 24, Subpart F. The Subrecipient shall certify and carry out the drug-free workplace requirements

13.19 The Subrecipient shall save the City harmless with respect to any damages arising from any violation by it or its Associates of all laws, regulations, codes and policies named or referred to in this Article 12. The Subrecipient shall require as part of any contractual and/or subcontractual agreement entered into under this Agreement, that the contractors and/or subcontractors comply with all such laws and regulations as are applicable to them hereunder and require them to perform in such a manner so as to allow the Subrecipient and the City to remain in compliance with such laws and regulations as apply to the Subrecipient and the City hereunder. The Subrecipient shall commit no trespass on any public or private property in performing any of the Services hereunder.

14. AMENDMENTS AND BUDGET MODIFICATIONS

14.01 The City may consider it in its best interest to change, modify or extend a term or condition of this Agreement. Any such change, extension, or modification, which is mutually agreed upon by the City and the Subrecipient, shall be incorporated in written amendment(s) (hereinafter called "amendment(s)") to this Agreement. Such amendments shall not invalidate this Agreement, nor relieve or release the Subrecipient or the City from any of its obligations under this Agreement, except for those parts thereby amended. An amendment to this agreement shall be required if a major revision is needed to be made in the Subrecipient's approved scope of work. A major revision means

that circumstances very different from what was stated in the original agreement are about to occur. Such major changes shall include but not limited to:

- The time to perform the services must not be extended to more than Ninety Days (90 days) beyond the date the contract expires.
- A new activity is proposed.
- An entirely new population is targeted or is proposed to be served.
- An entirely different method of doing business will be used.
- An additional money will be added to the agreement, more work will be performed and more people will be hired

14.02 The Subrecipient may, if the City approves in writing, modify the line-item budget by requesting the modification in writing and specifying the need for the modification. Any modification of the line-item budget must be approved in writing by the City before the Subrecipient commits to the expenditure of funds outside the currently approved line-item budget

14.03 Budget revision request will not exceed the total cost of the agreement and requests made may not exceed 10% for pay raises originally unrecognized in the budget. All minor changes that do not affect the time frame, outcome, or total cost of the project shall be approved by letter. These may include but not limited to:

- Change in address of the organization's administrative office (but not a change in the neighborhood or client served)
- Change in hours of operation (but not change in total service units or number of people served)
- Change in job titles (but not of pay or personnel)
- Shifts in costs from one budget line item category to another
- Contract term extension(s) not exceeding 90 days
- Add a new budget line-item that will be consistent with the originally approved scope of work and will not change total budgeted amount of the contract.

14.04 The Subrecipient agrees to submit an amendment or budget modification request to the City of Detroit, if necessary, at least 90 days before it is needed or before the expiration of the original agreement. The approval or disapproval of Subrecipient's contract modification request shall be at the discretion of the Planning & Development Director or his or her designee, and shall depend upon what the original scope of service (Exhibit A) or Budget (Exhibit B) of the agreement provides.

15. AUDITS, MONITORING, RECORD KEEPING TRACKING AND REPORTS

15.01 Audits: The Subrecipient will submit to the City a copy of the organization's annual audit report for each year during which the subrecipient agreement is in force. When required by OMB Circular A-133, the Subrecipient shall also provide for an independent audit.

15.02 The Subrecipient shall make available all books, documents, papers, records (herein collectively called "Records") and project sites directly pertinent to this Agreement for monitoring, audits, inspections, examinations and making excerpts and transcriptions by the City, the Department of Housing and Urban Development, and the Comptroller General of the United States, at all reasonable times. The Subrecipient shall make available all such Records, in their entirety, including all identifying labels and case names, with no deletions, for all such monitoring, audits, inspections, examinations, and making of excerpts and transcriptions. The Subrecipient shall keep full and complete records documenting all Services performed under this Agreement including, but not limited to, records of all activities performed pursuant to this Agreement and all financial records associated therewith. The Subrecipient shall require all contractors and subcontractors to permit monitoring access by the City to all relevant books and records and to the site of any construction or other work performed hereunder. All access rights to Records, which are set forth in this Section, shall survive

the expiration or effective termination date of this Agreement and shall last at least as long as the record retention period specified in Section 14.02 hereof.

All financial Records pertinent to this Agreement shall be kept in accordance with generally accepted accounting practices and with the Federal regulations at 24 CFR 84.21 "Standards for financial management systems". The Subrecipient shall keep a property inventory for all property purchased in whole or in part with Agreement funds.

The Subrecipient shall keep a property inventory of all property purchased in whole or in part with Agreement funds, consistent with all Federal property management requirements and with all other applicable terms of this Agreement, as provided in Exhibit C hereof.

15.03 All such required Records shall be maintained for a four year retention period. The retention period shall begin no earlier than on the date as specified in the regulations at 24 CFR 84.53, except that subsection 84.53(b) applies only as modified by the exception provisions described in Section 12.01 of this Agreement; but said retention period shall not begin until after the date upon which the Subrecipient no longer receives, uses, or retains program income and/or miscellaneous revenue, irrespective of whether said date occurs after the expiration date or termination date of this Agreement; whichever is latest.

15.04 The Subrecipient agrees to allow representative(s) of the City to make periodic inspections for the purpose of ascertaining that the Subrecipient is properly performing the Services set forth in Exhibit A herein. Such inspections shall be made at any time during normal business hours of the Subrecipient. If in the course of such inspections, the representative(s) of the City should note any deficiencies in the Subrecipient's agreed upon Services, such deficiencies may be reported promptly to the Subrecipient in writing. The Subrecipient agrees to promptly remedy and correct any such reported deficiencies within ten (10) days of notification by the City.

15.05 Nothing contained herein shall be construed or permitted to operate as any restriction upon the power granted to the City Council by the City Charter to audit and allow all accounts chargeable against the City. Pursuant hereto, the City shall have the right to examine and audit all books, records documents and other such supporting data as the City may deem necessary of the Subrecipient and any contractors, subcontractors, consultants or agents rendering Services under this Agreement whether direct or indirect which will permit adequate evaluation of the cost or pricing data submitted by the Subrecipient. The Subrecipient shall include or cause to be included a similar covenant allowing for City audit and monitoring and Federal audit and monitoring in all contracts, subcontracts and/or subgrants with contractors, subcontractors, agents, consultants and/or sub-subrecipients whose services will be charged directly or indirectly to the City, as is hereby required by the City and/or as may be required by Federal regulations. The City may delay payment to the Subrecipient pending the results of any such audit or monitoring without penalty or interest.

15.06 The Subrecipient shall submit performance reports pursuant to all of the provisions and requirements of Exhibit E, attached hereto and made a part hereof.

15.07 In addition to the above reporting requirements, the Subrecipient shall, upon request by the City, provide to the City all data and information as necessary to allow the City to meet the City's reporting obligations to the Federal grantor agency, including but not limited to data and information needed by the City for closeout submissions, if any, to the Federal grantor agency.

15.08 HMIS Requirement: Subrecipient must develop and implement Homeless Information Management System (HMIS) for tracking and reporting of homelessness related activities utilizing CDBG funds.

15.09 Sub recipient agrees to provide at least one 3 - 4 hour HMIS training annually for its homeless Prevention staff if CDBG funds are utilized for homelessness related activities.

15.10 The Subrecipient agrees to submit a monthly HMIS activity report to the City of Detroit on the 2nd day of each month, with an annual performance report by the expiration of the contract date.

16. FAIR EMPLOYMENT PRACTICES, NON-DISCRIMINATION REQUIREMENTS AND DENIAL OF SERVICES

16.01 Nondiscrimination: The city council hereby finds and declares that prejudice, intolerance, bigotry, discrimination, and the disorder occasioned thereby, threaten the civil rights and privileges of the people of the city and menace their institutions. The human rights department shall have the power and general jurisdiction within and without city government, subject to the policies established by the human rights commission, to eliminate discrimination, to approve of procedures which will remedy the effects of past discrimination, and to prevent discrimination in: education, employment, medical care facilities, housing accommodations, commercial space, places of public accommodation, public service, resort or amusement, or other forms of discrimination prohibited by law, based upon race, color, religious beliefs, national origin, age, marital status, disability, public benefit status, sex, sexual orientation, or gender identity or expression; and to take such action as necessary to secure the equal protection of civil rights. (City of Detroit ordinance section 27-1-1)

- Fair Housing Act (42 U.S.C. 3601 et seq) and implementing regulations at 24 CFR Part 100
- Executive Order 11063 and implementing regulations at 24 CFR Part 107
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d-200d-4) and implementing regulations at CFR part 1
- Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) and implementing regulations CFR 146
- Sections 504 of the Rehabilitation Act of 1973 (29 U. S. C. 794) and implementing regulations at 24 CFR 8
- Executive orders 11246 and the regulations issued at 41 CFR Chapter 60
- Executive Orders 11625, 12432, and 12138
- H. Elliot-Larsen Civil Rights Act, Act No 453, Michigan Public Acts of 1976, as amended.

16.02 In accordance with the United States Constitution and with all Federal legislation and regulations governing fair employment practices and Equal Employment Opportunity, including, but not limited to, Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 78 STAT. 252), and United States Department of Justice Regulations (28 CFR Part 42) issued pursuant to that Title; Title VII of the Civil Rights Act of 1964 (42 USC Sec. 2000(e) et seq., {Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 394, which states that no employee or client or otherwise qualified handicapped individual will be excluded from participation solely by reason of his or her handicap., will be denied the benefits of, or will be subjected to discrimination under any program or activity receiving Federal financial assistance,} and in accordance and in accordance with the Michigan Constitution and all state laws and regulations governing fair employment practices and equal opportunity, including but not limited to, the Michigan Civil Rights Act (P.A. 1976 No. 453, including Section 209) and the Michigan Handicappers Civil Rights Act (P.A. 1976 No. 220), the Subrecipient agrees that it will not discriminate against an employee or application for employment with respect to hire, tenure, terms, conditions or privileges of employment with respect to race, color religion, national origin, age, sex, height, weight, marital status, or handicap that is unrelated to the individual's ability to perform the duties of a particular assignment or position. Also in performance of this Agreement, the Subrecipient shall comply with the Americans Disabilities Act of 1990, P.L. 101-336, 104 Stat. 328, which prohibits discrimination against individuals with disabilities and provides enforcement standards. The Subrecipient hereby recognizes the right of the United States and the State of Michigan to seek judicial enforcement of the foregoing covenants against discrimination, against itself

or its contractors and/or subcontractors connected directly or indirectly with the performance of this Agreement.

16.03 The Subrecipient agrees that it will notify, or cause to be notified, all contractors and/or subcontractors of the obligations relative to nondiscrimination under this Agreement when soliciting same, and will include or cause to be included the provisions of this Article 15 in all contracts and/or subcontracts, as well as provide the Court a copy of any contract upon request.

16.04 Breach of the terms and conditions of this Article may constitute as a material breach of this Contract and, as such, are governed by the provisions for termination as set forth herein.

16.05 Denial of services: The Subrecipient shall not deny service to any person unless, in the reasonable judgment the Subrecipient, such person refuses to cooperate with program goals, creates conflict among the staff or other participants, abuses the program and/or is physically or verbally threatening to the Subrecipient staff or to participants. The Subrecipient shall provide the City with written notification of the full circumstances of each situation where it has found it necessary to deny services for these reasons.

17. NOTICES

17.01 All notices, consents, approvals, requests and other communications (herein collectively called "Notice(s)") required or permitted under this Agreement shall be given in writing, and, when given by the Subrecipient, signed by an authorized representative of the Subrecipient, and delivered, or mailed by first-class mail and addressed as follows:

If to the City:

Planning and Development Department
Neighborhood Support Services Division
65 Cadillac Square, Suite 1400
Detroit, Michigan 48226

Attention: Kerry Baitinger
313.224.4172

If to the Subrecipient:

Wojciech Zohiowski
111 East Kirby
Detroit, Michigan 48202

17.02 All notices shall be deemed given on the day of mailing. Either party to this Agreement may change its address for the receipt of notices at any time by giving notice thereof to the other as herein provided. Any notice given by a party hereunder must be signed by an authorized representative of such party.

17.03 Notwithstanding the requirement above as to the use of first class mail, changes of address notices, termination notices, notices to proceed and all legal notices of a pending action (complaint, summons, etc.) or failure to comply notices, shall be sent by registered first class mail, postage prepaid, return receipt requested.

18. MISCELLANEOUS

18.01 No failure by the City to insist upon the strict performance of any covenant, agreement, term or condition of this Agreement or to exercise any right, term, or remedy consequent upon a breach thereof, shall constitute a waiver of such breach of such covenant, agreement, term or condition. No waiver of any breach shall affect or alter this Agreement, but each and every covenant, agreement, term and condition of this Agreement shall constitute in full force and effect with respect to any other then existing or subsequent breach thereof.

18.02 Each party reserves and shall have the exclusive right to waive, at its sole discretion, and to the extent permitted by law, any requirement, or provision, in its favor, under this Agreement unless such waiver is specifically prohibited herein. No act by or on behalf of the party shall be, or shall be deemed to be, a waiver of any such requirement or provision, unless the same be in writing, signed by the authorized representative of the party and expressly stated to constitute a waiver.

18.03 This instrument, including all exhibits and attachments as specified in Section 1.01 hereof, which are attached hereto and are made a part of this Agreement, and all prior negotiations and agreements are merged herein. Neither the City nor the City's agents have made any representations except those expressly set forth herein, and no rights or remedies are or shall be acquired by the Subrecipient by implication or otherwise unless expressly set forth herein. The Subrecipient shall comply with all terms and conditions set forth in all Exhibits as attached hereto and shall utilize all sample forms included as Exhibits, as applicable, unless allowed otherwise by the City.

18.04 Unless the context otherwise expressly requires, the words "herein", "hereof", and the words of similar import refer to this Agreement as a whole and not to any particular Article, Section or other subdivision.

18.05 All the terms and provisions of this Agreement shall be deemed and construed to be "covenants" and "conditions" as though the words specifically expressing or imparting covenants and conditions were used in each separate term and provision.

18.06 The headings of the sections in this Agreement are for convenience only and shall not be used to construe or interpret the scope of intent of this Agreement or in any way affect the same.

18.07 The rights and remedies set forth herein are not exclusive and are in addition to any of the rights and remedies provided by law or equity. This Agreement shall be governed by, subject to, and construed according to the laws of the State of Michigan. The Subrecipient agrees, consents and submits to the personal jurisdiction of the U.S. District Court For The Eastern District Of Michigan or of any competent court in Wayne County, Michigan, for any action brought against it arising out of this Agreement. The Subrecipient agrees that service of process at the address and in the manner specified in Article 16 herein, will be sufficient to put the Subrecipient on notice and hereby waives any and all claims relative to such notice. The Subrecipient also agrees that it will not commence any action against the City because of any matter whatsoever arising out of or relating to the validity, construction, interpretation and enforcement of this Agreement, in any Courts other than those in the County of Wayne, State of Michigan, unless original jurisdiction can be had in either the Michigan Court of Appeals or the Michigan Supreme Court.

18.08 If any Affiliate (as hereinafter defined) of the Subrecipient shall take any action which, if done by a party, would constitute a breach of this Agreement, the same shall be deemed a breach by the Subrecipient with right legal effect. "Affiliate" shall mean a "parent", subsidiary or other company controlling, controlled by or in common control with the Subrecipient.

18.09 Neither party shall be responsible for force majeure events. In the event of a dispute between the parties with regard to what constitutes a force majeure event, the City's determination shall be controlling. Except, that in the event of an occurrence beyond the control of the parties hereto, the City may, at its sole option, terminate this Agreement. Such termination shall be made in accordance with the provisions of Article 9 herein.

18.10 The Subrecipient warrants that any products sold or processes used in the performance of this Agreement do not infringe upon or violate any patent, copyright, trademark, trade secret or any other proprietary rights of any third party. In the event of any claim by any third party against the City, the City shall promptly notify the Subrecipient and the Subrecipient shall pay for the full reasonable cost of the City defending such claims, but at the Subrecipient's expense, and shall indemnify the City against any loss, cost, expense or liability arising out of such claim, whether or not such claim is successful.

18.11 The Subrecipient covenants that it is not, and will not become, in arrears to the City upon any contract, debt or other obligation to the City, including real property, personal property and income taxes. The Subrecipient shall require that, as a condition of contracting and/or subcontracting, that any and all contractors and/or subcontractors shall also agree to be bound by the provisions of this Section.

18.12 This Agreement may be executed in any number of counterparts and all of said counterparts taken together shall be deemed to constitute one and the same instrument. Promptly after the execution thereof, the City shall submit to the Subrecipient a confirmed copy of this Agreement.

18.13 As used herein, the singular shall include the plural, the singular, and the use of any gender shall be applicable to all genders.

18.14 For purposes of the hold harmless provision contained herein, the term "City" shall be deemed to include the City of Detroit, and all other associated, affiliated, allied, or subsidiary entities now existing or hereafter created, their agents and employees, but shall not include the Subrecipient or any of its contractors or subcontractors.

18.15 If any provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such provisions to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

18.16 The Subrecipient shall not, directly or indirectly, employ, award contracts to, or otherwise engage the services of, or fund any contractor, or subcontractor or subrecipient, or principal as defined in the Federal regulations at 24 CFR 24.105, during any period of debarment, suspension, or placement in ineligibility status or during any period during which said contractor or subcontractor or subrecipient, or principal is proposed for debarment under 48 CFR Part 9, subpart 9.4, under the provisions of 24 CFR, Part 24. If during the term of this Agreement, the Subrecipient is placed on the HUD debarred list, or is placed in ineligibility status, or is suspended, pursuant to the regulations at 24 CFR Part 24, the Subrecipient shall immediately notify the City. The requirements of this Section 17.16 shall apply equally to (1) all government-wide debarment, suspension, placement in ineligibility status, or proposal for debarment whether due to such statuses under action taken by HUD pursuant to the regulations at 24 CFR Part 24, or by any other comparable Federal government action and to (2) such statuses which are not government-wide but which rather are limited to inclusion on a comparable department-wide HUD list.

The Subrecipient shall submit to the City a certification regarding debarment or proposed debarment under 48 CFR Part 1, subpart 9.4, suspension, ineligibility and voluntary exclusion utilizing the form attached hereto as Exhibit N, and in conformance to the instructions thereon.

The Subrecipient shall require all parties who stand in a lower tier relationship to the Subrecipient, if any, to submit said certification to the Subrecipient, if such lower tier relationship is a covered transaction defined at 24 CFR 24.110. The Subrecipient shall also require all parties who occupy a position with the Subrecipient defined at 24 CFR 24.105 as a principal to submit said certification to the Subrecipient. The Subrecipient shall immediately notify the City if, pursuant to the requirements of any such certification received by the Subrecipient the party who had submitted said certification notifies the Subrecipient, or the Subrecipient otherwise learns that said certification is erroneous or has become erroneous by reason of changed circumstances.

The Subrecipient shall require all subrecipient agreements, contracts, and subcontracts under this Agreement to contain a provision comparable to this Section 17.16.

18.17 The payments under this Agreement are contingent upon receipt of grant funds by the City. The City of Detroit reserves the right to delay payment until receipt of adequate funds from the government grantor agency, without penalty or interest.

18.18 It is understood that this is not an exclusive service contract, and that during the term of this Agreement, the City may contract with other consulting firms and that the Subrecipient is free to render the same or similar advisory services to other clients.

18.19 The Subrecipient warrants that it is currently registered to do business in the State of Michigan and is amenable to service or process at the address stated in Section 16.01, "Notices".

19. CONFIDENTIALITY

19.01 In order that the Subrecipient effectively fulfill its covenants and obligations to the City under this Agreement, it may be necessary or desirable for the City to disclose confidential and proprietary information to the Subrecipient's Employees pertaining to the City's past, present, and future activities. Since it is difficult to separate confidential and proprietary information from that which is not, the Subrecipient shall instruct its personnel and consultants to regard all information gained by each such person, as a result of the Services to be performed hereunder, as information which is proprietary to the City and not to be disclosed to any organization or individual without prior consent of the Director of the Planning and Development Department.

19.02 The Subrecipient agrees to take appropriate action with respect to its personnel to insure that the obligations of non-use and nondisclosure of confidential information concerning this Agreement can be fully satisfied.

19.03 All of the reports, information, data, etc., prepared or assembled by the Subrecipient under this Agreement are confidential and the Subrecipient agrees that they shall not be made available to any individual or organization without prior written consent of the Director of the Planning and Development Department except as required by Federal law pursuant to Article 14 herein, and except as required by any other requirements or provisions of this Agreement. The reports and documents reference in this paragraph may also be subject to disclosure under the Michigan Freedom of Information Act.

19.04 The use or disclosure of information concerning services, applicants or recipients obtained in connection with the performance of this Agreement shall be restricted to purposes directly connected with the administration of the programs implemented by this Agreement.

20. HIRING POLICY

20.01 The 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, 18-5-83, 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.

20.02 The subrecipient agrees to establish a hiring policy in compliance with the City of Detroit's Ordinance No. 29-11 as amended. Such policy shall be submitted to the City of Detroit prior to the approval of this agreement by both parties.

IN WITNESS WHEREOF, the City and the Subrecipient, by and through their duly authorized officers and representatives, have executed this Agreement as of the date first above written.

WITNESSES:

1. Frederick Pulliamson
2. Nene Tanya-Powell

SUBRECIPIENT:

By: [Signature]
(Signature of Corporate Officer)
Its: Executive Director
(Office Held)

* * * * *

CORPORATE ACKNOWLEDGMENT

STATE OF MICHIGAN)
) SS
COUNTY OF WAYNE)

The foregoing instrument was acknowledged before me this 10 day of April,
2014, by Wojciech Zolnowski, the Executive Director of
(Name of Corporate Officer) (Office Held)
International Institute of Metropolitan Detroit, a Michigan Non-profit Corporation
(Name of Organization)

on behalf of the Corporation.

[Signature]
Notary Public
My commission expires 12/29/2019

MIECZYSLAW TOMASZ ONISKIEWICZ
NOTARY PUBLIC - MICHIGAN
OAKLAND COUNTY
ACTING IN THE COUNTY OF Wayne
MY COMMISSION EXPIRES 12/29/2019

* * * * *

WITNESSES:

CITY OF DETROIT, Planning & Development Dept.

1. [Signature]
2. [Signature]

By: [Signature]
TOM LEWAND
Its: GROUP EXECUTIVE

17.5-206
APPROVED BY LAW DEPARTMENT
PURSUANT TO SECTION ~~6-406~~ OF THE
CHARTER OF THE CITY OF DETROIT

[Signature] 10/14/14
Purchasing Director Date

[Signature] 7-25-2014
Corporation Counsel Date

THIS AGREEMENT IS NOT VALID OR AUTHORIZED UNTIL SIGNED BY THE PURCHASING DIRECTOR.

RESOLUTION OF CORPORATE AUTHORITY

I, James Clark ^{President}, ~~CORPORATE SECRETARY~~ of **International Institute of Metropolitan Detroit 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 3/25/2014, and that the same is now in full force and effect:

I FURTHER CERTIFY that:

N/A is Chairman of the Board,
Wojciech Zolnowski is Executive Director,
James Clark is President,
Maria Victoria Fought is Vice President,
Morna Harris is Treasurer,
and Wojciech Zolnowski 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."

Wojciech Zolnowski Title/Position Executive Director

Title/Position _____

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 «CPO» between the City of Detroit and **International Institute of Metropolitan Detroit** 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 9th day of April, 2014.

CORPORATE SEAL
(if any)

Mieczyslaw Tomasz Oniskiewicz
MIECZYSLAW TOMASZ ONISKIEWICZ
NOTARY PUBLIC - MICHIGAN
OAKLAND COUNTY
ACTING IN THE COUNTY OF WAYNE
MY COMMISSION EXPIRES 12/29/2019

Signature: [Signature]
Corporate Secretary

EXHIBIT A
SCOPE OF SERVICES
INTERNATIONAL INSTITUTE OF METROPOLITAN DETROIT, INC.
2013-2014 NOF FUNDING

During the term of this Agreement, the Subrecipient, **INTERNATIONAL INSTITUTE OF METROPOLITAN DETROIT, INC.** shall provide public service activities herein called the "Project" or the "Services", in order to provide **EDUCATIONAL SERVICES** for persons who are residents of the City of Detroit.

1. GENERAL REQUIREMENTS

The Services shall be performed as scheduled and in the manner specified herein, unless an exception is otherwise approved by the City in writing.

Services shall be public and be provided to Detroit residents. No excessive fees shall be charged, nor "donations" for project services be requested, which would preclude lower income persons from gaining access to, or participating in, the Project Services hereunder.

Though public Services hereunder may be targeted to a particular subpopulation or problem area, the Subrecipient must abide by the provisions of Article 12 (Compliance with Laws and Security Regulations) and Article 15 (Fair Employment Practices and Nondiscrimination Requirements) of this Agreement. Therefore, the Subrecipient, in the provision of public Services hereunder, shall not discriminate against any otherwise qualified person applying for the public Services, nor give preference to persons, nor limit provision of Services to persons, based solely on factors of race, ethnicity, gender, age, handicap, disability, sexual orientation or religion.

2. CDBG NATIONAL OBJECTIVE CRITERIA

This Project will meet the Community Development Block Grant Program national objective in the following way: Limited Clientele - INCOME DETERMINATION RECORDS.

The Subrecipient will gather and maintain records of INCOME information to show that a minimum of 51% of Project participants shall be members of low to moderate-income families. Unless the SUBRECIPIENT is otherwise notified by the City in writing, low to moderate-income family limits shall be determined in accord with the following guidelines:

FY 2011 Income Limit Area	FY 2011 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Wayne County	<u>Extremely Low (30%) Income Limits</u>	\$13,950	\$15,950	\$17,950	\$19,900	\$21,500	\$23,100	\$24,700	\$26,300
	<u>Very Low (50%) Income Limits</u>	\$23,250	\$26,600	\$29,900	\$33,200	\$35,900	\$38,550	\$41,200	\$43,850
	<u>Low (80%) Income Limits</u>	\$37,200	\$42,500	\$47,800	\$53,100	\$57,350	\$61,600	\$65,850	\$70,100

Data file last updated Jul 14, 2011.

The Subrecipient shall make and maintain such data and records as required by the City and as

necessary for the reports required in Exhibit E and F hereof. Such records shall identify project participants and/or beneficiaries and their addresses, the nature of the services provided, dates services are provided, the quantity or number of times services are provided, and such other information which the City deems necessary to fulfill the City's project monitoring responsibility. The subrecipient shall maintain all records taking care to treat participant personal or income information with due respect for confidentiality.

3. SERVICES TO BE PERFORMED

During the term of this Agreement, the Subrecipient shall provide programs to assist the immigrant community and non-immigrant Detroit residents in getting access to education that will enable them to get jobs and/or pursue better employment opportunities. The following Programs are regarded as pathways to self-sufficiency:

- a. Immigration/Legal services – provide immigration/legal assistance to 150 low income immigrants residing in the City of Detroit. Service relate to the family based immigration law, including adjustment of status as well as an employment authorization. The service consist of intakes, individual counseling, feeling the applications, representing individuals in before the USCIS or the immigration court, maintaining the records, workshops in the community (particularly Southwest Detroit). The attorney salary is \$45,000. The allocated work load of 150 cases amounts to \$12,000 a year, which is directly allocated to the CDBG/NOF.
- b. English as a Second Language (ESL) –continue to provide classes in the evening to serve 60 to 80 students. This class is offered two days a week Monday, and Wednesday to working immigrants who want to enhance their language abilities to communicate more effectively in job interviews – mock interviews will be conducted in the class. \$7,300 will be used from the CDBG/NOF Funding to pay for the instructor. The main tasks associated with the ESL program are as follow: hire additional instructor(s); registration; pre-test individuals to determine which level they should attend; provide books and other sources to enhance the learning abilities for the participants. Conduct several evaluations and make necessary adjustment to meet the goals. Assign volunteers as peer conversers to enhance the students' conversations abilities. Conduct post-test and input results in database management system.
- c. GED classes – provide GED classes to 40 individuals. 100% of the program participants are residents of the City of Detroit (95% non-immigrant; 5% -immigrants. 100% of the funding is provided by other sources.
- d. Financial Literacy Program –funds would be used to pay for the Instructor and the materials distributed to the 150 to 200 participants. Eight 3 hours workshops will be provided by experienced instructors from Jewish Vocational Services. \$5,600 is allocated to CDBG/NOF funding to offset the cost for the workshops. The main activities relevant to the Financial Literacy Program are following: retaining qualify instructor(s); market program; register and pre-test students. Conduct workshops with continuous focus on practical application of saving, financial planning, budgeting, debt management and consolidation. Conduct post-test and input results into database management system
- e. Career Development Program –funds will be used to extend a Career Development Director from part-time to full time position for (\$40,000) to meet the increased demands for the service. A Career Development Director will work on one-on-one basis with (160)

individuals. CDBG/NOF funding would be used directly to pay for the Career Development Director. In addition, the program provides 8 job readiness sessions (\$5,600) approximately 30 to 50 per session for about 200 attendees. IIMD in collaboration with Jewish Vocational Services (JVS) will conduct Job Readiness Sessions which will focus on how to perform the career assessment, pursue the career that best fit the set of skills, what other skills are necessary to market individual as more employable, how to navigate the resources in seeking the employment, how to draft resume and cover letter, interview proper etiquette and mock interviews with the use of the volunteers. 3 hrs workshops are provided once a month. The activities associated with the Job Readiness Workshop are as follow: market workshops through partner agencies. Assign staff and volunteers to assist with the workshop and registration process. Conduct workshop, with hand-out materials for assessment and tools to build personal and professional career. Post-evaluation by the participants. Data is placed in database management system.

d. Vocational Training & Certificate Program – IIMD in collaboration with Detroit Business Group will provide 3 basic understanding courses (Electrical, Plumbing and General Carpentry) for 100 individuals (50 each session). Each course is 100 hours in length. CDBG/NOF Funding will be used to pay for Vocational Training Administrator (\$2,500), and for 2 sessions for Electrical Instructor (\$6,000), Plumbing Instructor (\$6,000), Carpentry Instructor (\$6,000). Upon completion of the course the participants will receive the Certificate of Completion. The serious of activities related to Vocational Training are: retain qualify instructors for a specific subject as defined by the 3 Courses. Market program; conduct registration and pre-test to evaluate skills level of participants. Conduct classroom instructions; provide hands on training; conduct post- evaluation. Place student who complete course into employment with Detroit Business Group training. Retention and analysis of the collected data

4. PERSONNEL

Staff partially reimbursed under this NOF grant are ESL, GED and Financial Literacy Program Instructors, Director of Career Development, Immigration Attorney, Vocational Training Administrator, Electrical Instructor, Plumbing Instructor, Carpentry Instructor

Qualified personnel shall perform the Services. Personnel performing trades, professional, health or food services, AS APPLICABLE, shall maintain the appropriate permits, licenses or other credentials as may be required by State or local law. Job descriptions and credentials for all personnel providing Services hereunder shall be kept on file by the Subrecipient and shall be available for review by the City.

5. PROJECT LOCATION (S) AND OPERATIONS SCHEDULE

- A. **Administrative and program offices are located at 111 E. Kirby, Detroit, 48202.**
- B. **All the programs/services of the IIMD Resource Center are open to the City-wide residents**
- C. **The hours of operation:**

**The hours of operation for the Immigration/Legal, Career Development and job Placement, Financial Empowerment, Job Readiness Workshops are:
Monday through Friday – 9:00 AM till 5:00 PM**

**The hours of operation for the GED Program are:
Monday through Thursday: 4:00 PM till 7:00 PM**

ESL (Evening Session) – Monday and Wednesday – 6:00 PM till 9:00 PM

To the extent possible, the Subrecipient shall provide a safe and healthy environment for Project activities hereunder. All applicable occupancy permits, fire inspection reports, elevator inspection reports, and/or other building or health code permits, licenses and certificates shall be posted in a conspicuous place on the Subrecipient's premises which constitute a base of operations for Project Services.

6. PERFORMANCE SCHEDULE

During the term of this Agreement the Subrecipient shall, at a minimum, provide service units to a minimum of 600 persons. On a monthly basis, the Subrecipient shall strive to meet the goal to provide units of project services to an average of 50 persons.

A unit of service is: one class or one workshop or one counseling session.

7. ANNUAL MEASURABLE PROJECT OUTCOME

The overall goal of this project is to accomplish the following measurable annual outcome:

The Subrecipient's programs addressed the Suitable Living Environment objective by improving the students' access to supplemental educational services in that 85% of the students enrolled improved self sufficiency ratings by completing the various programs offered.

Immigration/Legal Services				
ACTIVITIES	OBJECTIVES/ OUTCOME	FINAL REPORT		PERFORMANCE INDICATOR
Provide immigration/legal counseling to low income individuals and families; conducting workshops and presentations to immigrant communities; filling out various legal applications and forms on behalf of clients; representing clients before the adjudication officer or immigration	150 individuals will receive immigration/legal service related to Family Based Petitions			# of intakes
				# of submitted applications
				# of clients represented
	Increased score on the self-sufficiency matrix			Scores of 5-point scale Self-Sufficiency Matrix updated at month 3, 6, 9

court; research and filing forms for the clients; translation and interpretation of the required documents and forms; updating the case management system	90% of participants completed the intake process.			# of inquiries recorded on PIKA	
				# of intakes completed	
	95% of the eligible participants fulfill the required tasks and collected all necessary documents for adjustment of status				# open cases
					# of cases submitted
	98% of the eligible participants applied for work permit				# of eligible individuals recorded on PIKA
					# of applications submitted
	99% of participants have been approved for adjustment of status				Scores of 5-point scale Self-Sufficiency Matrix updated at month 3, 6 & 9
					# of cases submitted
					# of approval
	90% of participants with the approved status enrolled in other programs to improve communication and employability skills	96%		100% on target	Intake and pre-screening form
					# of clients referred for further programs
					# of clients enrolled from the referral list

ESL & GED					
ACTIVITIES	OBJECTIVES/ OUTCOMES	FINAL REPORT	% OF THE GOAL	PERFORMANCE INDICATOR	
Register participants for the ESL and GED classes; Pre-Test and Evaluation of language skills; Conduct teaching instruction for Beginner, Intermediate and Advanced English Classes	40 to 60 foreign born will attend ESL evening program			Registration Form	
				Pre-Test Evaluation	
				Post-Test Evaluation	
	40 to 50 low income Detroit residents attend GED classes				Registration Form
					Pre-Test Evaluation
					Post-Test Evaluation
	Increased score on the self-sufficiency matrix				Scores of 5-point scale Self-Sufficiency Matrix updated at month 3,6 & 9
	95% of the individuals who took the pre-test are enrolled in the ESL program				Registration Form
					Pre-Test Form
					# of enrollees
	80% of the participants demonstrate improvements on their tests				Pre-Test
					Score Cards
					Periodic Test
					Writing & Reading evaluation tests
	85 to 90% passed the English Proficiency Test				Post-Test Life Skill Test

	80% completed the GED program and received the Certificate			Post-Test # of GED Certificates	
Career Development & Job Readiness					
ACTIVITIES	OBJECTIVES/ OUTCOMES	FINAL REPORT	% OF THE GOAL	PERFORMANCE INDICATOR	
Career Development Director provides individual counseling, evaluation, career development and employment assistance to low income foreign-born and non-immigrant	130 to 160 low income individuals will participate in the Counseling & Career Development Program			Intake Forms	
				Income Verification Form	
				Self-Sufficiency Matrix Form	
	150 to 200 individuals will participate in Job Readiness Workshops				Registration Form
					Sign-up Sheet
					Post-Evaluation Form
	Participants have achieved "SAFE" level for some and "BUILDING CAPACITY" level for others on the self-sufficiency Matrix				Intake Forms
					Evaluation Forms
					Income Verification Forms
					Scores of 5-point scale Self-Sufficiency Matrix updated at month 3, 6 & 9
90% of individuals who took career and				Intake Form	
				Registration Form	

	skill assessment test are enrolled in individual counseling.			# of enrolled & recorded in Case Management System
	85% have developed a resume and posted it on various job sites.			Updates on the Case management system
				Updates to the Self-Sufficiency Matrix
				Copy of resume on file
	60 to 80% pursue further career development			Updates on the Case Management system
				Updates to the Self-Sufficiency Matrix
	80% regularly attend network support meetings			Sign-up Sheets
				Registration Forms
				Updates to the Self-Sufficiency Matrix
	20 to 30% have been employed within first 12 months			Follow-up Phone Calls
				Updates to the Self-Sufficiency Matrix
	60% of participants have become mentors in their respective communities and neighborhoods	38%	63% of the goal	Follow – up Phone calls
				Attendance at the mentoring/networking workshops
FINANCIAL Empowerment				
ACTIVITIES	OBJECTIVES/ OUTCOMES	FINAL REPORT	% OF THE GOAL	PERFORMANCE INDICATOR

Agency staff provide individual counseling and group instructions in the area of credit, debt management and debt reduction, budget, saving, checking accounts to low income individuals and families	150 to 200 individuals will enroll in Financial Literacy Empowerment			Intake forms	
				Registration Forms	
				Attendance Sheet	
				Income Verification Forms	
	Participants have achieved "SAFE" level for non-immigrant participants and "EMPOWERED" level for immigrant participants				Income Verification Form
					Scores of 5-point scale Self-Sufficiency Matrix updated at month 3, 6 & 9
	60 to 80 % have improved credit score				Credit Score
					Updates to the Self-Sufficiency Matrix
	80% have systematically deposited funds to their savings account.				Income Verification
					Bank Statements
					Updates to the Self-Sufficiency Matrix
60% have discretionary income				Bank Statements	
				Updates to the Self-Sufficiency Matrix	
80% use monthly budget to manage income and expenses on regular basis				Income Verification Form	
				Updates to the Self-Sufficiency Matrix	

VOCATIONAL TRAINING					
ACTIVITIES	OBJECTIVES/ OUTCOMES	PROGRESS	% OF THE GOAL	PERFORMANCE INDICATOR	
Certified Contractors/Instructors under the supervision of the Administrator provide 125 hrs. of instruction in each of the Vocational Classes: Carpentry, Plumbing and Electrical	25 to 30 individuals will enroll in Carpentry Vocational Training Program			Registration Form	
				Attendance Sheet	
				Pre-Test	
				Post-Test	
				# of Certificates of Completion	
	25 to 30 individuals will enroll in Electrical Vocational Training Program				Registration Form
					Attendance Sheet
					Pre-Test
					Post-Test
					# of Certificates of Completion
	25 to 30 individuals will enroll in Plumbing Vocational Training Program				Registration Form
					Attendance Sheet
					Pre-test
					Post-Test
					# of Certificates of Completion
	Participants have achieved the "EMPOWERED" level on the self-sufficiency Matrix.				Scores of 5-point scale Self-Sufficiency Matrix updated at month 3, 6 & 9

			Updates to the Self-Sufficiency Matrix at 3, 6 & 9 month
20 to 30% of the graduates found a job within a year			Employment Verification
			Updates to the Self-Sufficiency Matrix at 3, 6 & 9 month
60% have demonstrated that the knowledge and new skills helped to better maintain their own homes and apartments.			Post-Test Evaluation
			Updates to the Self-Sufficiency Matrix at 3,6 & 9 month
50% of the participants have become mentors in their own neighborhoods			Follow-up Phone Calls
			Updates to the Self-Sufficiency Matrix at 3, 6 & 9 month

The International Institute of Metropolitan Detroit, Inc.
IIMD Resource Center/Center for Excellence
2013 - 2014 NOF Funding

Category/Account Title	Description	NOF Sub-total	Total NOF Budget	Other Funding
PERSONNEL				
Executive Director	\$25 x 10 hrs/week x 50 weeks	\$10,000.00		\$40,000.00
Accountant	\$25/hr x 5 hrs/month x 12 months	\$1,500.00		\$2,400.00
Administrative Assistant	\$9/hr x 20hrs/month x 12 months	\$2,000.00		\$8,000.00
M. Engineer	\$9/hr x 20hrs/month x 12 months	\$2,000		\$8,000
Employer Taxes		\$2,500		\$8,500.00
Fringe Benefits				\$6,000.00
Sub-total Personnel			\$18,000.00	
OPERATING EXPENSES				
Utilities	Monthly electric, gas, water - allocated \$417/mo	\$5,000.00		\$8,500.00
Insurance	Liability Insurance - \$167.00 a month	\$2,000.00		\$2,500.00
Consumable Supplies	Toilet paper, Hand towels, Liquid Soaps and so on budgeted at \$83.33/mo	\$1,000.00		\$2,000
Sub-total Operating Expenses			\$8,000.00	
PROGRAM EXPENSES				
Career Devel Counselor	\$20.83/hr x 40 hrs/wk x 50/weeks	\$40,000.00		\$9,000.00
ESL Instructor	\$18/hr x 9hrs/wk x 50 weeks	\$7,300.00		0
Financial Literacy Workshop Coordinator	8 workshops x \$700 per workshops	\$5,600.00		
Immigration Attorney	\$22.50/hr x 10hrs/wk x 52 wks	\$12,000.00		\$35,000.00
GED Instructor				\$25,000.00
Job Readiness Workshop Coordinator	8 workshops x \$700 per workshop	\$5,600.00		
Construction Course Administrator	\$25/hr x 100 hrs	\$2,500.00		
Electrical Instructor	\$30/hr x 100 hrs x 2 sessions	\$6,000.00		
Carpentry Instructor	\$30/hr x 100 hrs x 2 sessions	\$6,000.00		
Plumbing Instructor	\$30/hr x 100 hrs x 2 sessions	\$6,000.00		
ESL Books & Notebooks		\$2,000.00		
Financial Literacy Printed Materials		\$1,500.00		
Program Supplies	Papers, pencils, markers - for all ind. Programs	\$1,500.00		
Job Readiness Assesment & Career Development Kit				\$2,400.00
Building Maintenance	Daily office/classrooms cleaning, set-up. Budget set for NOF at \$416.66 a month	\$5,000.00		\$5,000.00
Sub-total Program Expenses			\$101,000.00	
TOTAL REQUESTED FROM CDBG/NOF			\$127,000.00	

\$162,300.00

EXHIBIT C
ACCOUNTING AND BOOKKEEPING PROCEDURES AND REQUIREMENTS

ACCOUNTING JOURNALS & LEDGERS

1. **Co-mingling Funds.** There shall be a separate accounting that shows the source and "application" (distribution or expenditure) for all Agreement funds, but a separate bank or checking account is not required.
2. **Non-eligible costs** shall be segregated from Agreement costs. "Non-eligible costs" are those costs which are not properly documented or incurred in accord with the terms of this Agreement, are unallowable under Federal Cost Principles (OMB Circular A-122), or are non-eligible under Community Development Block Grant Regulations.
3. **Recovery from Other Sources.** Expenses paid or payable from outside funding sources other than this Agreement shall be excluded from the Agreement general ledger account. Double billing is prohibited. Expenses recovered or recoverable from other funding sources shall not be included in the Agreement payment/reimbursement requisition (Exhibit D herein).
4. **Generally Accepted Accounting Principles/Double Entry System.** All financial records shall be kept in accord with generally accepted accounting principles and procedures. The Subrecipient, or the Subrecipient's authorized fiduciary hereunder, shall maintain a double entry accounting system. The Subrecipient may use appropriate accounting computer software and technology to accomplish this purpose. The double entry accounting system shall include:

- a. **General Ledger** shall be established and maintained for all accounts affected by this Agreement. The General Ledger shall be posted up-to-date at least once a month.
- b. A **Cash Receipts Journal** shall be established and maintained. All Agreement payments shall be deposited in full in the Subrecipient's bank. Such bank must be a member of the FDIC. A bank deposit slip shall be kept on file which matches the amount of the Agreement payment.

Book cash balances shall be reconciled to bank balances in accordance with Standard Accounting Procedures.

- c. A **Cash Disbursements Journal** shall be established and maintained.

*1. Disbursement shall be made by prenumbered checks signed by two (2) authorized representatives of the Subrecipient. A mechanical check protector is recommended for use to the extent possible, or checks shall be typewritten. Individual items purchased with petty cash shall be supported by properly executed cash vouchers (or requisitions) and vendor's invoices.

2. The Subrecipient will distribute its expenses in its records in accordance with approved budget classifications.

3. Disbursement shall be supported by copies of vendor invoices

for all items other than payroll. Payroll shall be supported by a list of names, titles, time, rate, amount, deductions, and time sheets.

4. The Subrecipient shall make a clerical check of all Invoices and Records to ensure their accuracy. Evidence of such clerical checks shall be noted on the Invoice and/or be appropriately documented in records (electronic or manual) to prevent double payments, double billings or improper cost allocation.

5. Documentation in support of any rent charges shall be determined by the City, but shall minimally include a copy of the lease and monthly rent receipts.

6. All cash register receipts submitted as documentation must be validated. That is, the purpose and description of the purchase shall be noted on the receipt, and it shall be signed both by the person who made the purchase and the authorizing representative of the Subrecipient. A properly completed purchase requisition with the cash register receipt attached may be used for this purpose.

7. Mileage reimbursement reports shall be reviewed and approved by an authorized representative of the Subrecipient.

d. A **Payroll Register** shall be maintained to adequately accumulate the required payroll information. Payroll tax withholding information shall be maintained in such a manner as to allow accurate payment to the taxing authorities. Required payroll tax returns shall be prepared and filed in sufficient time to avoid penalties, interest, and additional taxes. The Subrecipient may make tax payments by electronic transfer or such means as permitted by the taxing authorities.

1. Employee salary and wage payments shall be supported by time and attendance forms which the Subrecipient shall keep on file for City review and monitoring. Time-keeping/attendance records shall be formally approved by an authorized supervisory representative of the Subrecipient or as otherwise provided in the Subrecipient's personnel procedures.

2. Withholding taxes shall be based on proper authorizations and computed in the proper manner.

3. Reporting of payroll with supportive detail shall meet the requirements as stipulated in this Agreement (Exhibits B, G, H, and M).

4. Written contracts shall be maintained when the Subrecipient has hired a person to work on this Agreement as a personal services contractual employee or independent professional contractor. The Subrecipient shall follow Internal Exhibit C, Accounting And Bookkeeping Procedures And Requirements Revenue Services guidelines (IRS Publication 15, Circular regarding the treatment of, and liability for payment of, withholding and other taxes for all such persons hired on contract.

INTERNAL CONTROLS

* **5. Segregated Financial Oversight Duties.** Employee responsibilities shall be formalized and accounting responsibilities **shall be segregated, to the extent possible**, as follows:

a. Employees of the Subrecipient preparing payrolls and handling time reporting records shall not have access to the related paychecks. Employees, including managers, shall not sign their own pay checks.

b. Employees who handle or record cash or prepare or sign checks shall not also reconcile bank statements to accounting records.

GENERAL

6. Employee/Personnel Records. Appropriate personnel data for employees, including personal services contract employees, as specified in the Subrecipient's written personnel policy, and as required herein, shall be maintained for all employees working on this Agreement (i.e., personnel folder, signed withholding authorization forms, employment contract or terms, disclosures, etc, as applicable)

7. Equipment and other Personal Property. Equipment [as defined at 24 CFR 54.2(l)], having a useful life of more than one year, that is purchased with funds derived from this Agreement, shall be marked with an appropriate tag or label, and inventories of such equipment shall periodically be taken. An inventory list of all such equipment purchased under this Agreement shall be submitted to the City. Tangible property purchased by the Subrecipient with Agreement funds shall revert to the City at the expiration or termination of this Agreement, unless the City enters into a new Agreement with the Subrecipient or issues other instructions regarding disposition of such property. Generally, the Subrecipient shall implement the Federal property management standards found at 24 CFR 54.31-37 with respect to property acquired under this Agreement.

8. Budget Revisions. Proper budgetary controls shall be established and periodically reviewed. Excessive (e.g. revised every month) shifts between budget line items are unallowable. The Subrecipient shall not change any line or sub-line item in the Budget (Exhibit B) without written approval by the City. Acceptance of a Budgetary Status Report (Exhibit J hereof) revision and subsequent payment of an invoice by the City constitutes such City approval, unless the Subrecipient is otherwise notified of a denial or a hold by the City in writing. All Budget line item adjustments must be reflected on the Budgetary Status Report (Exhibit J) as approved by the City. **The Subrecipient is never approved to create a new (additional) line item without City approval of an amendment to this Agreement in accordance with Article 13 hereof, Amendments.**

9. Dishonesty Protection. The Subrecipient shall obtain fidelity bonds or other similar dishonesty insurance protection covering all employees who have access to Agreement funds in an amount adequate to cover the largest Agreement proceeds estimated to be on hand at any one interval. In the event such bonds are canceled the Subrecipient shall immediately notify the City. If the Subrecipient has a fiduciary agent, then the fiduciary must provide evidence of such bonding or insurance. Certificates evidencing bonding and insurance shall be submitted to the City prior to commencement of Services hereunder.

***10. Nepotism and Conflict of Interest.** The Subrecipient's formal hiring policy shall prohibit nepotism and conflicts of interest. Relatives of board members, managers or other such persons with decision making authority shall not be hired to work on, or be paid from, this Agreement. Pre-agreement incidence of nepotism shall be disclosed to the City and such persons salary/wages shall not be included in this Agreement budget or be paid by the City.

The Subrecipient shall require its employee(s) working on this Agreement to disclose their outside employment or business ties (if any) before beginning work on Services under this Agreement. All such disclosure(s) that may constitute, or give the appearance of, a conflict of interest or nepotism shall be reported to the City during the term of this Agreement. All disclosures, required certifications and/or other such documentation shall be kept on file in each employee's personnel file, as applicable.

***11. Interest Earned on Advance.** If any Federal Funds are advanced under this Agreement, all Agreement funds shall be kept in interest bearing accounts, to the extent reasonable and possible. All interest earned on such funds shall be reported in each payment request. If total interest earned during the term of this Agreement should exceed \$250.00, the excess shall be promptly remitted to the Federal Government in the manner in which the City shall prescribe.

12. Program Income. In accordance with Article 6.07 of this Agreement if any program income is earned by the Subrecipient, all program income earned must be reported to the City with each Payment request and Exhibit W.

13. Waiver or Determinations. If any provision of these Accounting and Bookkeeping Procedures cause the Subrecipient undue hardship, particularly those paragraphs herein preceded by “*”, are in contradiction of other state or federal grant agreements, are impractical to implement or otherwise conflict with the Subrecipient's own formally adopted and authorized written policies, then the Subrecipient may request a determination for using an alternative procedure or a waiver of enforcement of the conflicting provision from the City. No such determination or waiver shall be deemed effective unless approved in writing by the City's authorized representative. The City may not waive provisions that are statutory or that would violate generally accepted accounting principles or CDBG program rules and regulations.

EXHIBIT D PAYMENT/REIMBURSEMENT PROCEDURES AND REQUIREMENTS

The following procedures shall be followed by the Subrecipient to facilitate the request for reimbursement of funds expended for budgeted items in performance of the Agreement. The Subrecipient shall submit all requests for reimbursement **by the 15th of each month**. Requests for reimbursement shall be made monthly, unless the City approves a different time interval for submission. All final reimbursements shall be submitted within 90 days of expiration of the contract or by **(date)** unless the City approves a different time interval.

1. The Subrecipient shall submit **one original and two complete copies** of an Invoice that contains the following items of information:

A. A letter of transmittal on the Subrecipient's letterhead that:

1. provides the Subrecipient's legal name and Federal Employer I.D. Number,
2. states the total requested amount;
3. specifies the time period covered by the invoice;
4. specifies the Agreement Number;
5. specifies the amount of Indirect Costs included, if any;
6. specifies the amount to be credited toward the Advance,
7. reports all program income earned; and
8. is signed by an authorized representative of the Subrecipient.

B. A budgetary status report in the format of the sample attached hereto as Exhibit J which includes appropriate line items for Indirect Costs (if any) and the Advance (if any) and line items to report Program Income and Interest earned on the Advance (if any);

C. A check register listing the direct cost expenditures for the period listed in account order (see sample attached hereto as Exhibit I);

All items of expenditure listed on the check register shall be accompanied by invoices and receipts or other appropriate backup information, in check register order. The City may, in its sole discretion, and at its option, provide the Subrecipient with notice that cancelled checks will be additionally required to backup expenditures should the City decide it necessary. Unless otherwise notified, backup information shall be prepared as follows:

1. Receipts and Invoices - Copies of receipts and invoices shall be submitted in check register order. They shall include the date paid and the check number, and be signed or initialed by an authorized representative of the Subrecipient.
2. Mileage Reimbursement – All requests are to be on the "Private Car Mileage Report" (see sample attached hereto as Exhibit L).
3. Long Distance Calls - All long distance calls contained on the accompanying copy of the telephone bill shall be itemized on one form using the sample attached hereto as Exhibit K, or its equivalent. Any calls not accounted for will be assumed ineligible and therefore not reimbursable. Long distance calls

Exhibit D, Payments/Reimbursement Procedures and Requirements
Page 1 of 3

are those made outside the Detroit metropolitan area.
Reimbursement of any costs of telephone service and/or long

distance calls shall only be allowable as pursuant to the Budget, Exhibit B.

D. Each submission shall contain a payroll register as per item d4 of Exhibit C (attached hereto and made a part hereof) following the instructions given in Exhibit G (attached hereto and made a part hereof) and utilizing the form found attached hereto as a sample as Exhibit H. ADP payroll or similar information acceptable to the City may be substituted for the Exhibit H form if it contains essentially the same information categories.

E. Personnel and payroll costs shall be backed-up with the Time Distribution Summary (Exhibit M hereof). Unless the City specifically requests the Subrecipient to submit time-related records for its review, time sheets, time cards, tax withholding records and other such records shall be kept on file by the Subrecipient in its offices to back up all personnel and payroll charges.

F. The signature of the Subrecipient's authorized representative is required on the forms to be submitted under paragraphs A, B, C, D, and E above.

2. The Subrecipient shall also submit together with each payment request, or at such time otherwise prescribed by the City Project Manager:

A. Performance Schedule, attached hereto as samples Exhibits E and E-2 respectively. If performance, or submission of Performance Schedules under this Agreement should fall behind by 60 days or more with respect to the Performance Schedule of this Agreement, then in accord with Article 9 hereof, the City may, within its reasonable discretion, suspend payment in whole or in part to the Subrecipient under this Agreement, until the City determines whether progress on the Project warrants payment and is commensurate with work performed, or is otherwise justifiable.

B. Statement of Eligibility, attached hereto as example Exhibit F, as instructed by the Project Manager.

3. Any submission that does not comply with these procedures and which does not include all of these required supporting documents, may be returned to the Subrecipient with a Letter of Deficiency stating the reason for return. Reimbursement processing in full or in part will not begin by the City until an acceptable invoice with sufficient supportive documentation is received.

4. Requests for reimbursement for a contract years must begin to be submitted to the City within 90 days of contract execution or the start of the contract term whichever is later and must be submitted monthly thereafter.

5. All request for reimbursement must be for expenses incurred or purchases made during the term of the contract.

6. No request for reimbursement may be submitted later than fifteen (15) days after the termination date of the contract.

7. The City reserves the right, without compliance with Article 13 of this Agreement, to amend any of the above items or to add or to delete items, if experience, technological advances, Grantor Agency mandate, or other pertinent issues should make such a change, addition or deletion reasonable and/or necessary.

8. Indirect costs (if any) listed on Budget (Exhibit B), shall be paid, pending City approval of the Subrecipient's indirect cost proposal, as follows:

- A. The approved indirect cost percentage shall be multiplied by the Subrecipient's direct costs for the period
- B. This sum shall be added to the total direct costs documented and approved for that period.
- C. The indirect cost calculation shall be shown as the last item on Exhibit I, the check register.
- D. Should the City disallow any direct costs from the request, and then the City shall recalculate and reduce the indirect costs accordingly.

**SAMPLE OUTCOME REPORT
(For Public service only)
ATTACHMENT B
COMMUNITY DEVELOPMENT BLOCK GRANT**

Outcome Measurement Framework

PUBLIC SERVICES	
HUD Objective/Outcomes	
1. Create suitable living environments 2. Availability/accessibility	
Output	
1. Number of hours conducting educational activities	130
2. Number of children ages 11-17 who attended the tutoring session	220
3. Number of parents participating in the sessions	10
4. Number of Pre-test and % percentages passing	220
5. Number of Post-test and % percentage pass	220
Outcome Indicators	
1. Number of student pass test	220
2. Number of students who finish High School	210
3. Number of student register for College	200
4. Number of student who receives job training	10
5. Number of students who needs more training	10
Total services units number of students participating x hours of services Ex. 200 x 400 service hours	8,000 service unit hours

**EXHIBIT E
PERFORMANCE SCHEDULE**

(Part I – Demographics)

The Subrecipient understands and agrees that Exhibit E reporting requirements may be changed to conform to the requirements of an ordinance, rule, regulation or policy of the City of Detroit or HUD. In addition to the reporting requirements of this Exhibit E, the Planning and Development Contract Management System or any current modifications thereof may require that other Subrecipient performance data may need to be reported and submitted. The Subrecipient agrees to provide the City with any data that the Planning and Development Department may deem necessary. The City shall base any such additional reporting requirements on Federal regulations and the City's program monitoring needs.

Organization name: The International Institute of Metropolitan Detroit
 Agreement CPO # _____ Report for the Month of _____, 20____
 Prepared by: _____ Phone No. _____

Racial Categories	Total Participants	Total New Participants	Hispanic or Latino	Total Participants Head of Household	Total Participants Year to Date
Black or African-American					
White					
American Indian or Alaska Native					
Asian					
Native Hawaiian or Other Pacific Islander					
Black or African-American and White					
Asian and White					
American Indian or Alaska Native and Black or African-American					
TOTAL NUMBER OF PARTICIPANTS					
Total Number of Ethnic Category Responses (Hispanic or Latino)					

****A NEW Client is a person never before served during the period of the Agreement – count each NEW Client only ONCE.**

EXHIBIT E
PERFORMANCE SCHEDULE

(Part II – Activity Report)

Subrecipient Organization: The International Institute of Metropolitan Detroit

Number of Service Units Provided *This Month*, _____, 20__

Total # Clients Receiving Immigration/Legal Service	
Total # Of ESL Classes Held	
Total # Of ESL Students (from sign in sheets)	
# GED Classes Held	
# Of GED Students (from sign in sheets)	
# Of Financial Literacy Programs Held	
# Of Financial Literacy Program Participants (from sign in sheets)	
# Of Vocational Training/Certificate Programs Held	
# Of Vocational Training/Certificate Program Participants	

COMMENTS: Use this space for explaining any changes in the staffing of the organization, rapid or slow progress in delivering services, changes in the nature of the services, etc. Attach any supporting documents that verify activities, attendance, etc., as directed by the Project Manager.

(Part III, Outcome Report) The Outcome Report is to be provided ONLY ONCE - at the completion of the performance period. Outcomes are to be reported statistically and show how your organization has met the goal(s) stated in Section 7 of the Scope (Exhibit A). But, at the completion of the performance period use the actual number achieved, not the goal from the Scope. Keep data on file that backs up this statement.

Accomplishment Narrative: State the total numbers achieved within the term of this contract in a complete sentence along with the total number of clients enrolled from 12 months of activity reports.

EXHIBIT F
STATEMENT OF ELIGIBILITY - SUBRECIPIENT

CFR 570.201(e) Public services. Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare home buyer down payment assistance, or recreational needs.

SUBRECIPIENT ORGANIZATION: **The International Institute of Metropolitan Detroit**

AGREEMENT SPO# _____

STATEMENT OF ELIGIBILITY - PARTICIPANTS

AREA BENEFIT

Participant Name: _____ Date _____

Service/s Requested: _____

Address: _____ Detroit, MI 482__

Phone #: _____ Birth Date: _____ Age _____

Is the Service Recipient/Client a Single Female Head of Household (i.e., a single female parent with a child 18 years old or younger)?

Yes No

Race and Ethnicity: **Client must check ONE of the first two lines below THEN choose the appropriate Race category/ies

Hispanic or Latino	
NOT Hispanic or Latino	
Black or African American	
White	
American Indian or Alaska Native	
Asian	
Native Hawaiian or Other Pacific Islander	
Black or African American and White	
American Indian and White	
Asian and White	
American Indian or Alaska Native and Black African American	
*Other multi-racial category: List	

EXHIBIT G
PAYROLL REGISTER INSTRUCTIONS

(Instructions for: Exhibit H Payroll Register)

Post pay data.

List employees and titles. Titles must conform to the budgeted positions.

Post gross salaries, corresponding taxes, and deductions where applicable.

Post net salaries.

Total the columns.

Deposit withholding taxes immediately upon paying salaries in accounts specifically set up for deposit of withholding taxes. The withholding tax deposit checks listed in the Check Register must correspond exactly to the total amounts in the payroll register. Withholding tax deposit checks shall only be reimbursable by the City if Subrecipient has no legal access to funds deposited in such accounts. Employer F.I.C.A. taxes should be listed separately on the check register.

The sum of the gross employee totals by title in the payroll register must correspond exactly to the budgeted "Personnel" line item "Contract Costs This Month" section of the Budgetary Status Report.

The net amounts in the payroll register must correspond to the net amounts listed in the check register.

EXHIBIT J
LONG DISTANCE TELEPHONE CALL
REIMBURSEMENT FORM
(SAMPLE)

SUBRECIPIENT _____
 AGREEMENT NUMBER _____ TO: _____
 REIMBURSEMENT FOR EXPENSES FROM: _____

The person who signed under the initials-of-caller column made the following telephone calls. It is understood that each and every telephone call enumerated below was on and for the Subrecipient's performance under this Agreement.

Telephone Service for the Month of _____

LONG DISTANCE TELEPHONE CALL REIMBURSEMENT FORM				
Telephone Number Called	Location	Amount Billed for this Call	Initials of Caller	Comments (Explain how this call relates to NOF project operations.)
TOTAL				

Prepared by: _____ Date: _____ Approved by: _____ Date: _____

Exhibit M
Time Distribution Summary

Subrecipient Name: _____

Period From: _____ To: _____

Agreement Number: _____

Prepared By: _____ Date: _____

Authorized By: _____ Date: _____

List All Personnel Charged to the Agreement and their work hours. Personnel listed must coincide with the payroll register. NOF of hours worked must be used to pro-rate charges for each individual employee's salary and withholding tax amounts charged to NOF and be shown on the payroll register calculations. The NOF % also applies to employer FICA taxes charged to this NOF Agreement.

Time Period	Name & Job Title	Hourly Rate	Total Hrs. Worked	NOF Hours Worked	NOF %
		\$			
		\$			
		\$			
		\$			
		\$			

Total All Hours: _____

Total Leave Hours, Holiday, Sick, Vacation for Period: _____

EXHIBIT N
CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY AND VOLUNTARY
EXCLUSION LOWER TIER COVERED TRANSACTIONS

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, principal proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant further agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the no procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

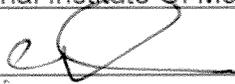
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS.

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Subrecipient, Contractor
Subcontractor, or Principal

Subrecipient Organization Name: International Institute Of Metropolitan Detroit

Authorized Representative's Signature: 

Printed Name: Wojciech Zolnowski

Title: Executive Director

Date: April 9, 2014

Exhibit O
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his knowledge or belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, 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 or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) 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, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language 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.

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. Code. 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.

Subrecipient Organization Name: International Institute Of Metropolitan Detroit

Authorized Representative's Signature: 
Printed Name: Wojciech Zolnowski
Title: Executive Director
Date: April 9, 2014

Exhibit P
SEPARATION OF CHURCH AND STATE

Pursuant to Title I of the Housing and Community Development Act of 1974, as amended, and the implementing CDBG regulations at 24 CFR 570.200(j) dated September 30, 2003, the Subrecipient agrees that with respect to use and expenditure of CDBG funds in performance of the Services hereunder:

- a) It will not discriminate against any person applying for, or seeking to participate in, CDBG funded activities on the basis of religion and will not limit such services or give preference to persons on the basis of religion or religious belief;
- b) It will provide no religious instruction or counseling, conduct no religious worship or services, and engage in no religious proselytizing, in the provision of funded CDBG activities;
- c) If the organization conducts any religious activities, such activities must be offered separately in time or location from the funded CDBG activities, and participation of beneficiaries of CDBG funded activities in any such religious activities must be wholly voluntary;
- d) If CDBG funds are received for public service activities, minor maintenance repairs may be made to the facility space in which public services are to be provided only in proportion to the CDBG funding allocation for the entire facility and to the extent to which the facility is used for secular, public service eligible purposes. Such space must not be a sanctuary, chapel or other room(s) used as a principal place of worship or for inherently religious activities. The above notwithstanding, such expenditures are governed by approved line items as provided in Exhibit B, Budget, of this Agreement and in no case shall maintenance repair costs exceed \$5,000.00, unless the City grants an exception in writing.
- e) No CDBG funds may be used to improve, acquire, construct, rehabilitate, repair or maintain a sanctuary, chapel or other rooms that a CDBG-funded religious congregation uses as its principal place of worship or for inherently religious activities. However, if CDBG funds are awarded for public facility rehabilitation, and space other than provided above is used, the CDBG funds may be used for rehabilitation of structures only to the extent and proportion that those structures are used for conducting eligible CDBG activities. CDBG funds may not exceed the cost of those portions of the rehabilitation that are attributable to eligible CDBG activities in accordance with cost accounting requirements of OMB Circular A-122.

Subrecipient Organization Name: International Institute Of Metropolitan Detroit

Authorized Representative's Signature: 

Printed Name: Wojciech Zolnowski

Title: Executive Director

Date: April 9, 2014

**EXHIBIT Q
INSURANCE WAIVER & CERTIFICATION**

Subrecipient Organization Name: International Institute Of Metropolitan Detroit

Subrecipient Certification for Waiver of Workers Compensation and Employers Liability Insurance

The undersigned authorized representative of the Subrecipient does hereby certify that the above named Subrecipient organization **has no employees and does not intend to have any employees** during the term of this Agreement.

It is further agreed that should the Subrecipient intend to hire and employ any person(s) during the term of this Agreement, the Subrecipient will: (1) notify the Planning and Development Department of such intent at least thirty (30) days prior to the employment of any such person; and (2) shall provide the Planning and Development Department with certificates of insurance covering Workers Compensation and Employers Liability as specified in Article 8.01 paragraph (a) of this Agreement at least ten (10) days prior to employing any such person(s).

Signed: 

Printed Name: Wojciech Zdanowski

Title: Executive Director

Date: April 9, 2014

**EXHIBIT R
INSURANCE WAIVER & CERTIFICATION**

Subrecipient Organization Name: International Institute Of Metropolitan Detroit

Subrecipient Certification for Waiver of Owned Automobile Liability Insurance

The undersigned authorized representative of the Subrecipient does hereby certify that the above named Subrecipient organization **does not own and does not intend to own any automobile** {including one or more car(s), van(s), truck(s) or other motor vehicle(s)} during the term of this Agreement.

It is further agreed that should the Subrecipient intend to acquire one or more automobile(s) {including one or more car(s), van(s), truck(s) or other motor vehicle(s)} during the term of this Agreement, the Subrecipient will: (1) notify the Planning and Development Department of such intent at least thirty (30) days prior to acquiring any such automobile; and (2) shall provide the Planning and Development Department with a certificate of insurance covering Automobile Liability as specified in Article 8.01 paragraph (c) of this Agreement upon its acquisition of such automobile(s).

Signed: 
Printed Name: Wojciech Zolnowski
Title: Executive Director
Date: April 9, 2014

**EXHIBIT S
INSURANCE WAIVER & CERTIFICATION**

Subrecipient Organization Name: International Institute Of Metropolitan Detroit

Subrecipient Certification for Waiver of Owned Auto Coverage ("Any Auto")

This will affirm that International Institute of Metropolitan Detroit, the Subrecipient under Agreement CPO No. _____ is an organization which owns no automobiles other than those which have been scheduled with the insurer providing automobile insurance coverage as shown on the insurance certificate provided and further affirms that the Subrecipient has no plans to acquire any additional automobiles during the term of the Agreement. If any such automobiles should be acquired during the term of the Agreement, the Subrecipient affirms that it will provide insurance coverage as required by the Agreement.

Signed by:



Name
Executive Director

Title
April 9, 2014

Date

Under these circumstances, it is requested that the requirement for Owned Auto Coverage be deemed satisfied by virtue of the fact that the Subrecipient has shown that it has the required coverage for scheduled autos.

Department Representative:

Name

Title

Date

**EXHIBIT T
INSURANCE WAIVER & CERTIFICATION**

Subrecipient Organization Name: INTERNATIONAL INSTITUTE OF METROPOLITAN
DETROIT

PDD Determination: Insurance Certificates to be Submitted After City Execution of Agreement.

In accordance with Article 8.04 of this Agreement, the undersigned Project Manager of the Planning and Development Department authorizes delayed submission of the insurance certificates required in Article 8 hereof. The Subrecipient is instead required to submit all of the specified insurance certificates no later than ten (10) days after receipt of notice from the Planning and Development Department that the Agreement has been executed by the City Purchasing Director. The Planning and Development Department shall not issue a notice for commencement of Services hereunder until all such certificates are received by the Planning and Development Department.

Signed: 

Printed Name: Wojciech Zolnowski

Title: Executive Director

Date: April 9, 2014

EXHIBIT U Executive Order 2007-1

This is a Public Service Contract Exhibit U Does Not Apply

EXHIBIT V
 Weekly Time/task log
 (Sample- for NOF activities ONLY)

PLEASE CHANGE, ADD OR ELIMNATE ANY ACTIVITIES FROM WEEK TO WEEK AS APPLICABLE TO YOUR SITUATION

Use actual times so that this serves as a time sheet. Exhibit. E backup should match hours worked.

Staff position: Executive Director

(WEEKLY time/task log)

Week One -	Mon	Tues	Wed	Thurs	Fri	Sat	Weekly totals
	1-4-09	1-5-09	1-6-09	1-7-09	1-8-09		
(List the task performed by your organization)	(Time spent on task)						
Business/Community Event		9-11:30a					2.5
Business Counsel and Refer	1-3p	1-3p	1-3p	1-3p			8
Web-Site database	10:30-a.m 11:30a.m.						1
Lead Grant (2004-2007)							0
Committee meeting				6-7:30 p			1.5
Staff training							0
Newsletter distribution	3-5p						2
Board, staff	6-7:30 p				11a-12p		2.5
Workshops - plan/conduct							0
Collaborative partner meetings		12-1p					1
Other: Deliver NOF report	10-10:30a						0.5
Daily totals (total number of hours)	7	5.5	2	3.5	1		19

Prepared by: _____

Approved By: _____

Date _____
 Signature _____

COMMENTS:

Note: WEEKLY time/task log must be prepared for each week of the month

**EXHIBIT W
FUNDING AWARD EXPENDITURES**

Subrecipient Organization Name: International Institute Of Metropolitan Detroit

The Subrecipient understands and agrees that the funding awards indicated in the Exhibit B, Budget shall be reimbursed when acceptable forms of payment and documentation are submitted to the City as prescribed in Exhibit D for costs and services performed during the term of the agreement.

Any remaining balance shall be reprogrammed within 30 days of expiration of the agreement. Any prior grant award balances shall be reprogrammed and rendered inaccessible to the Subrecipient.

Signed: 
Printed Name: Wojciech Zolnowski
Title: Executive Director
Date: April 9, 2014