

Request for Proposals for Acquisition of Property for Non-Profit Use

RFP-1718-58

Section I: Organizational Information

1. Contact Information

a. Organizational Name (must match registered name in DUNS)

Bethesda, Inc.

b. Street Address

1181 E. Main St. Norman, OK 73071

2. Organizational Head (person legally authorized to execute a contract for the organization)

a. Name: Travis Humphrey

b. Title: Executive Director

c. E-mail: travis@bethesdaOK.org

d. Primary Phone: 405-701-2173

Section II: Type of Organization

1. Date 501(c)(3) exemption received: February 11, 1983

2. Federal Employee Identification Number (FEIN): 73-1170216

3. Data Universal Number System (DUNS) Number: 800337701

4. Provide any other names which the organization has operated under within the last 10 years: N/A

5. Organizational Background

a. Total number of years in operation: 35 Years

b. Current number of employees in organization (include contracts for services if applicable): 13

c. List the types of services the organizations provides:

1) Therapeutic treatment provided to children who suffered sexual abuse.

2) Therapeutic, educational and supportive services to non-offending caregivers of child sexual abuse victims.

3) Education to elementary aged students on personal space boundary rules.

d. List the clients/population(s) the organization serves:

1) Children 3-18 years old who suffer from the trauma caused by sexual abuse.

2) Non-offending caregivers of children who were sexually abused.

3) Elementary aged children in Oklahoma.

Bethesda provides treatment to any child in Oklahoma who suffered the trauma of sexual abuse and their non-offending caregivers. In FY2017, Bethesda treated 652 clients: 293 caregivers, 359 children. This represents a 34% increase over the number of clients treated in 2015 (487). Bethesda anticipates that the number of clients needing therapeutic services for the trauma of sexual abuse will continue to rise 10-15% each year.

- e. List the purpose/mission of the organization as stated in the by-laws.

Bethesda, Inc. is a community-based, not-for-profit agency that provides counseling for children who have been sexually abused, non-offending caregiver and family members.

- f. Describe the organization's board structure. Include how board members are chosen and if the organization provides any training or orientation for the board members.

The Bethesda Board of Directors (Board) consists of six committees, to include: 1) Executive Committee; 2) Finance Committee; 3) Personnel Committee; 4) Fundraising Committee; 5) Publicity Committee; 6) Board Development Committee. The Executive Committee consists of the Board Officers, to include: Board President, President-Elect, Secretary and Treasurer. Each committee has assigned duties and a board member is appointed to act as a committee chair. Committee meet outside the regular board meeting. The committees provide reports to the board during regular board meetings.

Board members are chosen through nominations submitted to the Board Development Committee. The President-Elect leads the board in recruitment as the Board Development Committee Chair. Selection of new board members depends on available vacancy and the needs of the organization. Bethesda seeks board members that represent a diversity of community sectors, gender, age and race. For example, if no one on the board has a background in publicity, the President-Elect will seek out community members who work in publicity or have a background therein.

- i. Number of board members: 19
 - ii. Frequency of meetings: The Bethesda Board of Directors meet every third Tuesday of the month, except in December when there is no regular meeting. There are eleven regular board meetings in a year.
- g. Using the table below, list any Federal (including HUD) or State funds received within the last three years

Source of Funds	Name of Project	Amount (FY2015-17 Totals)
OK DHS	Sexual Abuse Treatment	\$265,000
District Attorney's Council VOCA	Sexual Abuse Treatment and Education	\$813,011
City of Moore CDBG	Sexual Abuse Treatment	\$28,000

- h. Is the organization a Faith-Based organization? If yes, please answer the following questions
- i. Describe how the organization will not discriminate against, show preferential treatment to, or limit services to any employee, applicant for employment, or persons served by the HUD funded program on the basis of religion or religious beliefs.
 - ii. Describe how the organization will separate the program from inherently religious activities, such as worship, religious instruction, and/or proselytization.

Bethesda is not a faith-based organization.

6. Financial Information

- a. Provide the organizations' total annual operating budget: \$683,848
- b. Provide information regarding the current Capital Campaign. Information to include:
 - i. Purpose of Campaign

The purpose of the Bethesda Capital Campaign is to raise \$3 million dollars to purchase and sustain a larger facility for the expansion of child abuse treatment, education and prevention in Oklahoma.

- ii. Kick off date, target time frame

The Bethesda Board of Directors approved the Capital Campaign on January 16, 2018. The anticipated completion date is December 2020. Bethesda plans to conduct the capital campaign without publicity until 2019. The goal is to raise 75% of the total project through private foundations and large gifts before general public solicitation.

- iii. Chair/Officers of Campaign, is a third party consultant being utilized

Mike Snowdon of OG&E serves as a Board Member of Bethesda and as the Chair of the Capital Campaign committee. He is a volunteer and does not receive compensation.

- iv. Target funding: \$3 million

Item	Cost
Purchase Cost	\$1,700,000.00
Renovation Cost (\$42.91 x 14,740 sq. ft.)	\$641,848.00
Indirect Costs	\$110,000.00
Endowment Fund	\$470,000.00
TOTAL	\$2,921,848.00

- v. Was a Feasibility Study conducted prior to the Campaign? If so please attach

Yes. See attachment.

- c. Provide the average amount of cash flow reserves maintained by the organization for the most recent fiscal year. \$120,000

- d. Identify the individual primarily responsible for the fiscal oversight of grant awards for the organization and their experience with federal funds.

The Executive Director, Travis Humphrey is the individual primarily responsible for the fiscal oversight of grant awards for the organization. Mr. Humphrey has over ten years of nonprofit administration experience. He has managed numerous State contracts as large as \$700,000. In previous employment, Mr. Humphrey received and managed funding from the Tobacco Settlement Endowment Fund (T-SET) for \$1.7 million.

At Bethesda, Mr. Humphrey has gained four years of experience in managing federal grant awards provided through the District Attorney's Council. Additionally, the District Attorney's Council implemented an organizational tool developed by Mr. Humphrey at all sites in Oklahoma.

- e. Describe how the organization's internal controls adequately safeguard grant funds, personally identifiable information, and ensure the grant funds are used solely for authorized purposes.

Bethesda utilizes a strict division of duties and third-party review for its internal controls. The Office Manager receives all donations, grant funds, and enters the information into QuickBooks. The Office Manager gives the copy of the checks to the Receptionist who enters the information into the Donor Software. The Executive Director initials all donations and grant award checks, and deposits them at the bank. The Executive Director gives the deposit slip to the Office Manager for record.

Each month, an off-site bookkeeper reconciles reports between the donor software and QuickBooks against the bank statements. The bookkeeper provides bank reconciliations and financials to the Board Finance Committee. The Finance Committee reviews and presents the financial reports each month to the Board of Directors.

Bethesda marks funds with restrictions through its accounting software. The Executive Director is responsible for use of the grant award. The Finance Committee of the Board of Directors provides oversight of the restricted use of funds. Bethesda conducts an annual audit of its financials using a third-party independent auditor. The annual audit reviews the agency's adherence to grant award restrictions.

- f. List the accounting software or system in use by the organization.

Bethesda uses QuickBooks for its accounting software and Donor Perfect for its donor database management system. Client information is secured through Theranest (secure database management system), with paper files secured in locked cabinets in a locked file room on site. Bethesda adheres to its records retention and disposal policy.

- g. Organizations expending more than \$750,000 total of Federal Funds during the last completed fiscal year are required to submit the more recent Single or Program Specific Audit. Organizations not required to conduct a Single Audit, must submit audited financial statements, prepared by a Certified Public Accountant, that meet the requirements of generally accepted accounting principles. See attached Audit.

SECTION III: DESCRIPTION OF PROPOSED PROJECT

NOTICE: Completion of the environmental review process is mandatory before taking physical action on a site, or making an expenditure or HUD or non-HUD funds for property acquisition. Developers may not commit or expend funds on projects until the City of Norman has completed the environmental review process. Any options to purchase property should be contingent upon a HUD environmental review completed by the City of Norman.

If the proposed project requires relocation or moving of occupants from an acquired structure, the organization agrees to comply with all the requirements as described in (1) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, enacted as Public Law 91-464 and (2) all requirements of 24 CFR Part 92.353 Displacement, relocation, and Acquisition, and (3) HUD Handbook 1378 Uniform Relocation Assistance, including proper notices AS OF THE DAY THIS APPLICATION IS SUBMITTED TO THE CITY OF NORMAN to tenants to ensure no tenant displacement and/or relocation occurs.

1. Description of Project.

- a. Is this Proposal for Acquisition of undeveloped land or an existing structure(s)?

Existing Structure

- b. Please describe the readiness to proceed.

Bethesda is prepared to proceed with the capital campaign project. After two years of preparation, the Board of Directors approved the project in January 2018. Preparation included a needs assessment, feasibility study, client surveys, staff input sessions and committee oversight meetings. After Board approval, Bethesda submitted a grant proposal to the E.L. and Thelma Gaylord Foundation, award pending. An additional community fundraiser is planned for April 2018 to benefit the project. Other grant proposals are in the process of submission. The organization is currently preparing marketing materials for the public petition for support that begins when 75% of funds are secured. Bethesda anticipates the public campaign will begin in 2019 with completion by the end of 2020.

- c. Project Timeline – Provide a summary of the project from start to finish.

- i. Date the project will commence (MUST be within six (6) months from the date of the grant award. January 2018.
- ii. Date all HUD grant funds will be expended and National Objective met (MUST be within two (2) years from the date of grant award.) December 2020.

- d. Has the organization identified potential property locations for the project?

- i. If so, please identify the location(s). 2700 Technology Pl. Norman, OK.
- ii. Year property constructed. 2005

1. If pre-1978 will it be occupied by children under the age of six? N/A

- e. Zoning

- i. Is the site zoned correctly for the proposed activity? Yes.
- ii. Is the proposed site located within a FEMA floodplain? No.

- f. Acquisition Only-All projects are subjected to a HUD Environmental Review and certain projects, depending on the size and proposed activities must undergo a Phase I Environmental Assessment before any part of the project may begin.

- i. For Property Acquisition Projects: Applicants can have no financial or legal commitment to purchase a property. Applicants may have an option to purchase a property pending grant approval, and approved HUD Environmental Review and an executed written

- agreement with the City of Norman. Does the organization have an option to purchase on the property? No.
- ii. If organization has an option to purchase property, has an appraisal or comparative market analysis been completed? No.
 1. Date appraisal or market analysis completed. N/A
 - iii. If appraisal value is not known, what is the source of the acquisition cost estimate? Realtor Property Listing
 - iv. Is the property currently occupied? No.
 1. Does your project require temporary/permanent relocation or moving tenants? No.
 2. If yes, please provide detailed explanation and attach (1) copy of the appropriate URA General Information Notice with date distributed to occupants. (2) The Relocation Plan, including a timeline and budget for relocation activities, and (3) listing of all current tenants.
 - v. What is the current condition of the property, and what is the expected life of the property? The current condition of the property is excellent. Life expectance of the property is 50 years.
 - vi. Provide information that demonstrates the proposed activity is economically feasible and that the maintenance and operations of the property can be sustained for ten years from the date of the project completion.

Bethesda is currently executing a strategic plan to raise the funds necessary to purchase the facility, renovate, address indirect costs and create an endowment fund which will help pay for the operational expenses of the facility after it is fully acquired. Formal solicitation has already begun to private foundations that have already provided Bethesda with 'soft' commitments. The Executive Director is meeting with community partners and donors to solicit significant gifts.

Of particular note, Chickasaw Nation Industries (CNI) has taken a special interest in Bethesda. CNI is working with the current owners of the property to secure the property for Bethesda. The involvement of a global organization like CNI is testament to the compelling mission of Bethesda and the strong community support of its mission. Already, Bethesda has raised \$75,000 since January towards the capital campaign, with grant proposals pending for \$500,000.

The following is an overview of the Project Income:

Item	Cost
Private Foundations	\$2,000,000.00
Corporate Donations	\$500,000.00
Individual Donations	\$500,000.00
TOTAL	\$3,000,000.00

Bethesda conducted a study to determine the estimated operation costs of the new facility. The following outlines the estimated operation expenses of the new property.

Item	Annual Cost Estimation	Monthly Cost Estimation
Power and Lights (OG&E)	\$31,812	\$2,651
Internet	\$6,600	\$550
Phone	\$5,760	\$480
Gas (ONG)	\$2,520	\$210
Utilities	\$3,960	\$330
Lawn Care	\$4,380	\$365
Cleaning Services	\$18,000	\$1,500
Property and General Insurance	\$30,000	\$2,500
Miscellaneous	\$3,000	\$250
TOTAL	\$106,032	\$8,836

In order to sustain the organization in the new facility, the capital campaign task force identified sources of financial support that would underwrite the estimated operation costs of the new facility.

Item	Future Funding
DAC - VOCA	\$38,688
Private Foundations	\$10,000
Gov't Contracts	\$10,000
United Way	\$6,000
Fundraiser (OU Lunch)	\$30,000
Donations	\$3,000
Endowment	\$10,000
TOTAL	\$107,688

Currently, Bethesda receives operational support from the District Attorney's Council (VOCA) for facility space dedicated to direct service activities (54% of current facility). Current funding sources, like donations, United Way, private foundations and a contract with DHS help pay for current operation expenses. In April 2018, Bethesda initiated a new fundraiser with OU Softball Coach Patty Gasso, a community event currently devoted to raising funds for the capital campaign, but will later underwrite operation expenses. Finally, the endowment established during the capital campaign will support future operational expenses associated with the new facility.

SECTION IV: CDBG PROGRAM/PROJECT FINANCIAL INFORMATION

NOTE: The City of Norman encourages diversification of program funding sources. It is strongly recommended that applicants seek additional funding from other sources to supplement CDBG funds. Programs and initiatives that are wholly dependent on CDBG funds will be considered high risk.

1. Project funding rationale

a. How did the organization arrive at the total cost of the project?

Bethesda arrived at the total cost of the project by working with community partners to establish accurate estimations. McKinney Architecture provided architectural floor plans with renovation cost estimates. McKinney was the original architect firm to design the future location of Bethesda. They provided floor plans that realize the least amount of renovation using the current structure.

The indirect costs estimation was derived with the assistance of a commercial realtor and McKinney Architecture. It is considered a generous estimation to allow for possible unexpected costs. The indirect cost line accounts for fees associated with floor plan design, marketing materials, fees, signage, etc.

The endowment fund was included in the capital campaign at the suggestion of nonprofit expert, Diana Hartley (University Oklahoma), Katie Fitzgerald (CEO, Regional Food Bank), Will Merrick (Communities Foundation of Oklahoma), and Brandon Brooks (Center for Children and Families). The increased operational expenses of the new facility require intentional preparation through an endowment established during the capital campaign. The amount for the endowment is based on 20% of the estimated property and renovation costs. For ease of communication, Bethesda has rounded up the estimated project cost to \$3 million. Any additional funds raised beyond the outlined costs will be diverted to the endowment fund.

Item	Cost
Purchase Cost	\$1,700,000.00
Renovation Cost (\$42.91 x 14,740 sq. ft.)	\$641,848.00
Indirect Costs	\$110,000.00
Endowment Fund	\$470,000.00
TOTAL	\$2,921,848.00

b. What are the total administrative costs for the Campaign and what percent, if any, is anticipated to be charged to the grant?

No administrative costs will be charged to the grant. All funds provided through the grant will go towards the purchase of the property.

There are currently no administrative costs associated with this project. Time of the Executive Director is accounted for in the general operation's budget of the agency. The agency is prepared to allow up to 3% of total project budget for possible future administrative expenses.

- c. Describe what project expenditures will be charged to the grant.

The purchase of the property will be charged to the grant.

- d. Provide the current and projected number of beneficiaries annually served by the Agency.

In FY2017, Bethesda served 652 clients in the treatment program. Over the last two years, Bethesda experienced over a 30% increase in the number of clients served. Already, Bethesda anticipates a 12% increase in FY18. By 2020, Bethesda anticipates that it will serve over 1,000 clients annually in its treatment program. Current facilities are at capacity and cannot meet the growing number of clients served through Bethesda's treatment program.

The current facility limits the summer camp program of Bethesda. The new facility will allow larger space to accommodate the growing number of clients that will benefit from Bethesda's specialized summer camp program. In 2017, and for the first time at Bethesda, clients were put on a waiting list for summer camp because of limited space. Unless a larger facility is secured, that waiting list will only increase.

Additionally, the education program has increased the number of students reached by over 150%, serving over 20,000 children in FY17. The number of education staff will continue to grow as the demand for educational services continue to rise throughout Oklahoma.

Bethesda envisions a facility that allows for adequate space to conduct its treatment programs, and also allows for additional expansion of Bethesda's mission. Specifically, Bethesda seeks to create a space that will allow for training of mental health professionals in the trauma-informed model used at Bethesda. In this way, Bethesda will create seminars and conferences wherein mental health professionals will learn effective therapeutic directives to take to their communities. We envision a location that will attract national attention for its proactive and effective approach to trauma-informed care of sexual abuse victims.

- e. Will the proposed acquisition/expansion affect the organization's budget? If yes, describe how the organization's budget will be affected and what efforts are being included to address these changes.

Bethesda anticipates a significant change in the agency's operational expenses due to the new facility. Bethesda has prepared operation cost estimations based on previous owner's energy use and quotes gathered from vendors. The following outlines the estimated operation costs of the new facility.

Item	Annual Cost Estimation	Monthly Cost Estimation
Power and Lights (OG&E)	\$31,812	\$2,651
Internet	\$6,600	\$550
Phone	\$5,760	\$480
Gas (ONG)	\$2,520	\$210
Utilities	\$3,960	\$330
Lawn Care	\$4,380	\$365
Cleaning Services	\$18,000	\$1,500
Property and General Insurance	\$30,000	\$2,500
Miscellaneous	\$3,000	\$250
TOTAL	\$106,032	\$8,836

Bethesda has already spoken with current supporters concerning the change in location. Bethesda anticipates underwriting for the increased operational expenses from the following sources:

Item	Future Funding
DAC - VOCA	\$38,688
Private Foundations	\$10,000
Gov't Contracts	\$10,000
United Way	\$6,000
Fundraiser (OU Lunch)	\$30,000
Donations	\$3,000
Endowment	\$10,000
TOTAL	\$107,688

- f. Is the project contingent upon receipt of other grant funding?
- i. If, yes, provide an explanation including grant type and timing.

The Gift Range Calculator through blackbaud.com (fundraising tool), provided the following breakdown of the different size of gifts, quantity, number of prospects for each level.

Gift Range	No. Gifts Required	No. Prospects Required	Subtotal	Cumulative Total	Cumulative Percentage
\$300,000.00	1	4	\$300,000.00	\$300,000.00	10%
\$150,000.00	2	8	\$300,000.00	\$600,000.00	20%
\$86,000.00	5	20	\$430,000.00	\$1,030,000.00	34%
\$65,000.00	5	20	\$325,000.00	\$1,355,000.00	45%
\$43,000.00	5	20	\$215,000.00	\$1,570,000.00	52%
\$30,000.00	10	40	\$300,000.00	\$1,870,000.00	62%
\$22,000.00	12	48	\$264,000.00	\$2,134,000.00	71%
\$8,700.00	12	48	\$104,400.00	\$2,238,400.00	75%
\$4,200.00	15	60	\$63,000.00	\$2,301,400.00	77%
Under 4,200	332	1330	\$698,600.00	\$3,000,000.00	100%
TOTAL	339	1596		\$3,000,000.00	

Bethesda is preparing a gannt chart to outline the numerous private foundations it is soliciting for support. The chart will provide a detailed timeline of the fundraising campaign. At this time, Bethesda has a list of foundations that have made soft commitments to the project.

Anne and Henry Zarrow Foundation	E.L. and Thelma Gaylord Foundation	Goddard Foundation
Merrick Family Foundation	Potts Family Foundation	Cresap Foundation
Brinkley Family Foundation	Kirkpatrick Family Foundation	Mabee Foundation
Inasmuch Foundation	Sarkeys Foundation	Choctaw Foundation
Vogt Family Foundation	Westheimer Foundation	Avitas Foundation
Rose Family Foundation	Smith Family Trust	Oxley Foundation
Harris Family Foundation	Moran Foundation	Kaiser Foundation

- g. Will Program Income be received from the project?
- i. If yes, describe estimate of amount and anticipated use of Program Income by the organization.

No program income will be received from the project.

SECTION V: ATTACHMENTS

1. Certificate of Incorporation: Attach a copy of the organization's Certificate of Incorporation pursuant to the laws of the State of Oklahoma.
2. IRS Tax Exempt Status: Attach a copy of the IRS letter authorizing tax-exempt status for the organization.
3. Organization Chart: An organization chart depicting the organization's internal structure, including any boards, trustees, or affiliates to whom the organization must report.
4. Board of Directors: A list of board officers and members including address, telephone number and length of board tenure for each member. Indicate upcoming rotations.
5. Bylaws: Attach a copy of the organization's bylaws.
6. IRS Form 990: Include a copy of IRS form 990 (Informational Tax Return of Organizations Exempt from Income Tax), or an explanation of why the organization has not been required to complete such a form.
7. Certificate of Commercial General Liability Insurance
8. Application / Intake Forms
9. Accounting policy/procedure (If over 20 pages, submit the Table of Contents only)

10. Procurement policy/procedure (If over 20 pages, submit the Table of Contents only)
11. Conflict of Interest policy/procedure (If over 20 pages, submit the Table of Contents only)
12. Record Retention policy/procedure (If over 20 pages, submit the Table of Contents only)
13. Certificate of Directors and Officers Liability Insurance for Board of Directors (optional, but encouraged)
14. Certified Organization Audit/Financial Statements of most recent year (one of the following)
15. Copy of organization's Single Audit (if required); OR
16. Audited financial statements prepared by a CPA.
17. Committed Non-HUD Funding: Attach documentation to support Non-HUD funding committed for the program/project.

Grant Certification Form – 1
City of Norman - CDBG Certifications Form

Applicant certifies the proposed program/project incorporates compliance with the following requirements. If selected for funding, applicant acknowledges that its responsibility will be to understand and comply with the federal regulations listed below.

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 570.603 29 CFR Parts 1, 3, and 5	Section 110, Housing and Community Development Act of 1974 (HCDA) 40 U.S.C 276a-276a-5; 276c; 327 et seq.
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990
Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	

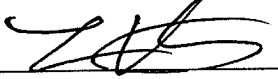
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Grant Certification Form – 1 (continued)
City of Norman - CDBG Certifications Form, page 2

Requirements	Federal Regulations	Other References
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

Non-compliance with all applicable laws and regulation could result in repayment to the City of Norman of the federal funding received.

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of (Name of Organization)


EXECUTIVE DIRECTOR Date 3/30/18

Signature/Authorized Official of Board Title
Printed Name TRAVIS HUMPHREY

Grant Certification Form – 2
City of Norman – CDBG Conflict of Interest Certification Form


The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application? Yes ☐ No ☒
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application? Yes ☐ No ☒
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity? Yes ☐ No ☒
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? Yes ☐ No ☐

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law



Signature/Authorized Official of Board

EXECUTIVE DIRECTOR

Title

Date 3/30/18

Printed Name TRAVIS HUMFREY

Sources of Leveraged Funds: Attach supporting documentation for committed funding sources for this proposed program/project.

[illegible]

Source	Contact Name & Phone #	Amount	Date Received (m/d/yyyy)
Loans		\$	
Grants		\$	
Private Donations/Fundraising		\$	
Donated Land/Buildings		\$	
Donated Goods		\$	
Donated Equipment		\$	
Salaries—number of staff		\$	
Volunteers - # Hrs.		\$	
Volunteer Professional Services (Medical, Legal, Architects, Engineers, etc.)		\$	
Other (specify)		\$	
Other (specify)		\$	
	Sub Total	\$	
Total for ALL Funding Sources		\$	

I certify that the sources of funding listed above have been identified and **committed** to support the proposed CDBG program/project.

EXECUTIVE DIRECTOR Date 3/30/18
Title _____

Printed Name TRAVW HUMPHREYS

Grant Certification Form - 4
City of Norman – CDBG Board Signature Authorization Form

The Board of Directors Bethesda does hereby resolve that on (03/30/2018), the Board reviewed the Application for Community Development Block Grant Funds to be submitted to the City of Norman CDBG Grants Administration for funding consideration and in a proper motion and vote approved this application for submission.

The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application and is a non-profit organization, tax exempt, and incorporated.

Bethesda hereby proposes to provide the program services or complete the project identified in this application in accordance with this application for Community Development Block Grant Funds. If this application is approved and this organization receives CDBG funding from the City, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the City.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations offered in the application that are not subsequently made a part of the program/project as funded, **shall be considered a material contract failure, and may result in a repayment of all CDBG funds and/or suspension from Program participation.**

Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete. I authorize the following person(s) to have signatory authority regarding this grant:

Name Travis Humphrey

Title Executive Director

Name _____

Title _____

Emily Leidner Board President Date 3-30-18
Signature/Authorized Official of Board Title
Printed Name Emily Leidner

PENALTY FOR FALSE OR FRAUDULENT STATEMENT - U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.