

**The County of Juneau
Juneau County, Wisconsin**

**REQUEST FOR PROPOSALS (RFP)
For
Selective Grant Administration Services
of the
Central Housing Region Rehabilitation Program
A Community Development Block Grant Project**

June 8th, 2026

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Invitation to Submit Proposal

Introduction

The County of Juneau has been awarded \$3,500,000 in Community Development Block Grant (CDBG) Funds to address affordable housing for the Central Housing Region CDBG Program in the following counties: Adams, Green Lake, Juneau, Marathon, Marquette, Portage, Waupaca, Waushara, and Wood. The funds may be used for:

- Rehabilitation of owner-occupied housing units
- Rehabilitation renter-occupied housing units
- Acquisition/Demolition/Relocation

On behalf of Juneau County, the Juneau County Housing Authority is seeking proposals to assist with various grant administration services for the CDBG Housing Rehabilitation Project.

Please Be Notified: In moving toward the goal of performing all Grant Administration internally, during the HSG 26-03 Grant each project will be evaluated by the Juneau County Housing Authority Executive Director to determine if Grant Administration will be performed by winning bidder of this RFP or internally by Central Housing Region / JCHA staff.

Contact Information

All interested persons and firms should **contact Liz Allen, CDBG Administrator, Juneau County Housing Authority, between 8:00 a.m. and 4:00 p.m., Monday – Friday at 608-847-7309 or chr.cdbg@gmail.com** to request the RFP packet or additional information, as needed.

Persons/firms that intend to submit a proposal should send notification of intent to Juneau County Housing Authority with the person's/firm's name and contact information in case of addenda or other changes. Additionally, for those that have requested and/or received the RFP they will receive all information regarding the RFP. The information may include, but is not limited to, any amendments to the RFP, answers to inquiries received regarding the RFP, or changes to the RFP schedule.

Questions Regarding This RFP

This solicitation contains a description of the project and services required. Interested proposers have the responsibility of understanding what is required by this solicitation. During the review of the RFP, if the Proposer discovers any errors, omissions, or ambiguities within the RFP, they should identify them in writing and call them to the immediate attention of Juneau County Housing Authority prior to the RFP submission deadline. Juneau County and Juneau County Housing Authority shall not be held responsible for any person's/firm's lack of understanding of the project.

Questions for clarification concerning this RFP must be in writing and received via email to **Liz Allen, at chr.cdbg@gmail.com**, on or before **Monday, June 22, 2026**. After this date, questions involving the content or intent of the proposal will not be answered. All questions will be responded to by Liz Allen in writing via email, and provided to all parties, and treated as an addendum to the RFP packet.

Juneau County makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of Juneau County has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFP and should not contact the Juneau County Board Chair, any Juneau County Board Supervisors, or any other Juneau County staff for clarification on this RFP.

Addenda Interpretations

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. Juneau County is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by Juneau County will become part of the official RFP and will be emailed to all Proposers of record based upon contact information on record.

Proposal Requirements

Directions for Submittal

Proposals must be received at the Juneau County Housing Authority Office, labeled "ATTN: CDBG Project RFP Review Committee", 717 E. State Street, Mauston, WI 53948; or via email to joleson.jcha@gmail.com, with the Subject of "ATTN: CDBG Project RFP Review Committee", **no later than 4:00 p.m. on Tuesday, June 23, 2026**. Juneau County reserves the right to reject any and all Proposals not meeting the requirements of this Request for Proposals for grant administration services.

Persons requesting ADA assistance accommodations for hearing and speech impaired may **contact Liz Allen at 608-847-7309 or chr.cdbg@gmail.com**.

The objective of the competitive process is to objectively select the firm that will provide high-quality, efficient, and cost-effective services. The selected person(s)/firm(s) will be invited to contract with Juneau County for various grant administration services.

Proposal Contents

1. Cover Letter
2. Scope of Services and Deliverables Section
3. Three Letters of Recommendation
4. Resumes for individuals/employees that will work on the CDBG project
5. Copy of Liability/Errors & Omissions Insurance
6. Exhibit II Attachments

Selection Process Schedule

Juneau County anticipates authorizing a contract for this work by **May 1, 2026**. The scope of services will take place from contract date through **December 31, 2028**.

Other Conditions of Proposal Submittal

1. Only one proposal will be accepted from any person, firm, or entity.
2. No proposal will be accepted from any person, firm, or entity that is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by Juneau County Board of Supervisors or Juneau County Finance Director and Juneau County Housing Authority.
3. All Proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
4. Requirements and conditions of contracting to be observed for compliance with Conflict of Interest and Lobbying regulations apply to this project. Refer to **Exhibit II** attachments for the CDBG project requirements.
5. All activities for the project must comply with the CDBG program regulations and policies set forth in [24 CFR 570](#) and the State of Wisconsin CDBG Program *Implementation Handbook* referenced in **Exhibit II**.

Scope of Services & Deliverables

Area Map for the CDBG Project location are provided in **Exhibit I** attachments.

PROPOSAL/SCOPE OF SERVICES
TO PROVIDE GRANT ADMINISTRATION SERVICES TO THE
CENTRAL HOUSING CDBG HOUSING REHAB PROGRAM

(AGENCY NAME & CONTACT)

- I. Name of designated employee.

Name and Title

- a. List the number of CDBG Contracts this person has directly managed within past 5 (five) years: __

- b. List dates of CDBG Implementation Training this person has attended within the past 5 (five) years:

- II. The CDBG administrative fee will not exceed _____ % based on the Assigned Project expenditures. Included below is a comprehensive list of services being requested, please assign specific person(s) within your agency who will execute these services.

	Administrative Services	Name of Staff Member	Agency (if sub-contracted)
1.	Prepare rehab work write-ups & designate contact for homeowner and contractor inquiries		
2.	Prepare & send bid packet to homeowner. Include forms for them to list selected contractors and list of work that they will sign approving the items on write-up.		
3.	Prepare and obtain signatures for mortgage, loan documents, and rehab contracts with homeowner		
4.	Prepare and submit change orders, as necessary to JC Housing Authority		
5.	Prepare and submit payment requests to JC Finance Director		
6.	Check State & Federal debarment lists and obtain lien waivers for each		

	pay request and certifications and licenses of successful bidders		
7.	Prepare Semi-Annual Reports MBE/WBE, Labor Standards, and Section 3		
8.	Acquisition/relocation compliance as applicable		

- III. CDBG eligible delivery costs may be included in the homeowner's loan. They will be charged to the CDBG project budget. List your delivery costs. If delivery cost will be changed within the service area, please list them separately.

	Service name	Cost per project	Agency (if sub-contracted)
1.	Initial HQS Evaluation/Inspection		
2.	Interim HQS Evaluations/Inspections		
3.	Final HQS Evaluations/Inspections		
4.	Asbestos Inspection Fees		
5.	Lead-based Paint Clearance Testing		
6.	Risk Assessment as necessary (and report)		

- IV. Identify Housing Quality Standard (HQS) Evaluator(s). This person/these persons will be responsible to provide HQS Evaluation/Inspection for the project area. If you plan to sub-contract these services with another agency, please list the agency name, person responsible for the HQS Evaluations, and supply proof of solicitation of bids for these services.

Name and Title (Agency Name if sub-contracted)

- a. Please list the number of inspections this person has directly managed within the past 5 (five) years.

- b. List dates of the CDBG Implementation Training this person has attended within the past 5 (five) years.

- c. Attach three letters of recommendation and list provider's names here.

- V. Identify Asbestos, Risk Assessors, and Lead-based paint clearance testers. If you plan to sub-contract these services with another agency, please list the agency name, person responsible for the services, and supply proof of solicitation of bids for these services.

- VI. Juneau County is an Equal Opportunity Employer. Please help us comply by answering yes/no to the following questions:

	YES	NO
Is 51% or more of your business owned by a Section 3 resident?*** The definition of a Section 3 resident list: 1) A public housing resident; or 2) A low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended.		
At least 30% of your full-time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents?***		
Is your agency a Certified Minority Business Enterprise (MBE)?***		
Is your agency a Certified Woman Business Enterprise (WBE)?***		

***VERIFICATION – The Company hereby agrees to provide, upon request, documents verifying the information provided on this form.

I declare and affirm under penalty of prosecution for perjury that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status and bid proposal.

Signature of Business Owner or Authorized Representative:

Signature

Date

Printed Name

Evaluation and Selection

Final selection of the grant administration provider will be based upon the maximum total points scored as set forth in the Rating System in **Exhibit III**.

Juneau County reserves the right to negotiate a contract with the services provider selected to perform the professional services required.

The County of Juneau, Juneau County, Wisconsin reserves the right to reject any and all responses submitted. If you have any questions regarding this Request for Proposals, please contact:

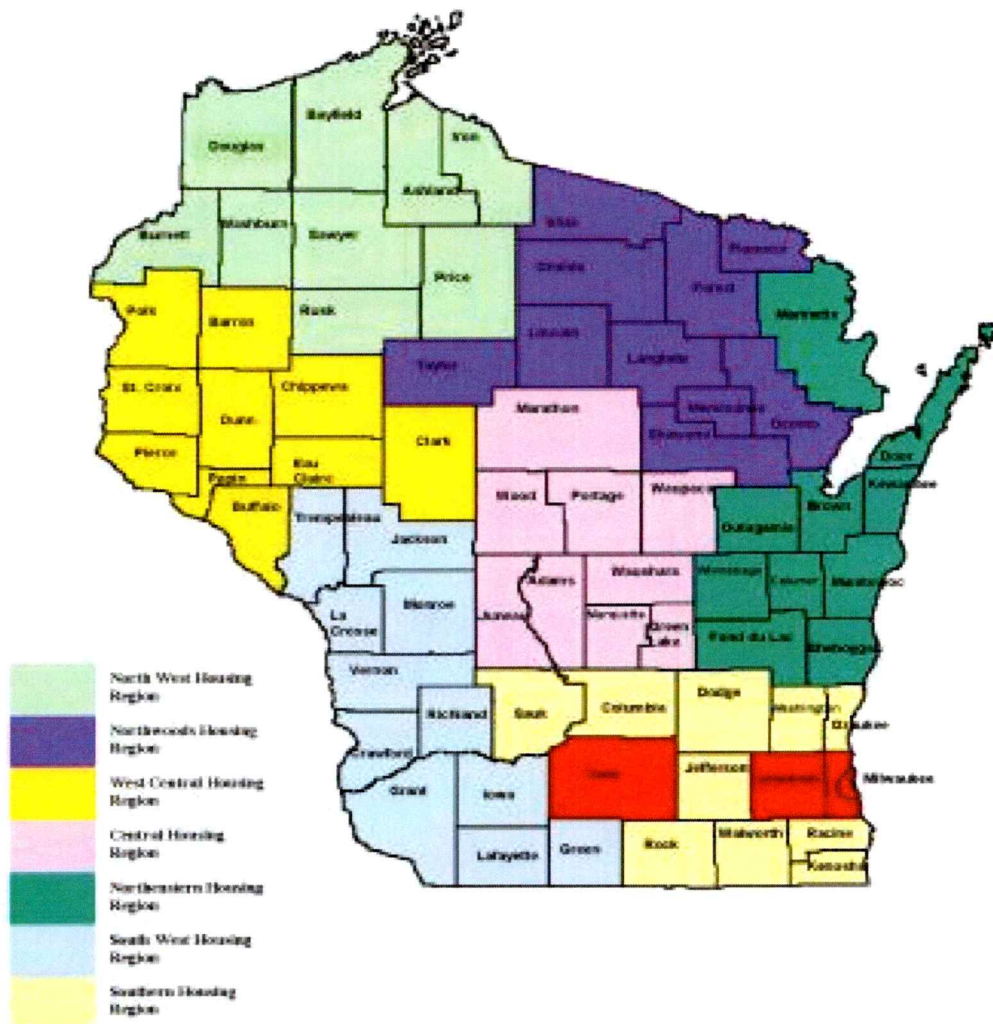
Liz Allen, CDBG Administrator
Juneau County Housing Authority
Chr.cdbg@gmail.com
1-608-847-7309

EXHIBIT I

Project Area Area Map

CENTRAL HOUSING REGION CDBG PROGRAM PROJECT AREA IN PINK (excluding the City of Wausau)

CDBG HOUSING REGIONS



Updated: 03/29/2014

EXHIBIT II

State and Federal Regulatory Requirements for CDBG-Assisted Projects

REFER TO EXHIBIT II ATTACHMENTS FOR:

1. POTENTIAL CONFLICT OF INTEREST DISCLOSURE
2. CONFLICT OF INTEREST CLAUSE
3. LOBBYING CERTIFICATION
4. DISCLOSURE OF LOBBYING ACTIVITIES

THE CDBG ATTACHMENTS LISTED ABOVE ARE FROM THE CDBG IMPLEMENTATION HANDBOOK AND HANDBOOK CHAPTER ATTACHMENTS ON THE BUREAU OF COMMUNITY DEVELOPMENT WEBSITE AT:

<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>

Also refer to [24 CFR 570](#).

EXHIBIT III

Selection Rating System

1. Project Coordinator/Lead's Experience	<u>Maximum 20 Points</u>
A. 5 or more years' experience with CDBG or other federal/state programs	20 Points
B. 4 years' experience	15 Points
C. 3 years' experience	10 Points
D. Less than 2 years' experience	5 Points
E. No experience	0 Points
2. Firm's Project Completion Background	<u>Maximum 20 Points</u>
A. Completion of 5 or more previous, similar type projects within proposed time frame & budget	20 Points
B. Completion of 4 similar projects	15 Points
C. Completion of 3 similar project	10 Points
D. Working on 2 similar projects; not completed	5 Points
E. No work on a similar project	0 Points
3. References from Similar Projects	<u>Maximum 20 Points</u>
A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service	20 Points
B. Respondent lists 2 previous clients	15 Points
C. Respondent lists 1 previous client	10 Points
D. Respondent lists no previous references	0 Points
4. Firm's Familiarity with Community Needs	<u>Maximum 10 Points</u>
A. Firm is thoroughly familiar with community(ies) with similar population and characteristics to the Central Housing Region area	10 Points
B. Firm is somewhat familiar with community(ies) with similar population and characteristics to the Central Housing Region's area	5 Points
C. Firm is unfamiliar with community(ies) with similar population and characteristics to the Central Housing Region's area	0 Points
5. Responsiveness to Specifications of RFP	<u>Maximum 20 Points</u>
A. Needs of project are fully addressed in Proposal	20 Points
B. Needs of project are somewhat addressed in Proposal	10 Points
C. Needs of project are not addressed/resolved in Proposal	0 Points
6. Budget	<u>Maximum 10 Points</u>
A. Budget within CDBG Programs capacity as proposed	10 Points
B. Budget slightly above CDBG Programs capacity as proposed; potentially feasible with modest adjustment	5 Points
C. Budget not reasonably within CDBG Programs capacity; would require extensive adjustment to be feasible	0 Points
7. Minority or Women Business Enterprise or Disadvantaged	<u>Maximum 5 Points</u>

- | | |
|-------------------------------------|-------------------------|
| Business Enterprise firm* | |
| A. Firm is MBE, WBE or DBE firm | 5 Points |
| B. Firm is not MBE, WBE or DBE firm | 0 Points |
|
8. Small Business Firm | <u>Maximum 5 Points</u> |
| A. Firm is a small business | 5 Points |
| B. Firm is not a small business | 0 Points |

MAXIMUM TOTAL POINTS: 100 POINTS

Note to Responders of RFP:

Proposal submittals are to be organized to address the submittal specifications listed in the RFP and the evaluation criteria listed above.

**MBE/WBE/DBE Firms are Defined As Follows:*

Minority Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).

Woman Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.

Disadvantaged Business Enterprise (DBE) – Small business with at least 51% ownership and control held by person(s) classified as “disadvantaged” individual(s) according to the Wisconsin Department of Transportation standards (<https://wisconsindot.gov/Documents/doing-bus/civil-rights/dbe/dbe-program-brochure.pdf>)

Division of Energy, Housing and Community Resources (DEHCR)

Community Development Block Grant – Potential Conflict of Interest Disclosure

POTENTIAL CONFLICT OF INTEREST DISCLOSURE

Central Housing Region CDBG Program County of Juneau

Do you have family or business ties to any of the people listed below?

Yes ☐

No ☐

If yes, please check the box next to the name(s) of the individual(s) and describe the relationship in the space provided below:

ELECTED/APPOINTED OFFICIALS:

- ☐ TIMOTHY COTTINGHAM, COUNTY BOARD CHAIRMAN
- ☐ JILL GRANGER, JUNEAU COUNTY CDBG COMMITTEE CHAIR
- ☐ JOELLE CURRAN, JUNEAU COUNTY CDBG COMMITTEE
- ☐ LEE KUCHER, JUNEAU COUNTY CDBG COMMITTEE
- ☐ CINDY SUZDA, JUNEAU COUNTY CDBG COMMITTEE/COUNTY BOARD SUPERVISOR
- ☐ JOHN MCGINLEY, JUNEAU COUNTY CDBG COMMITTEE/COUNTY BOARD SUPERVISOR
- ☐ MIKE PECH, COUNTY BOARD SUPERVISOR
- ☐ KIM T. STROMPOLIS, COUNTY BOARD SUPERVISOR
- ☐ HERB DANNENBERG, COUNTY BOARD SUPERVISOR
- ☐ RICHARD KILMER, COUNTY BOARD SUPERVISOR
- ☐ BETTY MANSON, COUNTY BOARD SUPERVISOR
- ☐ CHRIS ZINDORF, COUNTY BOARD SUPERVISOR
- ☐ JUDITH A. KENNEDY, COUNTY BOARD SUPERVISOR
- ☐ MIKE KEICHINGER, COUNTY BOARD SUPERVISOR
- ☐ TOM WINTERS, COUNTY BOARD SUPERVISOR
- ☐ JACK JASINSKI, COUNTY BOARD SUPERVISOR
- ☐ JOHN ARD, COUNTY BOARD SUPERVISOR
- ☐ JERRY HEMERLEY, COUNTY BOARD SUPERVISOR
- ☐ ROY GRANGER, COUNTY BOARD SUPERVISOR
- ☐ RAY FELDMAN, COUNTY BOARD SUPERVISOR
- ☐ STEVEN THOMAS, COUNTY BOARD SUPERVISOR
- ☐ HOWARD FISCHER, COUNTY BOARD SUPERVISOR
- ☐ JAMES RYCZEK, COUNTY BOARD SUPERVISOR

Division of Energy, Housing and Community Resources (DEHCR)

Community Development Block Grant – Potential Conflict of Interest Disclosure

☐ JIM CAULEY, COUNTY BOARD SUPERVISOR

JUNEAU COUNTY ADMINISTRATION, DEPARTMENT HEADS AND/OR LEGAL COUNSEL

☐ LORI CHIPMAN, FINANCE DIRECTOR

☐ KATIE STEINKE, ASSISTANT FINANCE DIRECTOR

☐ DAVID LASKER, CORPORATION COUNSEL

☐ JULIE OLESON, EXECUTIVE DIRECTOR, JC HOUSING AUTHORITY

Description of Relationship(s):

Please Note: The name of any contractor with a potential conflict of interest will be disclosed at the Juneau County CDBG Housing Committee meeting in which bids are discussed. Potential conflicts of interest will be reviewed in accordance with 24 CFR 570.489(h).

Printed Name of Individual

Title

Signature

Name of Business/Firm/Company

Date Signed [MM/DD/YYYY]

24 CFR 570.489(h) CONFLICT OF INTEREST CLAUSE FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS

Code of Federal Regulations Title 24 570.489(h) Program Administrative Requirements

1. Applicability

- i) In the procurement of supplies, equipment, construction, and services by the States, units of local general governments, and sub-recipients, the conflict of interest provisions in paragraph (g) of this section shall apply.
- ii) In all cases not governed by paragraph (g) of this section, this paragraph (h) shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance with CDBG funds by the unit of general local government or its sub-recipients, to individuals, businesses and other private entities.

2. Conflicts Prohibited

Except for eligible administrative or personnel costs, the general rule is that no persons described in paragraph (h)(3) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this subpart or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

3. Persons Covered

The conflict of interest provisions for paragraph (h)(2) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipients which are receiving CDBG funds.

4. Exceptions

Thresholds requirements. Upon written request by the State, an exception to the provisions of paragraph (h)(2) of this section involving an employee, agent, consultant, officer, or elected official or appointed official of the state may be granted by HUD on a case-by-case basis. In all other cases, the state may grant such an exception upon written request of the unit of general local government provided the state shall fully document its determination in compliance with all requirements of paragraph (h)(4) of this section including the state's position with respect to each factor at paragraph (h)(5) of this section and such documentation shall be available for review by the public and by HUD. An exception may be granted after it is determined that such an exception will serve to further the purpose of the Act and the effective and efficient administration of the program or project of the state or unit of general local government as appropriate. An exception may be considered only after the state or unit of general local government, as appropriate, has provided the following:

- i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
- ii) An opinion of the attorney for the state or the unit of general local government, as appropriate, that the interest for which the exception is sought would not violate state or local law.

5. Factors to be Considered for Exceptions.

In determining whether to grant a requested exception after the requirements of paragraph (h)(4) of this section have been satisfactorily met, the cumulative effect of the following factors, where applicable, shall be considered:

- i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;
- ii) Whether an opportunity was provided for open competitive bidding or negotiation;
- iii) Whether the person affected is a member of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (h)(3) of this section;
- vi) Whether undue hardship will result either to the State or the unit of general local government or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- vii) Any other relevant considerations.

Division of Energy, Housing and Community Resources

Lobbying Certification

GRANTEE/UGLG* NAME: JUNEAU COUNTY
DEHCR GRANT AGREEMENT #: HSG 26-03

LOBBYING CERTIFICATION

FROM THE

- ☐ Municipality/UGLG*
☐ Contractor/Sub-Contractor
☐ Subrecipient
☒ Other (Specify entity type below):
CDBG GRANT ADMINISTRATOR

The undersigned certifies, to the best of his/her knowledge and 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
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 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 sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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.

Name of Entity Completing This Form (i.e., UGLG* / Company / Organization / Firm Name)

Signature of the Chief Elected Official, Owner, or Chief Executive Officer

Title

Date Signed

Printed/Typed Name of the Chief Elected Official, Owner, or Chief Executive Officer

*UGLG: Unit of General Local Government

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 06/30/2028

1. * Type of Federal Action: ☐ a. contract ☒ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. * Status of Federal Action: ☐ a. bld/offer/application ☒ b. initial award ☐ c. post-award	3. * Report Type: ☒ a. initial filing ☐ b. material change
4. Name and Address of Reporting Entity: ☒ Prime ☐ SubAwardee * Name * Street 1 Street 2 * City State Zip Congressional District, if known:		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: 	7. * Federal Program Name/Description: Assistance Listing Number, if applicable:	
8. Federal Action Number, if known: 	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant: Prefix * First Name Middle Name * Last Name Suffix * Street 1 Street 2 * City State Zip		
b. Individual Performing Services (including address if different from No. 10a) Prefix * First Name Middle Name * Last Name Suffix * Street 1 Street 2 * City State Zip		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: Completed on submission to Grants.gov * Name: Prefix * First Name Middle Name * Last Name Suffix Title: Telephone No.: Date: Completed on submission to Grants.gov		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

ATTACHMENT 6-B(2): SECTION 3 CONTRACT REQUIREMENTS [24 CFR 75]

(24 CFR 75 is applicable to HUD-funded projects awarded **ON or AFTER** to November 30, 2020)

Insertion in all contracts and sub-contracts funded with Community Development Block Grant (CDBG) dollars when the CDBG Award to the Grantee is greater than \$200,000 and the CDBG Project includes Construction and/or Demolition Activities:**

1. **Section 3 of the Housing and Urban Development Act of 1968:** 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 the U.S. Department of Housing and Urban Development (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.
2. **Contractor Certification of Compliance:** The parties to this contract agree to comply with HUD's regulations in [24 CFR 75](#), 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 [24 CFR 75](#) regulations.
3. **Contract Language Requirement:** The contractor agrees to include this *Section 3 Contract Requirements* clause in every sub-contract subject to compliance with regulations in [24 CFR 75](#), and agrees to take appropriate action, as provided in an applicable provision of the sub-contractor in this *Section 3 Contract Requirements* clause, upon a finding that the sub-contractor is in violation of the regulations in [24 CFR 75](#). The contractor will not sub-contract with any sub-contractor where the contractor has notice or knowledge that the sub-contractor has been found in violation of the regulations in [24 CFR 75](#).
4. **Contracting Requirements:** To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, the CDBG Grantee *and* contractors and sub-contractors for the CDBG project shall ensure contracts and sub-contracts for work awarded in connection with the project are awarded to business concerns that provide economic opportunities to Section 3 Workers; and where feasible in the following order of priority: (1) Section 3 Business concerns that provide economic opportunities to Section 3 Workers residing within the metropolitan area (or nonmetropolitan county) in which the HUD funded assistance is provided/in which the HUD funded/CDBG project is occurring; and (2) YouthBuild programs.
5. **Employment and Training Requirements:** To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, the CDBG Grantee *and* contractors and sub-contractors for the CDBG project shall ensure employment and training opportunities generated in connection with the project are filled by Section 3 Workers; and where feasible, in the following order of priority: (1) low- and very low-income persons residing within the metropolitan area (or nonmetropolitan county) in which the CDBG assistance is expended (i.e., in which the CDBG project is occurring); and (2) participants in YouthBuild programs.
6. **Section 3 Definitions [24 CFR 75]:** Definitions for Section 3 terms per [24 CFR 75](#) are as follows:
Section 3 Worker: An employee who currently fits (if hired more than five (5) years before starting work on the CDBG project), or fit at the time of hire (if hired within five (5) years of starting work on the CDBG project), at least one (1) of the following categories: (1) is employed by a Section 3 Business concern; or (2) is a low- or very low-income resident (i.e., a local person living within the Section 3 service area as defined in 24 CFR 75.5, with an *individual* annualized income at the time of hire (if hired within five (5) years of starting work on the CDBG project), or currently as of date of starting work on the project (if hired more than five (5) years before starting work on the CDBG project) that was/is at or below the low-income (80%) threshold established by HUD for a Family of 1 for the county in which the person lives) [Note: The HUD income threshold must be from the [HUD Income Limits for the CDBG program](#) that are in effect at the time of hire (if hired within five (5) years of starting work on the CDBG project), or currently in effect as of the date the worker started work on the CDBG project (if hired more than five (5) years prior to starting work on the CDBG project). The HUD Income Limits are updated annually, typically in March or April.]; or (3) is a YouthBuild participant.
Targeted Section 3 Worker: An employee who is employed by a Section 3 Business concern; or who currently fits (or when hired fit) at least one (1) of the following categories as documented within the past five (5) years: (1) lives/lived within the Section 3 service area or the neighborhood of the CDBG project as defined in 24 CFR 75.5; or (2) is a YouthBuild participant.
Section 3 Business concern: A business that fits at least one (1) of the following categories: (1) 51% or more owned by low- or very low-income persons; or (2) 75% or more of the labor hours are performed by low- or very low-income persons; or (3) 51% or more owned by current residents of public housing or Section 8-assisted housing.
Section 3 Service Area: An area within one (1) mile of the CDBG project's location (i.e., street address); or an area within a circle centered around the CDBG project site that encompasses 5,000 people [if less than 5,000 people live within a one (1) mile radius of the CDBG project site].
7. **Reporting Labor Hours:** CDBG Grantee *and* contractors and sub-contractors for the CDBG project shall report all worker (see exception on next page)* labor hours on the project as follows: (1) the total number of labor hours worked; (2) the total number of labor hours worked by Section 3 Workers; and (3) the total number of labor hours worked by Targeted Section 3 Workers. The labor hours reported shall include the total number of labor hours worked on the financially assisted project by workers employed by the CDBG Grantee, *and* employed by their contractors and sub-contractors, during the reporting period specified by HUD and the State CDBG Program. The labor hours reported may be based on the employer's good faith assessment of the labor hours of a full-time or part-time employee informed by the employer's

existing salary or time and attendance based payroll systems, unless the project or activity is otherwise subject to requirements specifying time and attendance reporting. [Note: Construction contractors required to maintain certified payroll records to meet federal labor standards requirements shall report actual work hours as reported on the certified payroll records.]

**Exception for positions that require an advanced degree or professional certification: Reporting of hours for positions requiring an advanced degree or professional certification is not required, but the hours may be reported to demonstrate Section 3 "best efforts". The CDBG Grantee, contractors and sub-contractors may report the labor hours by Section 3 Workers and Targeted Section 3 Workers without including labor hours from employees in positions requiring an advanced degree or professional certification in the total number of labor hours worked, but if the contract covers both work requiring an advanced degree or professional certification and other work, the labor hours for the other work under the contract that are not from employees in positions requiring an advanced degree or professional certification must still be reported.*

8. **Section 3 Benchmarks:** The HUD Section 3 Final Rule (24 CFR 75) establishes "safe harbor" benchmarks that are quantitative benchmarks and prioritized qualitative efforts that funding recipients must complete to assist low- and very low-income persons with employment and training opportunities: (1) 25% or more of all labor hours worked must be worked by Section 3 Workers; and (2) 5% or more of all labor hours worked must be worked by Targeted Section 3 Workers. If the "safe harbor" benchmarks are not met over the course of the project, then the CDBG Grantee and contractors and sub-contractors for the CDBG project shall provide evidence of completing qualitative efforts to assist low- and very low-income persons with employment and training opportunities. Supporting documentation of these completed efforts must also be maintained in the CDBG Grantee's and contractors' CDBG project files, to be made available upon request for monitoring purposes.
9. **Demonstrating Best Efforts:** When the Section 3 benchmarks are not met, the CDBG Grantee and contractors and sub-contractors for the CDBG project shall demonstrate and report qualitative efforts made in an attempt to meet the benchmarks, which may include but are not limited to the following:
 - (1) Engage in outreach efforts to generate job applicants who are Targeted Section 3 Workers.
 - (2) Provide training or apprenticeship opportunities.
 - (3) Provide technical assistance to help Section 3 Workers compete for jobs (e.g., resume assistance, coaching).
 - (4) Provide or connect Section 3 Workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.
 - (5) Hold one or more job fairs.
 - (6) Provide or refer Section 3 Workers to services supporting work readiness and retention (e.g., work readiness activities, interview clothing, test fees, transportation, child care).
 - (7) Provide assistance to Section 3 Workers to apply for/or attend community college, a four-year educational institution, or vocational/technical training.
 - (8) Assist Section 3 Workers to obtain financial literacy training and/or coaching.
 - (9) Engage in outreach efforts to identify and secure bids from Section 3 Business concerns.
 - (10) Provide technical assistance to help Section 3 Business concerns understand and bid on contracts.
 - (11) Divide contracts into smaller jobs to facilitate participation by Section 3 Business concerns.
 - (12) Provide bonding assistance, guaranties, or other efforts to support viable bids from Section 3 Business concerns.
 - (13) Promote use of business registries designed to create opportunities for disadvantaged and small businesses.
 - (14) Conduct outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.
10. **Recordkeeping & Reporting:** The CDBG Grantee and contractors and sub-contractors for the CDBG project shall maintain all records demonstrating compliance with [24 CFR 75](#), including contracting information and documents, worker income certifications (for Section 3 Worker status determinations), and worker labor hours on CDBG project; and provide data and reporting documents as requested and required by the State CDBG Program and/or HUD. Grantee and contractor records may be monitored for compliance by the State CDBG Program and/or HUD.
11. **Non-Compliance:** Non-compliance with HUD's regulations in [24 CFR 75](#) may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
12. **Indian Housing Assistance Project Specifications:** 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 sub-contracts 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).

**** This language is required to be included in contracts and sub-contracts for a HUD funded project that are funded in whole or in part with the federal dollars, and the CDBG/ HUD Funded Award to the Grantee is greater than \$200,000 and awarded 11/30/2020 or later, and the CDBG/ HUD Funded Project includes construction (including building/structural rehabilitation) and/or demolition activities. CDBG projects awarded on or after 11/30/2020, for which the CDBG/ HUD funded Award is less than \$200,000 and/or for which Planning, Public Services, or Financial Assistance (e.g., loans for economic development) are the only activities, with no construction and no demolition in the project scope of work, are not subject to these Section 3 requirements and reporting. Insertion of this Section 3 Clause is strongly recommended to be included in ALL contracts and sub-contracts for a HUD funded project that is subject to Section 3 requirements, regardless of the funding source for the specific contract, to help avoid issues with compliance and reporting later in the project cycle if the funding source changes. All subcontractors of a prime contractor that is funded in whole or in part with CDBG/ HUD funding are subject to the same Section 3 requirements as the prime contractor.**