

**VILLAGE of ROCK SPRINGS**  
**SAUK County, Wisconsin**  
**REQUEST FOR PROPOSALS (RFP)**  
**For**  
**Grant Administration Services**

**NEW COMMUNITY BUILDING FACILITY**  
**CDBG-EAP & CDBG-CLOSE Project**

December 26, 2019

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# Invitation to Submit Proposal

## INTRODUCTION:

The Village of Rock Springs, Wisconsin, and/or its designated representative is seeking proposals for consulting services relating to the proposed new municipal building project. The Village of Rock Springs is applying for federal funding from the Community Development Block Grant (CDBG) Program for this project. Proposals will be accepted for grant administration services for a Community Development Block Grant (CDBG) award.

Minimum requirements include previous experience in CDBG Grant Administration or similar state/federally funded projects. Proposals will be accepted from individuals, firms, or groups of firms with the demonstrated expertise and experience in these areas of practice.

## CONTACT PERSON:

All interested persons and firms should contact RFP Contact Person Jennifer Roloff, Village Clerk/Treasurer between the hours of 7:00AM-4:30PM, Tuesday & Thursday at 608-963-8082 or [villageofrocksprings@gmail.com](mailto:villageofrocksprings@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 the Village of Rock Springs with the person's/firm's name and contact information in case of addenda or other changes. Additionally, the RFP may be sent to those persons/firms that are included on the Village of Rock Springs of persons/firms that is specifically created for this RFP. Those who the Village of Rock Springs has sent an RFP and those who have provided contact information through a request for a copy of the RFP or through a notification of intent 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 the Village of Rock Springs prior to the RFP submission deadline. The Village of Rock Springs 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 U.S. Mail or email to Jennifer Roloff at [villageofrocksprings@gmail.com](mailto:villageofrocksprings@gmail.com) on or before Thursday, January 16, 2020. After this date, questions involving the content or intent of the proposal will not be answered. All questions will be responded to by Jennifer Roloff in writing via email, and provided to all parties requesting an RFP for which the Village of Rock Springs has the contact information, and treated as an addendum to the RFP packet.

The Village of Rock Springs makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the Village of Rock Springs 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 Village President, any Village Board members, any committee members, or any other Village of Rock Springs staff for clarification of this RFP.

## ADDENDA INTERPRETATIONS:

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. The Village of Rock Springs is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by the Village of Rock Springs will become part of the official RFP and will be emailed to all Proposers of record based upon contact information on record at the original time of issuance or subsequently provided.

## Scope of Services & Deliverables

The Village of Rock Springs, Sauk County, Wisconsin is applying for federal funding from the Community Development Block Grant (CDBG) Program under the CDBG-EAP and CDBG-CLOSE Programs for the following project:

### Village of Rock Springs Community Building Facility

The focus of the building construction project is to replace the community building facility that was lost in the 2018 flood. The new building will include space for the following: Village offices, village board room, community center, library, public works shop, fire station and related common areas. The location includes and involves a new community building facility that will be located on Railroad Street in the Village of Rock Springs.

Background information materials and project maps and concept drawings for the proposed facility are provided in **Exhibit I** attachments.

### Grant Administration Services

The selected person(s)/firm(s) will serve as and perform the functions of the grant administrator for a Community Development Block Grant award (contingent upon award), including the following:

- Preparing and submitting CDBG contract and amendment documents, as applicable
- Managing the CDBG Project records
- Preparing and submitting applicable environmental record documents for the CDBG Project
- Coordinating Citizen Participation meeting(s) and maintaining and submitting required records for Citizen Participation for the CDBG Project
- Completing compliance activities for CDBG Project acquisition/relocation compliance as applicable
- Completing compliance activities for CDBG Project federal labor standards as applicable
- Preparing and submitting CDBG reporting documents for the CDBG Project, including Semi-Annual Reports, Single Audit Statements, Section 3 Reports, Equal Opportunity/Minority Business Enterprise/Woman Business Enterprise (MBE/WBE) compliance reports, and Project Completion Report.
- Preparing and submitting CDBG monitoring documents and responding to monitoring requirements as applicable for the CDBG Project.
- Managing financial records for the CDBG Project and preparing and submitting CDBG requests for payment and related required documentation.
- Attending and participating in Village General Board meetings as necessary for the CDBG Project.
- Preparing the CDBG Planning (CDBG-PLNG) Project Completion Report and supporting documents.
- Complying with CDBG regulations and policies applicable to the Project.

All work to be undertaken as part of this proposed program must be undertaken in accordance with the Federal Code of Federal Regulations, including but not limited to 24 CFR, Part 570 and 24 CFR, Part 58; and

other applicable State and Federal requirements. Federal requirements for CDBG projects regarding Conflicts of Interest, Lobbying, and Section 3 Affirmative Action, Equal Opportunity, Minority Business Enterprise/Woman Business Enterprise (MBE/WBE), Federal Labor Standards Provisions, and Davis-Bacon and Related Acts (DBRA)] are provided in Exhibit II attachments included with this RFP. The project may also include Acquisition and Relocation activities, which are subject to the Uniform Relocation Assistance and Real Property Acquisition Act (URA),” if the Grant Administrator will be handling any Acquisition or Relocation activities. Applicable requirements must be met by the selected entity for this RFP, and any entities awarded a contract or subcontract for the CDBG Project.

## Proposal Requirements

### DIRECTIONS FOR SUBMITTAL:

Proposals must be received at the Village of Rock Springs Fire Station. Direct submittals to Jennifer Roloff, Clerk/Treasurer, Village of Rock Springs, labeled “ATTN: New Community Building Facility Project RFP Review Committee”, PO Box 26, Rock Springs, WI 53961 or via email to [villageofrocksprings@gmail.com](mailto:villageofrocksprings@gmail.com) with the Subject of “ATTN: New Community Building Facility Project RFP Review Committee”, no later than 5:00 PM on Monday, January 20, 2020. The Village of Rock Springs reserves the right to reject any and all Proposals not meeting the requirements of this Request for Proposals for consulting services.

Persons requesting ADA assistance accommodations for hearing and speech impaired may contact Jennifer Roloff, Clerk/Treasurer at 608-963-8082 or [villageofrocksprings@gmail.com](mailto:villageofrocksprings@gmail.com).

Individuals/firms interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, related prior experience, and a detailed cost estimate for the Scope of Services described above. 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 the Village of Rock Springs for consulting services.

Exhibit III, attached to this Request for Proposals, includes the minimum qualifications for the Planning and Grant Administration consulting services. These criteria have been established to assure the Community of professional expertise with adequate experience and capacity to ensure successful completion of the proposed project within the allocated time constraints. Exhibit IV, attached hereto, is a Rating System that will be utilized for selection of the consultant. This rating system will be employed by the community in determining which proposal best meets the needs as outlined in this "Request for Proposals".

### PROPOSAL CONTENTS:

1. Cover Letter.
2. Project scope statement describing the work to be undertaken, include the services outlined in the RFP, and any modifications or expansion of the scope provided in order to deliver the grant administration services.
3. Project work plan indicating mechanisms proposed to coordinate the work effort with the Village of Rock Springs.
4. Project coordination plan indicating mechanisms proposed to coordinate the work effort with the Village of Rock Springs.
5. Proposer’s profile and a clear concise statement with:
  - a. Examples indicating past performance and familiarity with the type of work detailed in the RFP
  - b. Examples of implementation of the Proposer’s plans in other communities and noted successes
  - c. A list of client references for which Proposer provided similar services.

6. Project team statement indicating the professional and technical qualifications of the key persons who will be assigned to the project and their responsibilities within the Scope of Services. Resumes for key personnel should be included in the proposal appendices.
7. Project budget with estimated level of effort for each member of the team and for each major task.
8. Fee schedule for personnel involved with the project.
9. Copy of professional services agreement.

#### PROPOSAL FORMAT:

The proposal must be submitted in typed format with the items to be included in the proposal placed in the same order as described in above. The proposal must be signed by the submitter or authorized representative and dated. The pages of the proposal must be numbered in consecutive order and should not exceed the maximum sheet size of 8.5" x 11." The name, mailing address, phone number and email address of the Proposer should be placed in the upper left corner on the cover page of the Proposal.

#### SELECTION PROCESS SCHEDULE:

The Village of Rock Springs anticipates authorizing a contract for this work in January 2020 with a notice to proceed no later than February 2020. The scope of services will take place over a 12 month period. The Village of Rock Springs's goal is to have the New Community Building Facility project completed no later than December 31, 2020. Responding persons/firms should comment on the above schedule as part of their proposal and state how realistic it is to achieve substantial completion of the work by December 31, 2020.

#### 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 in arrears for any obligation to the Village of Rock Springs, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the Village Board or Village of Rock Springs staff.
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 employment and contracting to be observed for compliance with Conflict of Interest, Lobbying, and Section 3 Affirmative Action, Equal Opportunity, Minority-Business Enterprise/Woman Business Enterprise (MBE/WBE), Federal Labor Standards, and Davis-Bacon and Related Acts (DBRA) regulations apply to this project. Refer to Exhibit II attachments for the CDBG Project requirements.

## Evaluation and Selection

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

The Village of Rock Springs reserves the right to negotiate a contract with the services provider selected to perform the professional services required.

The Village of Rock Springs, Sauk County, Wisconsin reserves the right to reject any and all responses submitted. If you have any questions regarding this Request for Proposals, please contact Jennifer Roloff, Village Clerk/Treasurer, [villageofrocksprings@gmail.com](mailto:villageofrocksprings@gmail.com), 608-963-8082.



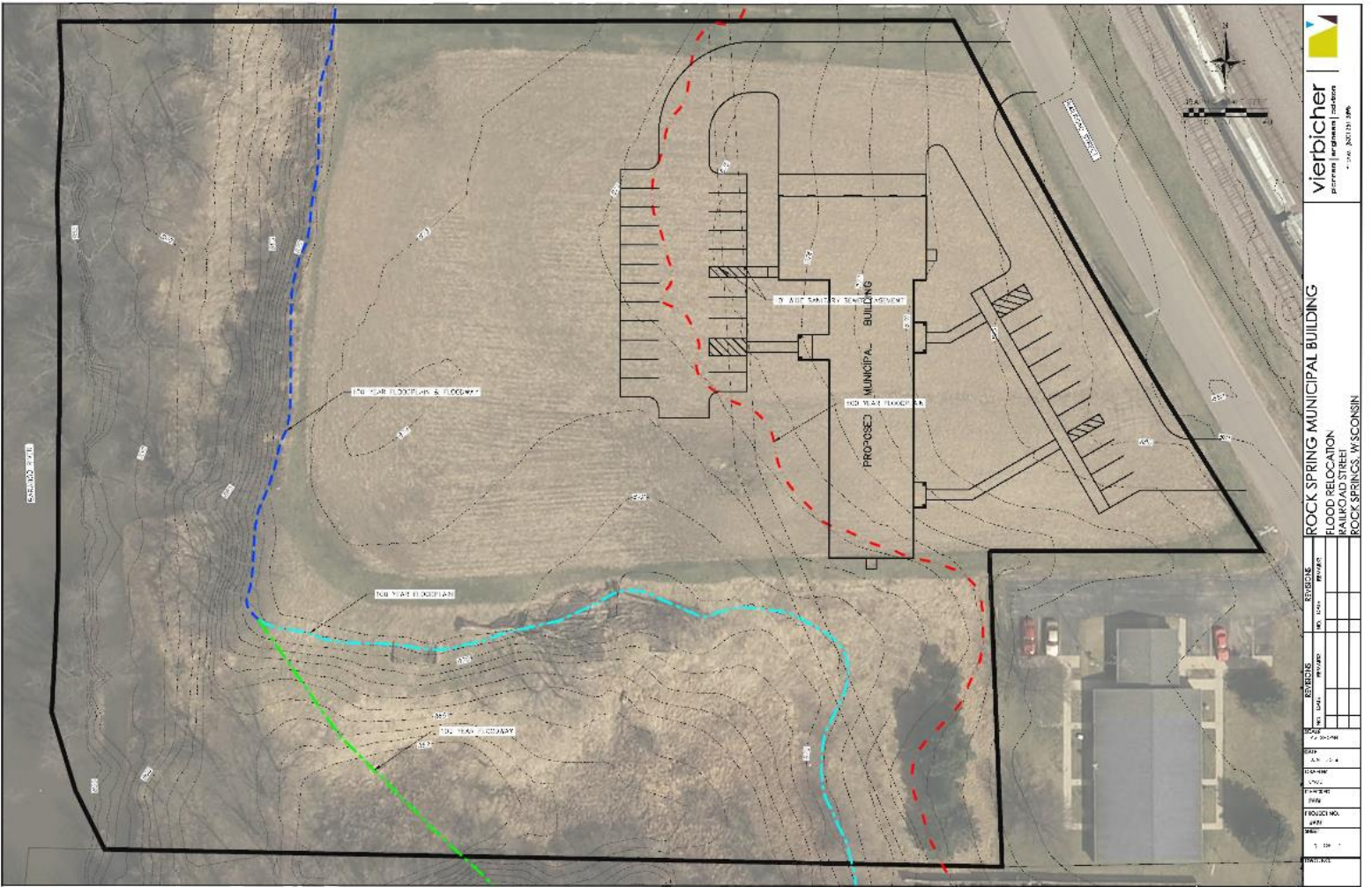
# EXHIBIT I

## Project Background and Project Area/Service Area Maps

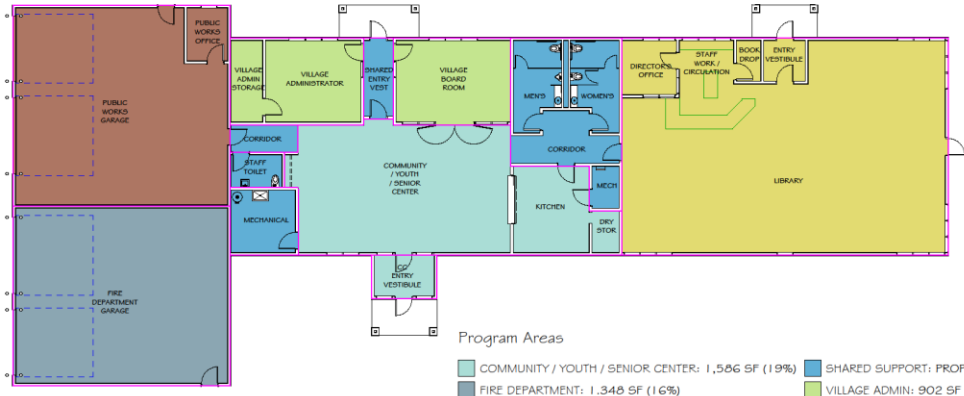
REFER TO ATTACHMENTS FOR:

**PROJECT BACKGROUND DOCUMENTS  
PROJECT AREA / SERVICE AREA MAPS**





| NO. | DATE       | DESCRIPTION        | BY | CHKD. |
|-----|------------|--------------------|----|-------|
| 1   | 06-25-2019 | PROGRAM AREAS PLAN |    |       |



- Program Areas**
- COMMUNITY / YOUTH / SENIOR CENTER: 1,586 SF (19%)
  - FIRE DEPARTMENT: 1,348 SF (16%)
  - LIBRARY: 2,742 SF (34%)
  - PUBLIC WORKS: 1,598 SF (20%)
  - SHARED SUPPORT: PROPORTIONED IN PROGRAM SPACES
  - VILLAGE ADMIN: 902 SF (11%)

**PROGRAM AREAS PLAN**

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## EXHIBIT II

### State and Federal Regulatory Requirements for CDBG-Assisted Projects

#### REFER TO ATTACHMENTS FOR:

1. POTENTIAL CONFLICT OF INTEREST DISCLOSURE: Attachment 1
2. CONFLICT OF INTEREST CLAUSE  
<https://files.hudexchange.info/resources/documents/24-CFR-Part%20-570-CDBGs.pdf>
3. LOBBYING CERTIFICATION: Attachment 2
4. DISCLOSURE OF LOBBYING ACTIVITIES  
<https://files.hudexchange.info/resources/documents/HUD-Form-SfIII.pdf>
5. SECTION 3 CLAUSE: Attachment 3

## EXHIBIT III

### Consulting Services Minimum Qualifications

- A. The person(s)/firm(s) must have successfully provided Planning and Grant Administration services for a minimum of 3 similar type projects. The person/firm will not be selected if there have been any unresolved audit exceptions relative to Grant Administration services.
- B. The principal responsible for Grant Administration must have a minimum of 3 experience with the State of Wisconsin CDBG Program or other federal/state programs.
- C. The person(s)/firm(s) must submit references as to their professional qualifications from a minimum of 3 previous clients for which the person(s)/firm(s) has/have performed work (include contact name, title, firm/organization/government name, email address, mailing address and telephone number).

## EXHIBIT IV

### Planning and Grant Administration 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. 1-2 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 projects   | 15 Points                |
| C. Completion of 3 projects   | 10 Points                |
| D. Completion of 1-2 projects   | 5 Points                 |
| E. No projects were completed   | 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's Needs  | <u>Maximum 10 Points</u> |
| A. Firm is thoroughly familiar with Rock Springs  | 10 Points                |
| B. Firm is somewhat familiar with Rock Springs  | 5 Points                 |
| C. Firm is unfamiliar with Rock Springs   | 0 Points                 |
| 5. Responsiveness to Specifications of Project/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. Cost Effectiveness   | <u>Maximum 10 Points</u> |
| A. Budget/proposal includes 3 or more cost effectiveness Components   | 10 Points                |
| B. Budget/proposal includes 1-2 cost effectiveness components   | 5 Points                 |
| C. Budget/proposal does not include cost effectiveness components   | 0 Points                 |

- |   |                          |
|---|--------------------------|
| 7. Budget   | <u>Maximum 10 Points</u> |
| A. Budget within Village of Rock Springs's capacity as proposed   | 10 Points                |
| B. Budget slightly above Village of Rock Springs's capacity as proposed; potentially feasible with modest adjustment              | 5 Points                 |
| C. Budget not reasonably within Village of Rock Springs's capacity as proposed; would require extensive adjustment to be feasible | 0 Points                 |
| 8. Minority- or Woman-Owned Firm or Section 3/LMI Firm Income (LMI) Firm  | <u>Maximum 5 Points</u>  |
| Firm is minority- or woman-owned firm or Section 3 (serving/supporting Low-to-Moderate Income (LMI) persons)                      | 5 Points                 |
| Firm is not minority or female-owned or Section 3/LMI firm  | 0 Points                 |
| 9. 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 120 POINTS**

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



**PLANNING/GRANT ADMINISTRATION SERVICES  
 PROVIDER SELECTION CERTIFICATION  
 BY Village OF Rock Springs**

New Community Building Facility  
 Village of Rock Springs  
 Sauk County, Wisconsin

**TOTAL POINTS**

| CRITERIA             |  | POINTS AWARDED              |                             |                             |                             |
|----------------------|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
|                      |  | [Proposer/<br>Firm<br>Name] | [Proposer/<br>Firm<br>Name] | [Proposer/<br>Firm<br>Name] | [Proposer/<br>Firm<br>Name] |
| 1.                   | Project Coordinator's/Lead Person's Experience |                             |                             |                             |                             |
| 2.                   | Firm's Project Completion Background           |                             |                             |                             |                             |
| 3.                   | References from Similar Projects               |                             |                             |                             |                             |
| 4.                   | Firm's Familiarity with Community's Needs      |                             |                             |                             |                             |
| 5.                   | Responsiveness to Project/RFP Specifications   |                             |                             |                             |                             |
| 6.                   | Cost Effectiveness                             |                             |                             |                             |                             |
| 7.                   | Budget   |                             |                             |                             |                             |
| 8.                   | Minority or Woman-Owned or Section 3/LMI Firm  |                             |                             |                             |                             |
| 9.                   | Small Business Firm                            |                             |                             |                             |                             |
| <b>TOTAL POINTS:</b> |  |                             |                             |                             |                             |

*Signed Upon Completion of Proposal Review and Selection:*

Certification: I hereby certify that the Village of Rock Springs selection committee reviewed all proposals from eligible responders/submitters of proposals. The proposals were evaluated and ranked based on the information provided in the proposal documents and the criteria set forth above.

\_\_\_\_\_  
 Lisa Zautke, Village President  
 Village of Rock Springs

Date \_\_\_\_\_

# POTENTIAL CONFLICT OF INTEREST DISCLOSURE

New Community Building Facility

Village of Rock Springs

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 OFFICIALS:

- <INSERT FULL NAME AND TITLE OF CHIEF ELECTED OFFICIAL>
- <INSERT FULL NAME AND TITLE OF OTHER ELECTED OFFICIAL>
- <INSERT FULL NAME AND TITLE OF OTHER ELECTED OFFICIAL>

<INSERT MUNICIPALITY TYPE> ADMINISTRATION, DEPARTMENT HEADS AND LEGAL COUNSEL:

- <INSERT FULL NAME AND TITLE>
- <INSERT FULL NAME AND TITLE>
- <INSERT FULL NAME AND TITLE>

ENGINEERING AND CONSULTING FIRM(S):

- <INSERT FULL NAME, TITLE, AND BUSINESS/FIRM NAME>
- <INSERT FULL NAME, TITLE, AND BUSINESS/FIRM NAME >
- <INSERT FULL NAME, TITLE, AND BUSINESS/FIRM NAME >

**Description of Relationship(s):**

**Please Note: The name of any bidder with a potential conflict of interest will be disclosed at the Rock Springs Village Board 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]

# LOBBYING CERTIFICATION

**FROM THE** x Municipality/UGLG: Village of Rock Springs

Contractor/Sub-Contractor

Other: \_\_\_\_\_

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.

**Village of Rock Springs**

\_\_\_\_\_  
*Name of Municipality*

**President**

\_\_\_\_\_  
*Signature of the Chief Elected Official, Owner, or Chief Executive Officer*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date Signed*

**Lisa M. Zautke**

\_\_\_\_\_  
*Printed Name of the Chief Elected Official, Owner, or Chief Executive Officer*

ATTACHMENT 6-B: SECTION 3 CONTRACT LANGUAGE REQUIREMENTS Include the following language in all contracts and sub-contracts funded with CDBG dollars\*\*:

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 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. The parties to this contract agree to comply with HUD's regulations in 24 CFR 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 regulation.
3. 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 the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. The contractor agrees to include this Section 3 clause in every sub-contract subject to compliance with regulations in 24 CFR 135, and agrees to take appropriate action, as provided in an applicable provision of the sub-contractor in this Section 3 clause, upon a finding that the sub-contractor is in violation of the regulations in 24 CFR 135. 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 135.
5. 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 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR 135.
6. Non-compliance with HUD's regulations in 24 CFR 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
7. 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 only required for those contracts and sub-contracts regarding project activities that are funded with CDBG dollars. However, it is strongly recommended that this language be included in ALL contracts regardless of the funding source to avoid any unnecessary problems later in the project cycle.