**Baltimore County**

**Department of Housing and Community Development**

**Public and Homeless Services RFPs**

**Appendix III:**

**Required Attachments in Support of Proposal**

**Appendix III**

**Please attach (in order):**

* Applicant’s most recent IRS 990 filing
* Organization’s Most Recent Audit or Financial Review[[1]](#footnote-1)
* List of Prior Grant and Loans Awarded *(unless listed directly on AFA in Question #7)*
* Names and Addresses of Current Board of Directors
* Organizational Chart for the Applicant Organization and for the project (must clearly note the positions to be funded by the proposal)
* Resumes of ED/CEO, CFO, Key Program Staff
* 501(c)3 Documentation
* Articles of Incorporation
* Bylaws of the corporation with any amendments
* Sample Client Intake Form

**Then, complete the forms provided, obtain signatures and attach:**

* Corporate Resolution and Certification of Resolution by Board**\*\***
* Certification Regarding Lobbying**\*\***
* Certification of Alcohol and Drug-Free Workplace**\*\***
* Certification of Non-Discrimination**\*\***
* Certification of Affirmative Fair Housing Marketing**\*\***
* Audit Certification of Compliance**\*\***
* Declaration of Conflict of Interest Form**\*\***
* Grant Affidavit**\*\***

**\*\*** To be considered an original signature to be included in the full pdf submission organizations have two options.

**Option ONE:** Print the page that is requiring signature. Sign a hard copy in BLUE ink where indicated.  Scan (in color) the signature page insert this page in the full PDF submission, as instructed.

**Option TWO:** Sign by electronic signature. The electronic signature should show evidence of the signer's intent to execute/accept. An example of intent would be having the signer take confirmatory action, like typing their name or drawing their signature using a mouse or touchscreen.

Insert Organization Name

**Resolution by Board**

 IT IS RESOLVED: That the organization is hereby authorized to apply for and, if selected, accept a grant from Baltimore County, Maryland through the Department of Housing and Community Development. The grant shall be used to Insert Project Description Insert either "Countywide" or "in the community/ies of [community name]" , or appropriate phrasing to describe the location of services in Baltimore County.

 FURTHER RESOLVED: That the  , currently held by insert name of president or CEO , is hereby authorized to act on behalf of the organization with respect to the grant application and acceptance of the grant. Insert name of president or CEO is further authorized to perform all activities related to the receipt of the grant, to include signing the legally binding grant agreement and any other documents related to the grant.

**Applicant Name**: ­­­­­­Insert Organization Name

**Project Title**: Insert Project Name

**Certification of Resolution by Board**

Certificate

I, Insert name of president or CEO , do hereby certify that:

1. I am the duly elected and acting  of Insert Organization Name, a non-profit

corporation organized and existing in good standing under the laws of the State of Maryland (the

 “Corporation’);

 2. Attached hereto is a true and correct copy of a resolution which was duly adopted by a

majority vote of the directors of the Corporation on MONTH and DAY, 20XX;

1. The attached resolution has not been amended, rescinded or modified and is in full

force and effect on the date hereof in the form originally adopted, and is in conformity with the

Charter and By-laws of the Corporation; and

1. The following persons are duly elected, qualified and acting officers of the

Corporation in the capacity indicated, and the signatures set forth after their names and titles are

their true and genuine signatures:

Name Office Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 WITNESS, my signature, on this (Date) day of MONTH, 20XX.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant Name**: ­­­­­­Insert Organization Name

**Project Title**: Insert Project Name

**Certification Regarding Lobbying**

Certification for Grants, Loans and Cooperative Agreements

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

1. No Federal appropriated funds have been paid or will be paid by or on the behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, contribution, 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 and submit Standard For LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000.00 and not more than $100,000.00 for each such failure.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certifying Official Date

**Applicant Name**: ­­­­­­Insert Organization Name

**Project Title**: Insert Project Name

**Certification of Alcohol and Drug Free Workplace**

Certificate

I, Certifying Official's Name Here, hereby certify that the nonprofit organization receiving this award, which is administered by Baltimore County, Maryland, will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the nonprofit organization’s workplace and specifying the actions that will be taken against an employee for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program about the dangers of drug abuse in the workplace; any available counseling, rehabilitation, and employee assistance program; the policy of maintaining a drug-free workplace; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certifying Official Date

**Certification of Non-Discrimination**

Insert Organization Name (hereinafter call the “GRANTEE”) having its principal address at Insert Corporate Address

HEREBY CERTIFIES THAT IT WILL COMPLY WITH:

1. Title VI of the Civil Rights Act of 1964 (the “Act”), as amended, to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the basis of race, color, or national origin be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the Grantee receives financial or technical assistance from Baltimore County Maryland (the "County"), a body corporate and politic.
2. Title I of the Housing and Community Development Act of 1974, as amended, to the end that the Grantee shall not discriminate against any employee or applicant on the basis of religion, and will not limit employment or give preference in employment on the basis of religion;

AND, the Grantee shall not discriminate against any person applying for such public services on the basis of religion, and will not limit such services or give preference to persons on the basis of religion;

AND, the Grantee shall not provide any religious instruction or counseling, shall not conduct religious worship or services, shall not engage in religious proselytizing, and shall not exert other religious influence in the provision of such public services;

AND, the funds received under this Agreement shall not be used to construct, rehabilitate, or restore any facility which is owned by the Grantee, and in which the public services are to be provided; except that minor repairs may be made if such repairs (1) are directly related to the public services, (2) are located in a structure used exclusively for non-religious purposes, and (3) constitute in dollar terms only a minor portion of the Federal expenditure for the public services.

* + - 1. The Federal Fair Housing Amendments Act of 1988, 42 U.S.C §3601 et. seq. as amended (the "Fair Housing Amendments Act"), to the end that it shall be unlawful to discriminate based on race, color, religion, sex, handicap, familial -status, or national origin, in connection with rental, sales or financing of residential real property (as those terms are defined in the Fair Housing Amendments Act). Title VIII of the Civil Rights Act of 1968, as amended, to the end that it is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States.

THIS CERTIFICATION is given this (Date) day of MONTH, 20XX in consideration of and for the purpose of obtaining and shall continue for the period of any County financial or technical assistance extended to or on behalf of the Grantee by the Baltimore County Department of Housing and Community Development. This certification is binding on the Grantee, its successors, transferees, and assignees, and the person or persons whose signatures below are authorized to sign this certification on behalf of the Grantee.

WITNESS/ATTEST: GRANTEE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certification of Affirmative Fair Housing Marketing (AFHM)**

 Federal laws mandate that recipients of federal funds, including local governments and grant recipients, take **reasonable steps to ensure that individuals with limited English proficiency (LEP) have meaningful access to** government programs and activities. The federal government places a high priority on language access to federally funded services, whether in a state or local government agency.

Several federal laws and directives mandate language assistance to LEP individuals. These laws and directives are Title VI of the Civil Rights Act of 1964, the Voting Rights Act, and Executive Order 13166 signed in 2000. Collectively, these laws attempt to combat unlawful discrimination on the basis of national origin. National origin discrimination includes discrimination on the basis of LEP. Maryland enacted legislation in 2002 (SB 265/Chapter 141) that requires State agencies to take reasonable steps in providing equal access to public services for LEP individuals.

Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating based on race, color, or national origin. It states, *“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”* The application of Title VI extends to providing meaningful access to individuals who have limited English proficiency (LEP) as languages are related to national origins.

Section 203 of the Voting Rights Act (VRA) mandates language assistance if more than 10,000 or over 5 percent of the citizens of voting age in a jurisdiction are members of a single-language minority group who do not speak or understand English adequately enough to participate in the electoral process.

President Bill Clinton signed Executive Order 13166 in 2000, *Improving Access to Services for Persons with Limited English Proficiency to Federal Agencies.* The Executive Order requires all federal agencies to establish guidelines on providing meaningful access to LEP individuals in compliance with Title VI of the Civil Rights Act of 1964, and to issue guidelines to recipients of their funding to clarify what they must do to provide meaningful access to LEP persons.

Pursuant to federal, state and local law, Baltimore County Department of Housing and Community Development requires all recipients of federal grant and loan funds to certify compliance with the aforementioned laws and further to affirm the Subgrantee will:

1. Develop an affirmative fair housing marketing plan to conduct outreach activities to attract classes of people most likely to:

 a. benefit from services provided by the Subgrantee;

 b. encounter housing discrimination to rent or purchase housing marketed by the signatories.

2. Undertake other appropriate efforts designed to ensure that housing, programs and services will be marketed on an equal opportunity basis.

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Certifying Official Date

**AUDIT CERTIFICATION OF COMPLIANCE**

**2 CFR PART 200 SUBPART F-AUDITS OF NON-FEDERAL ENTITIES EXPANDING FEDERAL FUNDS**

Applicant Name Insert Organization Name

Identify the start date of Applicant’s most recently completed fiscal year (select check box).

**Section A:** [ ]  1/1/20XX [ ]  7/1/20XX [ ] Other:

Non-federal entities that expend $750,000 or more in federal awards during the non-federal entity’s fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR Part 200 Subpart F-Audit Requirements. The calculation of the total federal awards expensed by the entire agency should include the parent company and any subsidiaries. For purposes of determining the amount of total federal awards expended, all federal awards should be included, such as those that were received directly form a federal agency, or passed through a state or local government, or through non-profit organizations or any combination of these sources.

 **Section B:** [ ]  The undersigned attests that the listed Applicant expended $750,000 or more in federal awards during the Applicant’s more recently completed fiscal year and therefore a Single Audit was required.

 -AND-

 [ ]  The undersigned attests that the listed Applicant submitted the completed Single Audit report to the Federal Audit Clearinghouse (FAC) within the earlier of 30 calendar days after receipt of the auditor’s report or nine months after the end of the audit period.

If any agency expends less than $750,000 per year in federal awards, it is exempt from the federal audit requirements. However, the agency must still have records available for review by HUD or the County or other required auditor.

**Section C:** [ ]  The undersigned attests that the listed Applicant expended less than $750,000 in federal awards during the most recent completed fiscal years as defined above and therefore a Single Audit is not required.

I HEREBY CERTIFY that I have the authority to sign for the above named applicant and that the applicant will comply with the provision of 2 CFR Part 200 Subpart F-Audit Requirements and any other applicable federal and State laws and regulations hereinafter enacted.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certifying Official Date

**Declaration of Potential Conflict of Interest**

Applicant Name Insert Organization Name

Identify any staff or board members who are immediate family members or business associates of any County Council members, key Baltimore County Executive Branch personnel, and/or federal/state elected officials.

Identification of these individuals will not necessarily preclude your organization from receiving funds from Baltimore County, but may require public disclosure as part of Baltimore County’s grants review process and commitment to open government.

List Staff or Board Member(s) of your organization and their relationship to the government official that may be considered a conflict of interest below:

|  |  |  |
| --- | --- | --- |
| Name of Your STAFF Member | Name and Title of Government Official | Staff Member’s Relationship to the Government Official |
|       |       |       |
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| [ ] *No* ***staff members*** *are immediate family members or business associates of any County Council members, key Baltimore County Executive Branch personnel, and/or federal/state elected officials.* |
| Name of Your BOARD Member | Name and Title of Government Official | Board Member’s Relationship to the Government Official |
|       |       |       |
|       |       |       |
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| [ ] *No* ***board members*** *are immediate family members or business associates of any County Council members, key Baltimore County Executive Branch personnel, and/or federal/state elected officials.* |
| Signature |  |
| Printed Name |       |
| Date |       |

**BALTIMORE COUNTY, MARYLAND**

**GRANT AFFIDAVIT**

All defined terms used herein that are not otherwise defined or described herein, shall have the meanings ascribed to them in the Agreement attached hereto.

**A. AUTHORIZED REPRESENTATIVE**

**I HEREBY AFFIRM THAT:**

I am the Certifying Official's Title Here, Certifying Official's Name Here and the duly authorized representative of [the Grantee] Insert Organization Name (the “Grantee”) and that I possess the legal authority to make this Affidavit on behalf of myself and the Grantee for which I am acting.

**B. AFFIRMATION REGARDING BRIBERY CONVICTIONS**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the Grantee, nor any of its officers, directors, partners, or any of its employees, if any and as applicable, directly involved in obtaining or performing under agreements, contracts, loans or grants with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows *[indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the Grantee]:*

Type N/A or TYPE Response.

**C. AFFIRMATION REGARDING OTHER CONVICTIONS**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the Grantee, nor any of its officers, directors, partners, or any of its employees, if any and as applicable, directly involved in obtaining or performing under agreements, contracts, loans and/or grants with public bodies, has:

(1) Been convicted under state or federal statute of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;

(2) Been convicted of any criminal violation of a state or federal antitrust statute;

(3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961, et seq., or the Mail Fraud Act, 18 U.S.C. §1341, et seq., for acts arising out of the submission of bids or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (1), (2), (3), or (4) above;

(6) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(7) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows *[indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the Grantee, and the status of any debarment]:*

Type N/A or TYPE Response

**D. AFFIRMATION REGARDING DEBARMENT**

**I FURTHER AFFIRM THAT:**

 Neither I, nor to the best of my knowledge, information, and belief, the Grantee, nor any of its officers, directors, partners, or any of its employees, if any and as applicable, directly involved in obtaining or performing under agreements, contracts, loans and/or grants with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows *[list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceeding, the name(s) of the person(s) involved and their current positions and responsibilities with the Grantee, the grounds of the debarment or suspension, and the details of each person’s involvement in any activity that formed the grounds of the debarment or suspension]:*

Type N/A or TYPE Response.

**E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

This section is only applicable to and need only be completed by Grantees that are an organized entity (Corporation, Limited Liability Company, Limited Liability Partnership, Limited Partnership, General Partnership, or Sole Proprietorship).

**I FURTHER AFFIRM THAT:**

(1) The Grantee was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The Grantee is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows *[you must indicate the reasons why the affirmations cannot be given without qualification]:*

Type N/A or TYPE Response

**F. SUB-CONTRACT AFFIRMATION**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the Grantee, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

**G. AFFIRMATION REGARDING COLLUSION**

**I FURTHER AFFIRM THAT:**

 Neither I, nor to the best of my knowledge, information, and belief, the Grantee, nor any of its officers, directors, members or partners, nor any of its employees, if any and as applicable, have in any way:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the grant that is being entered into with the County;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the Grantee or of any competitor, or otherwise take any action in restraint of free competitive bidding in connection with the grant that is being entered into with the County;

(3) Colluded with anyone to obtain information concerning the grant that would give the Grantee an unfair advantage over others.

**H. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

**I FURTHER AFFIRM THAT:**

 The Grantee affirms that it is aware of, and will comply with, the provisions of Sections 14-101 through 14-108 of the Election Law Article of the Annotated Code of Maryland, that a person making or having a single contract with a single governmental entity involving cumulative consideration of at least $200,000 shall file an initial statement, and semi-annual statements as applicable, with the State Board of Election disclosing applicable contributions of $500 or more, or the lack thereof.

**I. CERTIFICATION OF CORPORATION REGISTRATION**

This section is only applicable to and need only be completed by Grantees that are an organized entity (Corporation, Limited Liability Company, Limited Liability Partnership, Limited Partnership, General Partnership, or Sole Proprietorship).

**I FURTHER AFFIRM THAT:**

The Grantee is a Maryland (non-stock) corporation, that it  registered in accordance with the Corporations and Associations Article of the Annotated Code of Maryland, that it  in good standing in the State of Maryland, and that it  filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name: Resident Agent Name (Not Organization Name) As Listed with SDAT

Address: Street Address As Listed with SDAT

City, State, Zip AS LISTED with SDAT

(If none, so state).

**J. CERTIFICATION OF TAX PAYMENT**

**I FURTHER AFFIRM THAT:**

Except as validly contested, the Grantee has paid, or has arranged for payment of, all taxes due the State of Maryland and Baltimore County, and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

**K. CONTINGENT FEES**

**I FURTHER AFFIRM THAT:**

The Grantee has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Grantee, to solicit or secure the grant, and that the Grantee has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or other consideration contingent on the making of the grant.

**L. NONDISCRIMINATION IN EMPLOYMENT STATEMENT**

**I FURTHER AFFIRM THAT:**

During the performance of any contract, agreement, loan or grant awarded pursuant to the solicitation of which this affidavit is a part:

(1) The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, marital status, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment. The Grantee will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, national origin, marital status, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment. Such action shall include, but not be limited to the following: employment, promotion, upgrading, demotion or transfer, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the owner setting forth provisions of this nondiscrimination clause.

(2) The Grantee will, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment.

(3) The Grantee shall send to each labor union or representative of workers with which the Grantee has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the owner, advising the said labor union or workers’ representative of these commitments, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Grantee shall furnish, if requested by the County, a compliance report concerning our employment practices and policies in order for the County to ascertain compliance with the special provisions of this affidavit concerning nondiscrimination in employment.

(5) In the event of the Grantee’s noncompliance with the nondiscrimination clause of this affidavit, the grant may be canceled, terminated, or suspended in whole or in part, and the Grantee may be declared ineligible for further County grants.

(6) The Grantee shall include the special provisions outlined herein pertaining to nondiscrimination in employment in every contract, subcontract, lease or agreement related to the grant, so that such nondiscrimination in employment provisions shall be binding on each subcontractor or vendor.

**M. ACKNOWLEDGMENT**

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the County and may be distributed to units of (1) Baltimore County; (2) the State of Maryland; (3) other counties or political subdivisions of the State of Maryland; (4) other states; and (5) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of Baltimore County, or the State of Maryland or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the Business with respect to (a) this Affidavit, (b) the grant, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Title:

(Authorized Representative and Affiant)

1. If your organization received $750,000 or more in federal funds within the previous two years, you must submit a copy of the most recent financial audit prepared by an independent auditor pursuant to the requirements articulated in Federal OMB’s uniform Guidance for Federal Awards at 2 CFR 200 (formerly referred to as A-133). If you are not subject to a full Single Audit, you must provide a copy of your most recent audit or financial review. [↑](#footnote-ref-1)