

CITY OF ANN ARBOR, MICHIGAN

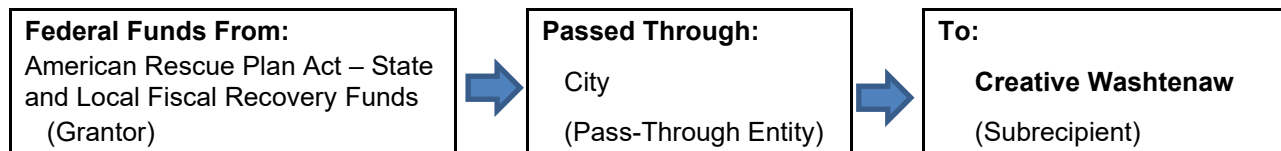
**Agreement for Subaward of Federal Financial Assistance
American Rescue Plan Act (ARPA)
Coronavirus State and Local Fiscal Recovery Funds (SLFRF)
Community Priority Fund**

The CITY OF ANN ARBOR is a recipient of federal financial assistance grant dollars. These funds are received directly from the federal government and indirectly from the State of Michigan and several local entities. The City sometimes passes through a portion of this federal financial assistance to other organizations located within (or in the vicinity of) the geographical boundaries of the City to assist them in carrying out the objectives of the applicable federal grant or program.

AGREEMENT is made this seventh day of February, 2023, by the CITY OF ANN ARBOR, a municipal corporation, with offices located 301 E. Huron St. Ann Arbor, Michigan 48104, as the pass-through entity (hereinafter referred to as the City) and, **Creative Washtenaw** located at 1100 N. Main Street, #A, Ann Arbor, Michigan 48104 (hereinafter often referred to as the Subrecipient).

This agreement is a subaward of federal financial assistance by the City to the Subrecipient intended to assist, stimulate, or support the Subrecipient in carrying out its allowable activities under the **SLFRF Grant Funding for the Arts**.

Flow of Federal Financial Assistance in this Subaward Agreement



ARTICLE I – REQUIRED DATA ELEMENTS

(As detailed in Section 200.331 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget, hereinafter referred to as the Uniform Guidance.)

Subrecipient Name (must match registered name in SAM.gov)	Creative Washtenaw
Subrecipient UEI Number (historically DUNS number)	E2P4AKKUP353
Federal Award Identification Number (FAIN)	N/A
Federal Award Date (the date when the federal award is signed by the authorized official of the federal awarding agency)	May 14, 2021
Subaward Period of Performance (start and end date)	July 1, 2022 through December 31, 2026
Amount of Federal Funds Obligated by this Agreement	\$500,000

Total Amount of Federal Funds Obligated to the Subrecipient	N/A
Total Amount of the Federal Award	\$24.8M
Federal Award Project Description (as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA) described in Title 2 Code of Federal Regulations Part 170)	Administration of funding to support Ann Arbor artists and arts organizations that were adversely impacted by the pandemic.
Name of Federal Awarding Agency	US Department of the Treasury
Name of City (Pass-Through Entity)	City of Ann Arbor, Michigan
Name and Contact Information for Awarding Official	N/A
CFDA Number and Name	21.027
Is this Subaward for Research and Development? (answer Yes or No)	No

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE II - SCOPE OF SERVICES

The Subrecipient will be allotted \$500,000 for this project and services under this agreement. The \$500,000 allotment includes \$40,000 that will be paid to Subrecipient for its services under this agreement, pursuant to Article III below. The subrecipient shall design and administer a grant program to support the arts and creative industries in Ann Arbor and oversee the administration, distribution, and reporting of the remaining \$460,000 on behalf of the City ("Grant Funds"), with a goal of granting all available funds within a 12-18 month period from the execution of this agreement. Subrecipient shall ensure that up to \$200,000 of the total \$460,000 shall be used to support grants for arts programming that supports populations most severely impacted by the pandemic, including youth and Black, Indigenous, and People of Color (BIPOC) communities, per the [directive of the Ann Arbor City Council](#). All programming under this agreement that proposes to use or be located in or on property owned or controlled by the City, including public right-of-way, is subject to prior approval by the City and may be rejected or require separate contracts in the City's sole discretion.

Creative Washtenaw has demonstrated it has deep knowledge of the Ann Arbor arts and creative industries community as well as experience administering grant and aid programs. As the subrecipient of these funds, Creative Washtenaw agrees to work closely with City Staff to establish the grant program guidelines and funding criteria to meet community goals and federal SLFRF guidelines. Subrecipient will be responsible for all aspects of the grant program management and administration, including but not limited to:

- A. Developing and maintaining a workplan for administration of the Project in accordance with SLFRF requirements.
- B. Developing, administering, and coordinating applications.
 - a. Subrecipient will design a grant program that aligns with the goals set forth by the City Council and meets the SLFRF funding requirements;
 - b. Subrecipient is responsible for the management of all aspects of the application experience for all applicants.

- C. Determining eligibility and selecting grantees consistent with SLFRF funding goals and the intent of City Council and through an application, verification, and selection process agreed upon by the City;
- D. Distributing and managing payments to grantees in accordance and consistent with the City and federal funding requirements
- E. Preparing and submitting reports at regular intervals to the City and to the US Treasury, as required, including:
 - a. Quarterly Project and Expenditure Reports;
 - b. Annual Project and Expenditure Reports;
 - c. The full obligation of SLFRF-funded agencies can be found at this link:
 - i. <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>
 - d. Subrecipient shall furnish a final report to the City covering the full Subaward Period of Performance specified above ("Grant Period"), which is due within 30 days after the end of the grant period. The final report shall indicate at least the following:
 - i. Project revenues and expenditures
 - ii. Number of individual and organizational grantees during the Grant Period; and
 - iii. A narrative summary of the Project and its outcome.
 - iv. Failure to submit the above-described reports in a timely manner may void Subrecipient's claim to funds or cause repayment of funds already distributed to Subrecipient under this Grant Agreement.

ARTICLE III - PAYMENT AND CASH MANAGEMENT

If the City is paid in advance by the federal awarding agency under the above-named federal assistance award, the Subrecipient may also be paid in advance if it meets the requirements in Section 1 below.

Section 1 - Cash Advances. The Subrecipient may request an advance of funds under this agreement if it maintains or demonstrates the willingness to maintain both of the following:

1. Written procedures that minimize the time elapsing between the transfer of funds from the City and the subsequent disbursement of the funds by the Subrecipient,
2. Financial management systems that meet the standards for fund control and accountability as defined in Section 200.305 of the Uniform Guidance.

Requests for advance of funds must be limited to the minimum amount needed and must be timed to be in accordance with the actual, immediate cash requirements of the Subrecipient in carrying out the terms of this agreement. The timing and amount of the advance must be as close as is "administratively feasible" to the actual disbursement to be made by the Subrecipient.

Section 2 – Invoicing and Reimbursement. If the Subrecipient does not meet the requirements in Section 1 above, it shall submit periodic invoices to the City. This may be done on a monthly or quarterly basis. The reimbursement request shall be accompanied by the agreed upon financial and programmatic reports. The City shall pay the Subrecipient within thirty (30) calendar days after the receipt of the reimbursement request and the agreed upon financial/programmatic reports, unless the City reasonably believes the reimbursement request to be improper.

Section 3 – Administration Fee. Subrecipient shall receive a total of \$40,000 from the \$500,000 of funds allotted to the Project for performance of all administration and reporting services under this agreement (“Administration Fee”). Four payments will be made in the following amounts corresponding to the submittals below. The payments shall be paid upon completion of the identified elements in the Scope of Services as set forth in Article II and upon receipt of invoices and evidence of completions from the Subrecipient.

Schedule of Submittals:

- a. \$10,000 upon completion of a work plan, detailed and itemized breakdown of project deliverable elements, and project schedule;
- b. \$10,000 upon completion of grant program guidelines, eligibility requirements, and outreach/recruitment plan to potential grantees
- c. \$10,000 upon evidence of grant program promotion/recruitment, application intake and review, and awarding of grants
- d. \$10,000 upon the completion of the grant program and submission of final reports.

ARTICLE IV - REPORTING OF SUBRECIPIENT

Section 1 - The Subrecipient is to report to the Public Services Area Administrator or their designee and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - The Subrecipient shall submit all financial reports **monthly by** electronic submission to Skye Stewart, Chief of Staff for Public Services, SkStewart@a2gov.org. The Subrecipient shall submit all programmatic reports **no less than quarterly** by electronic submission to Skye Stewart, Chief of Staff for Public Services, SkStewart@a2gov.org.

Section 3 - All reports, estimates, memoranda and documents submitted by the Subrecipient must be dated and bear the Subrecipient's name. Financial reports shall be submitted in a timely manner to the City and shall be in agreement with the amounts shown in the Subrecipient's financial system and shall be supported by appropriate documentation (payroll records, invoices, etc.). Final financial and programmatic reports shall be submitted by the Subrecipient within thirty (30) days of the end of this agreement unless an extension of time is granted in writing by the City

Section 4 - The Subrecipient agrees to only incur costs under this agreement which are eligible under the Cost Principles detailed in Section 200.400-475 of the Uniform Guidance.

Section 5 - The Subrecipient shall retain all reports, records and supporting documentation pertaining to this agreement for a period of five years from the date of submission of the final expenditure report and shall make them available to the City and the federal awarding agency upon request.

Section 6 - All reports made in connection with these services are subject to review and final approval by the City Administrator.

Section 7 - The City may review and inspect the Subrecipient's activities during the term of this agreement.

Section 8 - When applicable, the Subrecipient will submit a final, written report to the City Administrator.

Section 9 - After reasonable notice to the Subrecipient, the City may review any of the Subrecipient's internal records, reports, or insurance policies.

Section 10 - The Subrecipient and/or subcontractors shall disclose in writing to the City any potential conflict of interest it has related to the City or this agreement subject to the provisions 2 CFR 200.318.

Section 11 - The Subrecipient shall disclose in writing to the City in a timely manner all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this agreement.

Section 12 - The Subrecipient shall report to the City in a timely manner if any adverse or problematic situations arise between reporting deadlines describing the nature of the problem and what is being done to address it.

ARTICLE V – ARPA - SLFRF REPORTING REQUIREMENTS

The State and Local Fiscal Recovery Funds program as established by the American Rescue Act plan requires reporting expenditures, programmatic data, and project demographic distribution.

Expenditure reports are to be submitted monthly and as outlined in Section 3 of Article IV – Reporting of Subrecipient. Including the data required as identified in Attachment A - Standard Data Elements for All Projects.

On a quarterly basis, due no later than the 15th of the month following the end of a calendar year quarter programmatic data, and project demographic distribution data as outlined in Attachment A will be required. This is in addition to the monthly expenditure report. Reports are due by no later than January 15th, April 15th, July 15th and October 15th.

ARTICLE VI - TERM

This contract begins on the date of this agreement and ends on the date upon which the final distribution of funds is made pursuant to the Project, or the end of the Subaward Period of Performance, whichever occurs first.

No costs eligible under this agreement shall be incurred by the Subrecipient before or after these dates, except with prior written approval of the City.

ARTICLE VII- RESPONSIBILITIES OF THE SUBRECIPIENT

Section 1 - The Subrecipient agrees to comply with all applicable federal, State, and local regulations including the Uniform Guidance. The Subrecipient agrees to comply with the management systems standards (financial management (Sections 200.302-304), procurement

(Sections 200.317-326), and property management (Sections 200.310-316)) of the Uniform Guidance.

Section 2 - The Subrecipient agrees to have performed a Single Audit of its federal expenditures if it reaches the Single Audit dollar threshold in federal expenditures during its fiscal year as detailed in Section 200.501 of the Uniform Guidance. The City reserves the right to perform or cause to be performed additional audits if it deems such to be necessary to insure compliance with the terms of this agreement or to determine the eligibility of the reported expenditures for reimbursement.

Section 3 - The Subrecipient agrees to comply with the provisions of the Byrd Amendment (Public Law 101-121, Section 319 - 31 U.S. Code Section 1352) which prohibits the use of federal funds by the recipient or subrecipient of a Federal contract, grant, loan, or cooperative agreement to pay any person to influence or attempt 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 the federal funds awarded under this agreement.

Section 4 – The Subrecipient agrees to comply with the provisions of the Stevens Amendment (Section 8136 of the Department of Defense Appropriations Act – Public Law 100-463) which stipulates that when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.

Section 5 - In addition to this agreement, the Subrecipient shall complete, sign, and submit to the City the following documents which are attached as part of this agreement:

1. Standard Assurances
2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
3. Audit Certification

ARTICLE VIII – SUSPENSION OF FUNDING

The City may suspend funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

1. Failure to expend funds in a timely manner consistent with the agreement milestones, guidance, and assurances.
2. Failure to comply with the requirements or statutory objectives of federal or state law.
3. Failure to follow agreement requirements or special conditions.
4. Proposal or implementation of substantial plan changes to the extent that, if originally submitted, the application would not have been approved for funding.
5. Failure to submit required reports.
6. Filing of a false certification on the application or other report or document.
7. Failure to adequately manage, monitor or direct the activities of its subrecipients that are funded under this agreement.

Before taking action, the City will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

The City reserves the right to recommend to the federal government that the Subrecipient be suspended or debarred in the case of sustained significant noncompliance by the Subrecipient with the award provisions.

If the City suspends funding pursuant to this section, the Subrecipient will retain the Administration Fee (\$30,000) only if 50% or more of the Grant Funds have been awarded.

ARTICLE IX- PERSONNEL

Section 1 - The Subrecipient will provide the required services and will not subaward or assign the services without the City's written approval.

Section 2 - The Subrecipient will not hire any City employee for any of the required services without the City's written approval.

Section 3 - The parties agree that all work done under this agreement shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore entity or offshore business interest either owned or affiliated with the Subrecipient. For purposes of this agreement, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE X-INDEPENDENT CONTRACTOR

Contractor and the City shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the City and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this contract, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the City's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The City shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

ARTICLE XI - INDEMNIFICATION AGREEMENT

The Subrecipient will protect, defend and indemnify the City, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Subrecipient's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the City in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this agreement resulting in whole or in part from

negligent acts or omissions of Subrecipient, any subcontractor of the Subrecipient, or any employee, agent or representative of the Subrecipient or any subcontractor of the Subrecipient.

ARTICLE XII- INSURANCE REQUIREMENTS

From the date of commencement of performance under this agreement, and continuing without interruption during the term of this agreement, Subrecipient shall have, at a minimum, the following insurance, including all endorsements necessary for Subrecipient to have or provide the required coverage.

- A. The Subrecipient shall have insurance that meets the following minimum requirements:
1. Professional Liability Insurance or Errors and Omissions Insurance protecting the Subrecipient and its employees in an amount not less than \$1,000,000.
 2. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:
 - Bodily Injury by Accident - \$500,000 each accident
 - Bodily Injury by Disease - \$500,000 each employee
 - Bodily Injury by Disease - \$500,000 each policy limit
 3. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 04 13 or current equivalent. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy. Further, the following minimum limits of liability are required:

\$1,000,000	Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined
\$2,000,000	Per Project General Aggregate
\$1,000,000	Personal and Advertising Injury
 4. Motor Vehicle Liability Insurance equivalent to, as a minimum, Insurance Services Office form CA 00 01 10 13 or current equivalent. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy. Further, the limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.
- B. Insurance required under A.3 and A.4 above shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, the Subrecipient agrees to

waive any right of recovery by its insurer against the City for any insurance listed herein.

- C. Insurance companies and policy forms are subject to approval of the City Attorney, which approval shall not be unreasonably withheld. Documentation must provide and demonstrate an unconditional and unqualified 30-day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number(s); name of insurance company; name(s), email address(es), and address(es) of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions, which may be approved by the City in its sole discretion; (c) that the policy conforms to the requirements specified. Subrecipient shall furnish the City with satisfactory certificates of insurance and endorsements prior to commencement of any work. If any of the above coverages expire by their terms during the term of this Agreement, the Subrecipient shall deliver proof of renewal and/or new policies and endorsements to the Administering Service Area/Unit at least ten days prior to the expiration date.

ARTICLE XIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Subrecipient will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

The Subrecipient agrees to maintain the proper organizational status (such as 501 (c)(3) if needed) to be eligible to receive federal financial assistance under this grant, including proper licensure, registration, etc. Subrecipient agrees to keep itself in the same legal position/mode of organization as when it entered into this agreement.

ARTICLE XIV - INTEREST OF SUBRECIPIENT AND CITY

The Subrecipient promises that it has no interest which would conflict with the performance of services required by this agreement. The Subrecipient also promises that, in the performance of this agreement, no officer, agent, employee of the City, or member of its governing bodies, may participate in any decision relating to this agreement which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE XV - CONTINGENT FEES

The Subrecipient promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Subrecipient, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person, other than bona fide

employees working solely for the Subrecipient, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this agreement. For breach of this promise, the City may cancel this agreement without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Subrecipient.

ARTICLE XVI - EQUAL EMPLOYMENT OPPORTUNITY

The Subrecipient will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Subrecipient will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Subrecipient agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Subrecipient, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVII - LIVING WAGE

The parties understand that the City has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service agreement with the City to pay their employees under that agreement, a minimum of either \$14.82 per hour with benefits or \$16.52 per hour without benefits. Subrecipient agrees to comply with this Ordinance in paying its employees. The Subrecipient understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2023 and annually thereafter which amount shall be automatically incorporated into this agreement. City agrees to give the Subrecipient thirty (30) days written notice of such change. The Subrecipient agrees to post a notice containing the City's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XVIII - ASSIGNS AND SUCCESSORS

This agreement is binding on the City and the Subrecipient, their successors and assigns. Neither the City nor the Subrecipient will assign or transfer its interest in this agreement without the written consent of the other.

ARTICLE XIX - TERMINATION OF AGREEMENT

Termination without cause. Either party may terminate the agreement by giving thirty (30) days written notice to the other party. Upon any such termination, the Subrecipient agrees to return to the City any funds not authorized for use, and the City shall have no further obligation to reimburse the Subrecipient. The Subrecipient will retain the Administration Fee (\$30,000) if 50% or more of the Grant Funds have been awarded. Upon termination of the agreement, the Subrecipient shall submit documentation, in a format specified by the City, to formally end its participation in the agreement.

ARTICLE XX - EQUAL ACCESS

The Subrecipient shall provide the services set forth in the Scope of Service section of this agreement without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XXI - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed by Subrecipient as a result of this agreement will be freely available to the public. None may be copyrighted by the Subrecipient. During the performance of the services, the Subrecipient will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this agreement by the Subrecipient must reference the project sponsorship by the City. Any publication of the information or results must be co-authored by the City.

ARTICLE XXII - PAYROLL TAXES

The Subrecipient is responsible for all applicable state and federal social security benefits and unemployment taxes for its employees and agrees to indemnify and protect the City against such liability.

ARTICLE XXIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIV - CHANGES IN SCOPE OR SCHEDULE OR SERVICES

Changes mutually agreed upon by the City and the Subrecipient, will be incorporated into this agreement by written amendments signed by both parties.

Unilateral modification of the agreement may take place by the City if the underlying programmatic legislation or regulations are changed by the federal government. If this unilateral modification is objectionable to the Subrecipient, it may withdraw from receiving further federal financial assistance under this agreement by giving (thirty) 30 days written notice to the City. The Subrecipient will retain the Administration Fee (\$30,000), unless no Grant Funds have been awarded.

The Subrecipient agrees to inform the City in writing concerning any proposed changes of dates, budget, or services indicated in this agreement, as well as changes of address or personnel affecting this agreement. Changes in dates, budget, or services are subject to prior written approval of the City.

ARTICLE XXV - CHOICE OF LAW AND FORUM

This agreement is to be interpreted by the laws of the State of Michigan. The parties agree that the proper forum for any disputes or litigation arising out of this agreement is in Washtenaw County, Michigan.

ARTICLE XXVI - EXTENT OF AGREEMENT

This written agreement, including any attachments thereto, represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXVII – PRIVACY / THIRD PARTIES

This agreement is solely between the City and Subrecipient. No other parties are part of this agreement. This agreement is not intended to make any person or entity, not a party to this agreement, a third-party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

ARTICLE XXVIII - SEVERABILITY

The invalidity or unenforceability of any provisions of this agreement shall not affect the validity or enforceability of any other provision of this agreement, which shall remain in full force and effect.

ARTICLE XXIX - NOTICES

Communication notices for this agreement may be delivered via electronic mail, U.S. mail, hand delivery, or fax.

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the organization he or she represents. By signing this agreement, the City and the Subrecipient agree to comply with all of the requirements specified in this agreement.

[Signatures appear on the following page.]

Contract # _____

FOR Creative Washtenaw

By 

Name: Deb Polich

Title: President / CEO

Date: 2.9.2023

FOR THE CITY OF ANN ARBOR

By _____
Christopher Taylor, Mayor

By _____
Jacqueline Beaudry, City Clerk

Date: _____

Approved as to substance

Milton Dohoney Jr., City Administrator

Marti Praschan, Chief Financial Officer

Approved as to form and content

Atleen Kaur, City Attorney

STANDARD ASSURANCES - NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction sub-agreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget.
18. Will comply with all applicable requirements of all other Federal laws, executive orders regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

Signature of Subrecipient's Authorized Representative

Title of Subrecipient's Authorized Representative

Name of Subrecipient Organization

Date Submitted

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when City determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) 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 grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily

excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) 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 (a);

Check [] if there are workplaces on file that are not identified here.

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

(1) Abide by the terms of the statement; and

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction; (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: City of Ann Arbor City Administrator's Office, 301 E. Huron St, Ann Arbor, MI 48104. Notice shall include the identification number(s) of each affected grant;

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: City of Ann Arbor City Administrator's Office, 301 E. Huron St, Ann Arbor, MI 48104. Notice shall include the identification number(s) of each affected grant.

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Name of Subrecipient Organization

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Printed Name and Title of Subrecipient's Authorized Representative

Place of Performance (Street address, city, State, zip code)

Signature of Subrecipient's Authorized Representative

Date

Subrecipient Audit Certification

Federal Audit Requirements - Fiscal Years Beginning After December 26, 2014

Non-federal organizations which expend \$750,000 or more in federal funds during their fiscal year are required to have a Single Audit performed in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget. Subrecipients must submit their audit report to the Federal Audit Clearinghouse within the earlier of 30 days after receipt of the auditor's report, or within 9 months after the end of the audit period for each year the Subrecipient meets the \$750,000 federal expenditure threshold.

Program: _____ ALNumber: _____

Subrecipient Information:

Organization Name: _____

Street Address: _____

City, State, Zip Code: _____

Independent Audit Firm: _____

Certification for Fiscal Year Ending (mm/dd/yyyy): _____

(Check appropriate box):

I certify that the Subrecipient shown above **does not expect** to expend \$750,000 or more in federal funds during at least one fiscal year that funds are received for the above listed program and thus it will not be required to have a Single Audit performed under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget, for the above listed program.

I certify that the Subrecipient shown above **expects it will** expend \$750,000 or more in federal funds during at least one fiscal year that funds are received for the above listed program and thus it will be required to have a Single Audit performed under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, 230) issued December 26, 2013 by the Executive Office of the President, Office of Management and Budget.

Signature of Subrecipient's Authorized Representative

Date

For City Use Only

Reviewed By: _____

Date: _____

ATTACHMENT A

Subrecipient Identification Information Required:

1. One of the following
 - a. TIN – Tax identification number
 - b. UEI – Unique Entity Identifier created in SAM.gov
(Recipients should be aware that the federal government transitioned from the use of DUNS starting in April 2022. Active SAM.gov registrants will have their UEI assigned and viewable within SAM.gov.)
2. Full name
3. Point of contact email address. This is optional but strongly preferred.
4. Full address
5. Primary place of performance
6. The US Treasury reporting portal requires that an entity receiving federal funds must acknowledge whether they are registered with SAM.gov and will maintain a current profile. Please confirm your current registration in SAM.gov. Yes or No
Please provide your SAM Unique Entity I.D. _____

If you are not registered, you will be requested to complete a questionnaire that collects your response to questions required by SAM.gov. If you choose to create an account in SAM.gov go to <https://sam.gov/content/entity-registration> and follow the instructions. There is no charge to register.

Reporting Requirements:

There is required quarterly reporting with this subrecipient agreement. All awardees are required to provide the following information by no later than the 15th of the month following the end of a quarter. Due dates are April 15, July 15, October 15, and January 15 for all years the agreement is active.

Standard Data Elements for All Projects:

1. Project expenditure category group and category.
This information will be included in the agreement for clear identification of award.
2. Project name.
This information will be included in the agreement, taken from the application
3. Status of completion. Provided by subrecipient.
 - a. Not Started
 - b. Completed less than 50%
 - c. Completed more than 50%
 - d. Completed
4. Adopted budget - approved award amount
6. Total expenditure – actual expense through the end of the quarter being reported.

There is additional programmatic data that is required based on the expenditure category (EC) that your project is classified in as provided by the U.S. Treasury. Below is the data that will be required to be provided in each quarterly report.

Community Priority Fund projects categories included in required reporting:

- Community Violence Interventions (EC 1.11)
- Addressing Educational Disparities(EC 2.24 - 2.27)
- Expanding Early Childhood Education (EC 2.11)
- Direct Assistance to Households Program (EC 2.1 – 2.8)
- Addressing Housing and Homelessness (EC 2.15 – 2.18)

Programmatic Data:

- Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced
- Brief description of how a recipient’s response is related and reasonably and proportional to a public health or negative economic impact of COVID-19.
- Number of households served (by program if recipient establishes multiple separate household assistance programs) - **NOTE:** This reporting requirement is only for the category of Direct Assistance to Households Program (EC 2-15 – 2.18)

Use of Evidence:

- The dollar amount of the total project spending that is allocated towards evidence-based interventions
- Is a program evaluation of the project is being conducted? Yes or No

Project Demographic Distribution (EC 1.1 – 2.37):

Recipients must report whether certain types of projects are targeted to impacted and disproportionately impacted communities. Recipients will be asked to respond to the following:

- a. What Impacted and/or Disproportionally Impacted population does this project primarily serve? Please select the population primarily served.
- b. If this project primarily serves more than one Impacted and/or Disproportionately Impacted population, please select up to two additional populations served.

Please select from the following options:

	Impacted	Disproportionately Impacted
Public Health	<ul style="list-style-type: none"> • General Public 	
Assistance to Households	<ul style="list-style-type: none"> • Low- or-moderate income households or populations ¹² • Households that experienced Unemployment • Households that experienced 	<ul style="list-style-type: none"> • Low-income households and Populations ¹⁴ • Households and populations residing in Qualified Census Tracts

	<p>increased food or housing insecurity</p> <ul style="list-style-type: none"> • Households that qualify for certain federal programs ¹³ • For services to address lost instructional time in K-12 schools: any students that lost access to in-person instruction for a significant period of time • Other households or populations that experienced a negative economic impact of the pandemic other than those listed above (please specify) 	<ul style="list-style-type: none"> • Households that qualify for certain federal programs ¹⁵ • Households receiving services provided by Tribal governments • Households residing in the U.S. territories or receiving services from these governments • For services to address educational disparities, Title I eligible schools ¹⁶ • Other households or populations that experienced a disproportionate negative economic impact of the pandemic other than those listed above (please specify)
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¹² Low or moderate-income households and communities are those with (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines by the Department of Health and Human Services (HHS) or (ii) income at or below 65 percent of the Area Median area median income for the City and size of household based on the most recently published data by the Department of Housing and Urban Development (HUD).

¹³ For Impacted households, these programs are Children’s Health Insurance Program (“CHIP”); Childcare Subsidies through the Child Care and Development Fund (“CCDF”) Program; Medicaid; National Housing Trust Fund (“HTF”), for affordable housing programs only; Home Investment Partnerships Program (“HOME”), for affordable housing programs only.

¹⁴ Low-income households and communities are those with (i) income at or below 185 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines by HHS or (ii) income at or below 40 percent of Area Median Income for its City and size of household based on the most recently published data by HUD.

¹⁵ For Disproportionately Impacted households, these programs are Temporary Assistance for Needy Families (“TANF”), Supplemental Nutrition Assistance Program (“SNAP”), Free- and Reduced-Price Lunch (“NSLP”) and/or School Breakfast (“SBP”) programs, Medicare Part D Low-Income Subsidies, Supplemental Security Income (“SSI”), Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (“WIC”), Section 8 Vouchers, Low-Income Home Energy Assistance Program (“LIHEAP”), and Pell Grants.

¹⁶ For educational services and other efforts to address educational disparities, Treasury will recognize Title I eligible schools as disproportionately impacted and responsive services that support the school generally or support the whole school service as eligible. “Title I eligible schools” means schools eligible to receive services under section 1113 of Title I, Part A of the Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6313), including schools served under section 1113(b)(1)(C) of that Act.

SAM.gov Registration Questionnaire

The US Treasury reporting portal requires that an entity receiving federal funds must acknowledge whether they are registered with SAM.gov. Please answer the following questions as applicable.

- 1) If the answer is “Yes” please provide your registration number and no further action or information is necessary. SAM Unique Entity I.D. _____

- 2) If the answer is “No” and you are not registered in SAM.gov please answer the following questions by circling an answer.
 - In the preceding fiscal year did recipient receive 80% or more of its annual gross revenue from federal funds? Yes or No
 - In the preceding fiscal year did recipient receive \$25 million or more of its annual gross revenue from federal funds? Yes or No

- 3) If the recipient received 80% or more of its annual gross revenue from federal funds **AND** the recipient received \$25 million or more of its annual revenue from federal funds please answer the questions below:

- ❖ Are you registered in SAM.gov? Yes or No
 If “YES” you can stop here.
 If the answer is “No” please answer the following questions:
 - In the preceding fiscal year did recipient receive 80% or more of its annual gross revenue from federal funds? Yes or No
 - In the preceding fiscal year did recipient receive \$25 million or more of its annual gross revenue from federal funds? Yes or No
 - Is the “total compensation” for the organization’s five highest paid officers publicly listed or otherwise listed in SAM.gov? Yes or No
 - If the answer is “Yes” no further information is needed
 - If the answer is “No” please provide this information for the five highest compensated officers. If there is less than five, please fill blank spaces with “N/A” for name and “\$0” for compensation
 - Total compensation means the cash and noncash dollar value earned by the executive during the recipient’s or subrecipient’s preceding fiscal year: salary and bonus; awards of stock, stock options and stock appreciation rights; earnings for services under non-equity incentive plans.

No.	Name	Total Compensation
1		
2		
3		
4		
5		

CONTRACTOR: By: _____ Date: _____