

Contract Requirements

For City of Bellingham Housing & Human/Social Service Grants

Please read the following list of requirements carefully *before* applying to the NOFA so that you are prepared to comply with the grant terms and conditions, should your agency be awarded one. If your application is successful, these requirements will be described in detail with your award letter and draft contract. If you would like more information about any of these requirements before deciding whether or not to apply, please reach out to Heather Aven at haven@cob.org.

Program Eligibility:

You should only apply for a housing or human services grant if your program meets the following criteria:

- Your organization is a non-profit or public agency.
- All activities associated with the funding request will be delivered within the City of Bellingham.
- The majority of clients or beneficiaries of the program have low incomes (50% or less of the Area Median Income).
- If the program is not already receiving funding from the City of Bellingham, it will offer a new or expanded service that was not available in the prior year.

Contract Terms:

- The contract term follows the City's "HUD year," which is July 1 through June 30.
- It is the City's intention to fund housing and human services projects for two years, but given that our funds for future years are unknown, contracts will reflect one year only. Contracts are typically amended for a second year provided agencies make satisfactory progress and remain in compliance.
- All housing and human services grants are paid on a *reimbursement* basis for actual costs incurred. Agencies should be prepared to carry any costs of program implementation until payment is received. Complete invoices will be paid within 30 days of receipt.

Contract Execution:

Once a contract is awarded, but before it can be fully executed, the following must be submitted to the City of Bellingham and approved by the contract manager:

- Code of Conduct/Conflict of Interest policy
- Child Safety Policy for all organizations that work with minors
- Insurance Certificates (with the City named as an additional insured, at specified level of coverage)
- Current Registration with the federal [System for Award Management \(SAM\)](#)
- [ADA Self-Evaluation Form and Accessibility Checklist](#)
- Agency Authorization Letter, designating who is authorized to sign monthly invoice
- Scope of Work (Exhibit A to Contract)
- Project Budget (Exhibit B to Contract)

- Project Goals, Outcomes, & Beneficiaries (Exhibit C to Contract)

Invoicing & Payment:

It is important that your agency is aware of the following conditions for invoicing and records management, and able to comply with all the following billing requirements for City contracts.

- Indirect or Administrative/Overhead Costs cannot exceed 10% of certain activity costs and are capped at \$2,500 per year. (The only exception is an overhead rate approved by a federally cognizant agency.)
- The City can only be charged for staff time worked (not paid time off). Staff time must be charged at a [composite billing rate](#) that has been submitted and approved by the City.
- Signed timesheets for all employees paid with City funds, for each time-period, must be submitted along with each invoice (signed by employee and supervisor) for contracts that include funds for staff time.
- The grantee must submit invoices within 45 days of expenses being incurred, unless otherwise approved in writing.
- The contract only allows for budget line item adjustments under 15%, which must be approved by the City contract manager; any adjustments exceeding 15% require a contract amendment.

Reporting:

All housing and human services grantees are expected to track and record beneficiary data on an ongoing basis, *including race, ethnicity, and income level*. In addition, the following reports will be due to the City as indicated:

- [Quarterly Beneficiaries Report](#) (due each quarter)
- [Grant Close Out Report](#) (due annually at the end of each grant period)
- [ADA Yearly Progress Report](#) (due each year that the Self- Evaluation Form is not submitted)

Monitoring:

All grantees must also be prepared to comply with regular on-site and off-site monitoring, as deemed necessary by the City.

- The City will perform periodic on-site monitoring to review backup documentation for both beneficiaries and expenses. Visits will be scheduled in advance.
- Each year, the City requests agencies provide their most recent audits or financial statements to the City for our records. This is to ensure all funded agencies are adhering to generally accepted accounting practices.