

**INSTRUCTIONS FOR COMPLETION OF STANDARD FORM LLL**  
**DISCLOSURE OF LOBBYING ACTIVITIES.**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material required for each, payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action Identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/ loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full name of individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title and phone number.

**REQUIREMENTS REGARDING LOBBYING ACTIVITIES ON FEDERAL AID CONTRACTS**

Federal regulations require that any contractor or firm intending to do business with the Federal government, or wishing to participate in any Contract funded with Federal money, disclose to the Federal government any lobbying activities which that Contractor or firm may have undertaken. More specifically, and in addition to disclosing lobbying efforts of any kinds, any prospective contractor or firm who expects to perform work funded with Federal moneys must certify that none of this lobbying activity has been paid for with Federal funds of any kind.

|  |   |   |
|--|---|---|
| <p>1. Type of Federal Action:</p> <p>A. contract<br/>B. grant<br/>C. cooperative agreement<br/>D. loan<br/>E. loan guarantee<br/>F. loan insurance</p>   | <p>2. Status of Federal Action:</p> <p>A. bid/offer/application<br/>B. initial award<br/>C. post-award</p>                  | <p>3. Report Type:</p> <p>A. initial filing<br/>B. material change<br/>For Material Change Only:<br/>year _____ quarter _____<br/>date of last report _____</p> |
| <p>4. Name and Address of Reporting Entity.</p> <p><input type="checkbox"/> Prime      <input type="checkbox"/> Subawardee<br/>Tier _____, if known:</p> <p>Congressional District, if known:</p>  |   | <p>5. If Reporting Entity in No. 4 is Subawardee,</p> <p>Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>                          |
| <p>6. Federal Department/Agency</p>  | <p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable:</p>  |   |
| <p>8. Federal Action Number, if known:</p>   | <p>9. Award Amount, if known:</p> <p>\$ _____</p>   |   |
| <p>10. a. Name and Address of Lobbying Registrant:<br/>(If individual, last name, first name MI):</p>  | <p>b. Individuals Performing Services<br/>(including address if different from No. 10a)<br/>(last name, first name, MI)</p> |   |
| <p>11. Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is material representation of facts upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p> | <p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____</p> <p>Date: _____</p>          |   |

Proposal No. \_\_\_\_\_

Description: \_\_\_\_\_

**CERTIFICATION OF A POTENTIAL PRIME CONTRACTOR (MAJOR THIRD PARTY CONTRACTOR) REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

The Potential Contractor \_\_\_\_\_, certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal 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;
3. 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) of this certification; and
4. Have not within a three-year period preceding this proposal or bid had one or more public transactions (Federal, State or Local) terminated for cause or default.
5. The potential Contractor agrees to provide the Authority with immediate written notice if, at any time, it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Each Subcontractor or Vendor for the Contractor shall provide the same updated notice to the Contractor and the Contractor shall be solely responsible for collecting, updating and submitting updated information to the Authority.

NOTE: If for any reason the potential Contractor is unable to certify to any of the statements in this certification, the potential Contractor shall attach an explanation to this certification.

THE POTENTIAL CONTRACTOR, \_\_\_\_\_ CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

\_\_\_\_\_  
Signature and Title of Authorized Official

\_\_\_\_\_  
Date

Proposal No. \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION OF A POTENTIAL SUBCONTRACTOR/SUPPLIER REGARDING  
DEBARMENT, SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The potential Subcontractor/ Supplier, \_\_\_\_\_, certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. If for any reason the potential Subcontractor/ Supplier, is unable to certify to any of the statements in this certification, it shall attach a explanation to this proposal.
3. THE POTENTIAL SUBCONTRACTOR/SUPPLIER, \_\_\_\_\_, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET. SEQ. ARE APPLICABLE THERETO.
4. The Subcontractor/ Supplier shall provide to the Authority and the Subcontractor shall to Contractor immediate written notice, at any time, it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

\_\_\_\_\_  
Signature and Title of Authorized Official

\_\_\_\_\_  
Date

**Contractor Note:** Contractor must require all Subcontractor/ Suppliers to complete this certification and Contractor shall submit the certifications to the Authority as they are received.

## Section 3 Clause

All Section 3 covered contracts must include the following clause **in its entirety**:

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted project covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low- income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment practices can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected, but before the contract is executed, and (2) with persons other than those to whom the regulation of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD-assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).<sup>1</sup>

<sup>1</sup> This paragraph (G) is not applicable to the HOME Program; nonetheless, the regulations require that the Section 3 clause be included verbatim in all contracts subject to the requirements of Section 3.

**APPENDIX J**

**(Intentionally Omitted)**

**APPENDIX K**

**SUBCONTRACTORS PARTICIPATION PLAN**

To be determined on the basis of specific Assignments or Task Orders.

LDCMT-19-80

Appendix K – 1

CONTRACT NO. \_\_\_\_\_

**APPENDIX L**  
**DOING BUSINESS DATA FORM**

*[attached hereto]*



The City of New York  
 Mayor's Office of Contract Services  
 Doing Business Accountability Project

Agency: NYCEDC

PIN/Contract #: \_\_\_\_\_

### Doing Business Data Form - Contract Recipients

A Doing Business Data Form must be completed by all vendors prior to receiving an award (see Q&A sheet for more information). Please type or print in black ink, sign the last page, and return the complete Data Form to the contracting agency. **Submission of a complete and accurate form is required for any vendor to receive an award.**

This Data Form requires information to be provided on your principal officers, owners and senior managers. The name, employer, and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York; no other information reported on this form will be disclosed to the public. This Data Form is separate from the City's VENDEX requirements.

**General Instructions for Sections 2, 3, and 4:**

**Title:** The actual office title held by the officer, owner, or manager.

**Employer (if not vendor):** If the individual is not employed by the vendor, list his/her employer's name.

**Certification:**

Fill out the certification box on the last page completely, and return the completed Data Form to the contracting agency. If you have questions, please contact the Doing Business Accountability Project at 212-788-8104 or [DoingBusiness@cityhall.nyc.gov](mailto:DoingBusiness@cityhall.nyc.gov). Thank you for your cooperation.

**NOTE:** Under the Federal Privacy Act the furnishing of Social Security Numbers is voluntary. Failure to provide an SSN will not result in any vendor's disqualification. SSNs will not be disclosed to the public. SSNs will be used to: identify a vendor's officers, owners and managers; assist the City in enforcement of Local Law 34 by ensuring that it is applied only to those individuals intended to be covered; and provide the City a means of identifying individuals whose names are not required to be listed in the *Doing Business Database*.

**Section 1: Vendor Information**

Vendor Name: \_\_\_\_\_

Vendor EIN: \_\_\_\_\_

Vendor Filing Status (select one):

- New Vendor/Full Data Form. *Fill out the entire form.*
- Change from previous Data Form dated \_\_\_\_\_. *Fill out only those sections that have changed, and indicate the name of the person(s) who no longer hold positions with the vendor.*
- No Change from previous Data Form dated \_\_\_\_\_. *Skip to the bottom of the last page.*

Vendor Type:  Corporation (any type)     Partnership (any type)     Sole Proprietor  
 Other (specify): \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Main Phone #: \_\_\_\_\_ Vendor is a Non-Profit:  Yes     No

Vendor Main E-mail: \_\_\_\_\_

**Section 2: Principal Officers**

Please fill in the required identification information for each officer listed below. If the vendor has no such officer or its equivalent, please check the "Position does not exist" box. If the vendor is filing a Change Data Form and the person listed is replacing someone who was previously disclosed, please check the "This person replaced" box and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database*, and indicate the date that the change became effective.

**Chief Executive Officer (CEO) or equivalent officer**

This position does not exist

The highest ranking officer or manager, such as the CEO, President or Executive Director; or, if those positions do not exist, the Chairperson of the Board.

Name: \_\_\_\_\_

Office Title: \_\_\_\_\_ SSN: \_\_\_\_\_

Employer (if not vendor): \_\_\_\_\_

Birth date: \_\_\_\_\_ Home phone #: \_\_\_\_\_

Home address: \_\_\_\_\_

This person replaced CEO: \_\_\_\_\_ On date: \_\_\_\_\_

**Chief Financial Officer (CFO) or equivalent officer**

This position does not exist

The highest ranking financial officer, such as the CFO, Treasurer, Comptroller, Financial Director, or VP for Finance.

Name: \_\_\_\_\_

Office Title: \_\_\_\_\_ SSN: \_\_\_\_\_

Employer (if not vendor): \_\_\_\_\_

Birth date: \_\_\_\_\_ Home phone #: \_\_\_\_\_

Home address: \_\_\_\_\_

This person replaced CFO: \_\_\_\_\_ On date: \_\_\_\_\_

**Chief Operating Officer (COO) or equivalent officer**

This position does not exist

The highest ranking operational officer, such as the COO, Chief Planning Officer, Director of Operations, or VP for Operations

Name: \_\_\_\_\_

Office Title: \_\_\_\_\_ SSN: \_\_\_\_\_

Employer (if not vendor): \_\_\_\_\_

Birth date: \_\_\_\_\_ Home phone #: \_\_\_\_\_

Home address: \_\_\_\_\_

This person replaced COO: \_\_\_\_\_ On date: \_\_\_\_\_

Doing Business Data Form

EIN: \_\_\_\_\_

Page 3 of 4

**Section 3: Principal Owners**

Please fill in the required identification information for all individuals who, through stock shares, partnership agreements or other means **own or control 10% or more of the vendor**. If no individual owners exist, you must check the appropriate box below to indicate why, and skip to the next page. If the vendor is owned by other companies, those companies do not need to be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the vendor is filing a Change Data Form, list any individuals who are no longer owners at the bottom of this page. If more space is needed, attach additional pages labeled "Additional Owners."

**There are no owners listed because (select one):**

- The entity is not-for-profit       There are no individual owners       No owner holds 10% or more shares in the entity  
 Other (explain): \_\_\_\_\_

**Principal Owners (who own or control 10% or more of the vendor):**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Employer (if not vendor): \_\_\_\_\_  
Office Title: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Home address: \_\_\_\_\_  
Home phone #: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Employer (if not vendor): \_\_\_\_\_  
Office Title: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Home address: \_\_\_\_\_  
Home phone #: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Employer (if not vendor): \_\_\_\_\_  
Office Title: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Home address: \_\_\_\_\_  
Home phone #: \_\_\_\_\_

**Remove the following previously-reported Principal Owners:**

Name: \_\_\_\_\_ Removal date: \_\_\_\_\_  
Name: \_\_\_\_\_ Removal date: \_\_\_\_\_  
Name: \_\_\_\_\_ Removal date: \_\_\_\_\_

**To list more Principal Owners, please attach additional pages.**

For information or assistance, call the Doing Business Accountability Project at 212-788-8104.

**Section 4: Senior Contract Managers**

Please fill in the required identification information for all senior managers who oversee any of the vendor's contracts with the City. Senior managers include anyone who, either by **title** or duties, has substantial discretion and high-level oversight regarding the solicitation, letting, or administration of any contract with the City. **You must list at least one Senior Manager or your Data Form will be considered incomplete.** If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If **the vendor** is filing a Change Data Form, list any individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

**Senior Contract Managers:**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Employer (if not vendor): \_\_\_\_\_

Office Title: \_\_\_\_\_ Birth date: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone #: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Employer (if not vendor): \_\_\_\_\_

Office Title: \_\_\_\_\_ Birth date: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone #: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Employer (if not vendor): \_\_\_\_\_

Office Title: \_\_\_\_\_ Birth date: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone #: \_\_\_\_\_

**Remove the following previously-reported Senior Contract Managers:**

Name: \_\_\_\_\_ Removal date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal date: \_\_\_\_\_

Name: \_\_\_\_\_ Removal date: \_\_\_\_\_

**To list more Senior Contract Managers, please attach additional pages.**

**I certify that the information submitted on these four pages and \_\_\_\_\_ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the vendor being found non-responsible and therefore denied future City awards.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Title: \_\_\_\_\_ Work phone#: \_\_\_\_\_

**Return the completed Data Form to NYCEDC.**

For information or assistance, call the Doing Business Accountability Project at 212-788-8104.

**APPENDIX M**

**APPLICABLE AGREEMENTS**

**1. Subrecipient Agreement**

*(copy of Subrecipient Agreement and 1st amendment attached hereto at Exhibit 1 to this Appendix M.)*

**2. 2013 Programmatic Agreement**

*(copy of 2013 Programmatic Agreement attached hereto at Exhibit 1 to this Appendix M.)*

Exhibit 1  
to Appendix M

**Subrecipient Agreement and 1st Amendment**

*(attached hereto)*

**SUBRECIPIENT AGREEMENT**

Between

**THE CITY OF NEW YORK**  
Acting by and through its Office of Management and Budget

And

**NEW YORK CITY ECONOMIC DEVELOPMENT CORPORATION**  
as Subrecipient,

Related to

CDBG-DR Programs

Dated as of June 24, 2013

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## SUBRECIPIENT AGREEMENT

This SUBRECIPIENT AGREEMENT, dated as of June 24, 2013 (this "Agreement") by and between the CITY OF NEW YORK, a New York municipal corporation (the "City"), acting by and through its Office of Management and Budget ("OMB"); and the NEW YORK CITY ECONOMIC DEVELOPMENT CORPORATION, a New York not-for-profit corporation ("Subrecipient", and together with City, the "Parties" and each individually, a "Party").

### Recitals

WHEREAS, pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974 (42 U.S.C. 5121 et seq.), the City received major disaster declarations as a result of Hurricane Sandy and other eligible events in calendar years 2011, 2012, and 2013;

WHEREAS, pursuant to the Disaster Relief Appropriations Act, 2013 (Public Law 113-2, approved January 29, 2013), as amended ("Act"), Congress appropriated \$16,000,000,000 for the Community Development Block Grant Disaster Recovery ("CDBG-DR") program;

WHEREAS, pursuant to the March 5, 2013 Federal Register notice for Hurricane Sandy Allocations, the City has received an allocation of CDBG-DR funds from the U.S. Department of Housing and Urban Development ("HUD") in the amount of \$1,772,820,000;

WHEREAS, on May 10, 2013, HUD approved the City's CDBG-DR Action Plan A, which addresses housing, business and infrastructure (together with any additional Action Plans submitted by the City and approved by HUD in connection with the City's allocation of CDBG-DR funds, the "Action Plan").

WHEREAS, Grantee will comply with all Hurricane Sandy Allocation requirements and Subrecipient will also be required to meet all requirements;

WHEREAS, in connection with such allocation, the City anticipates entering into one or more grant agreements with HUD (the initial grant agreement, hereinafter the "Grant Agreement");

WHEREAS, the City, acting by and through its Department of Small Business Services, and the Subrecipient entered into an agreement dated June 30, 2012 (as amended, the "Master Agreement"), which provides that the Subrecipient shall assist the Grantee in fostering economic development in the City and the funds to be provided under this Agreement shall be funded pursuant to such Master Agreement;

WHEREAS, the City, acting by and through OMB, wishes to engage the services of the Subrecipient to assist the City in administering various programs to be funded with CDBG-DR funds (the "Programs");

WHEREAS, the Subrecipient has agreed to undertake such Programs and administrative services, among other responsibilities;

WHEREAS, the Subrecipient agrees to submit requisitions and documents in a form agreed to by the City for payment in respect of the Programs and for administrative fees consistent with all HUD and CDBG-DR rules and regulations; and

WHEREAS, such requisitions, approved by the City, will be funded with CDBG-DR funds on the terms set forth below.

NOW, THEREFORE, the Parties agree to the following terms and conditions:

1. DEFINITIONS AND INTERPRETATION

1.1. Definitions. Except as otherwise provided herein, as used in this Agreement capitalized terms shall have the following meanings:

“Act” has the meaning given in the recitals to this Agreement.

“Action Plan” has the meaning given in the recitals to this Agreement.

“Administrative Services” means the administrative services provided by the Subrecipient as described in the Scope of Services attached hereto as Schedule V.

“Agreement” means this Subrecipient Agreement including the Scopes of Work in Schedules I through V; the Budgets in Schedules I-A through V-A; Schedule VI, Required Program Records; Appendix A, Supplementary General Conditions; Appendix B, Hurricane Sandy CDBG-DR Appendix; Federal Exhibit 1; Federal Exhibit 2; the HUD Notices; Appendix C, General Provisions Governing Contracts For Consultants, Professional, Technical, Human and Client Services; Appendix D, Whistleblower Protection Expansion Act (Local Law Nos. 30 and 33) Rider and Notice; and Appendix E, Subcontractor Reporting System Notice and Rider.

“Budgets” means the budgets of Subrecipient attached hereto at Schedules I-A through V-A, which shall be revised by mutual agreement between OMB and Subrecipient, as required, to provide additional details of the specific budget requirements for each phase of implementation of each Program and which may include reallocation of such amounts to other City agencies or contractors providing services in connection with each such Program.

“Business Day” shall mean a day that is not either Saturday or Sunday and is not a holiday observed by the City.

“CDBG-DR” has the meaning given in the recitals to this Agreement.

“CDBG Rules” means Title 24 of the Code of Federal Regulations, Part 570 (24 CFR 570), as the same may be modified by the HUD Notices.

“Charter Documents” means with respect to any Person, the articles or certificate of incorporation or organization and bylaws or similar organizational documents of such Person.

“City” has the meaning given in the preamble to this Agreement.

“Client” means any Person (other than Contractors) that receives Program Funds from Subrecipient in connection with one or more of the Programs.

“Close-Out Requirements” means all requirements to be satisfied by each Party in order to close-out this Agreement and the CDBG-DR funds provided herein in accordance with applicable Requirements of Law, including the execution and delivery by one or more of the Parties of all close-out agreements or other legal instruments and the taking of any actions by one or more of the Parties in connection with such close-out, in any case as required under applicable Requirements of Law.

“Contractor” means any Person (excluding Clients) selling supplies, equipment (including Program Equipment), construction or other services to or for the benefit of Subrecipient, where such sale is paid for or reimbursed out of Program Funds.

“Commitment Period” means with respect to any specific allocation of Program Funds, the period beginning on the effective date of any CDBG-DR grant agreement between the City and HUD with respect to such Program Funds and ending on the second anniversary of the effective date of such Grant Agreement or on such later date as is approved by HUD.

“Default” means any of the events specified in Section 12.1(a) which, but for the passage of time or the giving of notice, would constitute an Event of Default.

“Effective Date” has the meaning given in Section 2.1.

“Eligible Costs” means costs and expenses incurred and paid by Subrecipient in connection with the Programs and the Administrative Services, including any payments, funding or disbursements made by Subrecipient to any Contractors or Clients; provided, that such costs and expenses: (a) were incurred by Funding Recipient in connection with an Eligible Purpose; (b) are reimbursable by the City with the proceeds of CDBG-DR funds to be provided to the City under the Grant Agreement; (c) are incurred in connection with any activity described in the Scope of Services which is eligible under Disaster Relief Appropriations Act of 2013 (PL 113-2) and Title I of the Housing and Community Development Act of 1974; (d) conform to the requirements and standards of the U.S. Office of Management and Budget Circular A-122 “Cost Principles for Non-profit Organizations”; (e) are otherwise eligible for reimbursement or

payment with Program Funds under this Agreement; (f) are items identified in the Budgets; and (g) are not "Indirect Costs" as such term is defined in OMB Circular A-122.

"Eligible Purposes" means the purposes described in the Scopes of Work.

"Event of Default" has the meaning given in Section 12.1(a).

"Grant Agreement" has the meaning given in the recitals to this Agreement.

"HUD" has the meaning given in the recitals to this Agreement.

"HUD Notices" means the Federal Register Notice published by HUD on March 5, 2013, entitled "Allocations, Common Application, Waivers, and Alternative Requirements for Grantees Receiving Community Development Block Grant (CDBG) Disaster Recovery Funds in Response to Hurricane Sandy", Federal Register, Volume 78, No. 43 and the Federal Register Notice published by HUD on April 19, 2013, entitled "Clarifying Guidance, Waivers, and Alternative Requirements for Hurricane Sandy Grantees in Receipt of Community Development Block Grant Disaster Recovery Funds", Federal Register, Volume 78, No. 76.

"Master Agreement" has the meaning given in the recitals to this Agreement.

"Minority and Women's Business Enterprise" means a business at least fifty-one percent (51%) owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians.

"Notices" has the meaning given in Section 13.1.

"OMB Circular A-122" means U.S. Office of Management and Budget Circular A-122 "Cost Principles for Non-profit Organizations", as the same may be amended from time to time.

"Party" has the meaning given in the preamble to this Agreement.

"Person" means any individual, sole proprietorship, partnership, limited liability company, joint venture, trust, unincorporated organization, joint stock company, association, corporation, institution, entity, party or government (including any division, agency or department thereof) or any other legal entity, whether acting in an individual, fiduciary or other capacity, and, as applicable, the successors, heirs and assigns of each.

"Program" has the meaning given in the recitals to this Agreement.

"Program Assets" means all Program Funds, Program Income and Program Equipment.

“Program Documents” means this Agreement, all books, records (including computer records and programs), documents, reports, all records pertinent to this Agreement, the Required Program Records, Required Reports, and all other written materials in printed or electronic format pertaining to the Programs.

“Program Equipment” means any equipment that is acquired using Program Funds.

“Program Funds” has the meaning given in Section 5.1.

“Program Income” means gross income generated from the use of Program Funds, or prorata portion thereof for activities only partially assisted with Program Funds, received by the City, a unit of local government, tribe or the Subrecipient of the City, including: (a) proceeds from the disposition by sale or long-term lease of real property purchased or improved with Program Funds; (b) proceeds from the disposition of equipment purchased with Program Funds; (c) gross income from the use or rental of real or personal property (including Program Equipment), less costs incidental to generation of such income (i.e., net income); (d) net income from the use or rental of real property that was constructed or improved with Program Funds; (e) payments of principal and interest on loans made using Program Funds; (f) proceeds from the sale of loans made with Program Funds; (g) proceeds from the sale of obligations secured by loans made with Program Funds; (h) interest earned on program income pending disposition of such income; (i) funds collected through special assessments made against properties owned and occupied by households not of low- and moderate-income, where the special assessments are used to recover all or part of the CDBG-DR portion of a public improvement; and (j) gross income paid to a State, the City, a unit of local government, tribe, or paid to the Subrecipient thereof from the ownership interest in a for-profit entity in which such income is in return for the provision of CDBG-DR assistance.

“Representative” means, with respect to any Person, the directors, officers, officials, employees, advisors, legal counsel, accountants, consultants, contractors and other agents and representatives of such Person.

“Required Program Records” means the records to be maintained by Subrecipient specified in Schedule VI attached hereto.

“Required Reports” means the reports to be prepared by Subrecipient in connection with the Program and Subrecipient’s performance of the Scopes of Work, including any weekly, monthly, quarterly, annual or other reports, and any progress reports.

“Requirements of Law” means the Requirements of Title 24 of the Code of Federal Regulations, Part 570 (HUD’s regulations concerning Community Development Block Grants (CDBG)) including subpart K of such regulations, except (1) the Grantee’s environmental responsibilities described in 24 CFR 570.604, (2) the Grantee’s responsibility for initiating the

review process under the provisions of 24 CFR Part 52 and (3) where waivers or alternative requirements are provided for in the HUD Notices; the provisions of Appendices A, B, C, D and E attached to this Agreement, including the Exhibits thereto, and all other applicable Federal, state and local laws, regulations, policies and Grantee guidelines, whether existing or to be established, governing the Grant Funds provided under this Agreement.

“Section 3 Requirements” means the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701).

“Small Business” means a small business, as defined by the U.S. Small Business Administration under 13 CFR 121.

“Subrecipient” has the meaning given in the preamble to this Agreement.

“Subcontract” means any subcontract, contract, or other agreement entered into by or between Subrecipient and any other Person pursuant to which Program Funds will be funded, paid, disbursed or otherwise transferred to such Person by Subrecipient, including agreements with Contractors, and any other agreements with any other Person in connection with Subrecipient’s performance of the Scopes of Work.

“Scopes of Work” means scopes of work attached hereto as Schedules I through V, which shall be revised by mutual agreement between OMB and Subrecipient, as required, to provide additional details for each phase of implementation of each Program.

“Termination Notice” has the meaning given in Section 12.1(b).

1.2. Rules of Interpretation Except as otherwise provided herein, the following rules of interpretation shall apply to this Agreement:

- (a) The singular includes the plural and the plural includes the singular.
- (b) The word “or” is not exclusive.
- (c) A reference to any Requirements of Law includes any amendment, modification or replacement to such Requirements of Law.
- (d) A reference to any Person includes its permitted successors, permitted replacements and permitted assigns.
- (e) The words “include”, “includes” and “including” are not limiting.
- (f) Unless otherwise expressly provided, references to any document, instrument or agreement (i) shall include all exhibits, schedules and other attachments thereto, (ii) shall include

all documents, instruments or agreements issued or executed in replacement thereof, and (iii) shall mean such document, instrument or agreement, or replacement or predecessor thereto, as amended, amended and restated, modified and supplemented from time to time and in effect at any given time.

(g) The words “hereof”, “herein” and “hereunder” and words of similar import when used in this Agreement shall refer to this Agreement as a whole and not to any particular provision of this Agreement.

(h) References to “days” shall mean calendar days, unless the term “Business Day” shall be used.

(i) References to a time of day shall mean such time in New York, New York, unless otherwise specified.

(j) The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

## 2. EFFECTIVE DATE AND TERM

2.1. Effective Date. This Agreement shall become effective and the Parties shall become bound by all provisions applicable to them pursuant to this Agreement on the date on which the conditions set forth below have been fully satisfied or waived by the Parties (the “Effective Date”):

(i) this Agreement has been fully executed and delivered; and

(ii) the Grant Agreement has been fully executed and delivered and shall have become effective.

The City authorizes the Subrecipient to incur costs for activities undertaken in accordance with this Agreement prior to the Effective Date of this Agreement, including pre-award costs incurred in compliance with 24 CFR section 570.200(h)(1) and HUD CDBG-DR Allocation Rules contained in the March 5, 2013 Federal Register Notice.

## 2.2. Term.

(a) This Agreement shall remain in full force and effect during the Term, unless earlier terminated in accordance with the provisions hereof; provided, that in accordance with Section 13.5, certain provisions of this Agreement shall survive the end of the Term or early termination hereof. Pursuant to applicable Requirements of Law, the term of this Agreement (the “Term”) commences on the Effective Date and expires on the later of (i) September 30,

2019; (ii) the date on which the Subrecipient no longer has control over any Program Assets or other CDBG-DR funds, as such date shall be determined in the manner set forth in the Scopes of Work; (iii) the date as of which the Parties agree in writing that all Close-Out Requirements have been satisfied or, where no Close-Out Requirements are applicable to this Agreement, the date as of which the Parties agree in writing that no Close-Out Requirements are applicable hereto; and (iv) such later date as the Parties may agree to in a signed writing.

### 3. SCOPES OF WORK

(a) The Subrecipient shall administer the Program and perform the activities detailed in the Scopes of Work in a manner satisfactory to the City and otherwise in accordance with this Agreement. The Scopes of Work are set forth in Schedules I through IV annexed hereto.

(b) The City shall monitor the performance of the Subrecipient and Subrecipient's Contractors against the Program goals and performance standards or measures set forth in the Scopes of Work. Substandard performance as determined by the City shall constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time (as determined by the City) after being notified by the City, the City may initiate contract suspension or termination procedures.

### 4. BUDGETS

(a) The Budget allocations for the Programs are attached hereto as Schedules I-A, II-A, III-A and IV-A. Any subsequent modifications to the Budgets shall otherwise be in a form and substance satisfactory to the City and consistent with applicable Requirements of Law. The City will, as required by CDBG Rules, require a more detailed or supplementary Budget breakdown for one or more of the Budgets attached hereto, and the Subrecipient shall provide such detailed or supplementary Budget information in a timely fashion in the form and content prescribed by the City.

(b) In accordance with the CDBG Rules, the Subrecipient shall cause the Budgets to be in sufficient detail to provide a sound basis for the City effectively to monitor Subrecipient's performance under the Agreement and to meet the requirements set forth in the CDBG Rules that must be complied with to allow payments of Program Funds to the Subrecipient.

### 5. PROGRAM FUNDS

#### 5.1. Program Funds.

(a) The aggregate total amount of all CDBG-DR funds to be disbursed under this Agreement to the Subrecipient by the City shall not exceed the amount of program funds identified in the Budgets (the "Program Funds"). The City reserves the right to reduce the Program Funds if the actual costs, as determined by a duplication of benefits analysis, for

performing the Eligible Activities or any other approved activities are less than those set forth in the Budgets.

(b) Subrecipient shall use all Program Funds disbursed hereunder solely for Eligible Costs incurred for Eligible Purposes and in the amounts specified in the Budgets and otherwise in accordance with this Agreement and the applicable Requirements of Law.

(c) Subrecipient shall be reimbursed, subject the CDBG Rules, for general administrative costs and planning costs; provided, that no reimbursement for general administrative costs or planning costs shall exceed, in each case, four percent (4%) of the total amount of Program Funds budgeted by activity allocation to Subrecipient pursuant to this Agreement. In addition, Subrecipient shall also be reimbursed, subject to CDBG Rules, for Program eligible costs identified in the Budget.

#### 5.2. Disbursements of Program Funds.

(a) During the Term, the Subrecipient may request disbursements (each, a "Disbursement") of the Program Funds as reimbursement to Subrecipient for Eligible Costs when (i) total funds requested associated with Program activities will be disbursed within 72 hours and (ii) total funds requested to cover Subrecipient costs are identified by line item from the Budgets. Notwithstanding the foregoing, the City intends to use its own funds to make advances to Subrecipient, upon receipt of a payment request certified by OMB as eligible and in compliance with the CDBG Rules and the applicable Subcontract, that will be subsequently reimbursed to the City with Program Funds. Each Disbursement of Program Funds, other than the initial Disbursement, shall be made on notice, given not later than 12:00 Noon (New York time) on the tenth (10th) Business Day prior to the date of the proposed Disbursement by the Subrecipient to the City and the initial Disbursement under this Agreement shall be made on notice given reasonably in advance of the date of such proposed Disbursement. Each such notice of a Disbursement, shall be by written notice (by email, as an attachment in ".PDF" format), substantially in the form approved by the City (a "Disbursement Request"). No more than one Disbursement may be requested or made in any two (2) calendar week period (unless otherwise agreed by the City in writing and in its sole discretion). The City reserves the right to request additional proof of reimbursement from Subrecipient with respect to Disbursements of Program Funds to cover its Eligible Costs.

(b) No Disbursement by the City of an improper or unauthorized request for Program Funds shall constitute a waiver of the City's right to: (i) challenge the validity of such payment; (ii) enforce all rights and remedies set forth in this Agreement; or (iii) take corrective or remedial administrative action including suspension or termination of the Subrecipient's funding under this Agreement.

(c) The use of Program Funds is conditioned upon the Subrecipient incurring Eligible Costs permitted under the terms of this Agreement or as otherwise pre-approved, in writing, by

the City. The Subrecipient shall not incur any Eligible Costs or any other costs to be reimbursed with Program Funds until all applicable Requirements of Law have been satisfied.

(d) With respect to any specific allocation of Program Funds, after the end of the Commitment Period, the City shall not make any Disbursement of such Program Funds to the Subrecipient and the Subrecipient shall make no request for any such Disbursement.

(e) Upon receipt of each Disbursement of Program Funds, Subrecipient shall cause such funds to be paid, transferred or otherwise disbursed to Clients or Contractors within seventy-two (72) hours of the time such Program Funds are deposited into Subrecipient's accounts. Notwithstanding the foregoing, the City intends to use its own funds to make advances to Subrecipient that will be subsequently reimbursed to the City with Program Funds.

5.3. Conditions to Initial Disbursement.

Prior to making the initial Disbursement of Program Funds under this Agreement the Effective Date of this Agreement shall have occurred and each of the additional conditions, if any, to making such initial Disbursement set forth in the applicable Scope of Work shall have been satisfied.

5.4. Conditions to All Disbursements.

Prior to making any Disbursement of Program Funds under this Agreement, each of the following conditions shall have been satisfied:

(a) The City shall have received the following in form and substance satisfactory to the City and its counsel:

- (i) a Disbursement Request, duly executed by Subrecipient; and
- (ii) such other agreements, instruments and evidence as the City deems necessary in its sole and absolute discretion in connection with the transactions contemplated hereby.

(b) all representations and warranties contained in this Agreement shall be true, correct, complete and not misleading on and as of the date of such Disbursement as if then made, other than representations and warranties that expressly relate solely to an earlier date, in which case they shall have been true and correct as of such earlier date;

(c) no Default or Event of Default shall have occurred and be continuing or would result from the making of the requested Disbursement as of the date of such request;

(d) The additional conditions to any Disbursement of Program Funds set forth in the

Scopes of Work, if any, shall have been satisfied.

5.5. Return of Program Assets. All Program Income shall be returned to the City.

5.6. Return of Interest. All interest earned on Program Income held or controlled by Subrecipient shall be returned to the City.

5.7. Eligible Costs and Travel. The Subrecipient shall comply with all applicable Requirements of Law regarding reimbursement of Eligible Costs that are travel expenses to be paid for with Program Funds and, prior to incurring any such expenses, the Subrecipient shall obtain prior written approval from the City if such travel is to locations outside of the City of New York.

## 6. GENERAL OBLIGATIONS OF SUBRECIPIENT

6.1. Legal and Other Requirements Generally. The Subrecipient shall comply with all applicable Requirements of Law, including in connection with the performance of the Scopes of Work and the other obligations of Subrecipient set forth herein. The Subrecipient shall comply with all applicable policies and City guidelines provided by the City from time to time which govern the Program Funds provided under this Agreement.

6.2. Obligations Retained by City. In accordance with applicable Requirements of Law, Subrecipient shall not be responsible for and does not hereunder assume any obligation with respect to the following:

(a) the environmental responsibilities set forth in Section 570.604 of the CDBG Rules; and

(b) initiating the review process under the provisions of 24 CFR Part 52.

6.3. Independent Contractor. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between or among the Parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The City shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent contractor.

6.4. Insurance.

(a) Subject to the requirements of Section 6.4(b), the Subrecipient shall procure and maintain during the Term public liability insurance, third party property damage insurance and replacement value insurance on its assets under such policies of insurance, with such insurance

companies, in such amounts and covering such risks as are commercially reasonable given the Subrecipient's business and its performance of the Scopes of Work.

(b) In accordance with the CDBG Rules, the Subrecipient shall undertake the following with respect to insurance:

- (i) In the event that Subrecipient pays Contractors with Program Funds, comply with the bonding and insurance requirements of 24 CFR 84.31 and 84.48;
- (ii) provide Workers' Compensation Insurance coverage for all of its employees involved in performing the Scopes of Work under this Agreement;
- (iii) in the event that Subrecipient acquires Program Equipment, carry sufficient insurance coverage to protect all such Program Equipment from loss due to theft, fraud and/or undue physical damage;
- (iv) comply with the fidelity bond requirements set forth in Article 9 of Appendix A hereto; and
- (v) maintain the insurance required by Section 6.01 of the Master Agreement throughout the Term of this Agreement.

6.5. City Recognition. The Subrecipient shall insure recognition of the role of the City in providing services through this Agreement.

## 7. ADMINISTRATIVE OBLIGATIONS

7.1. Financial Management. Without limiting the other terms of this Agreement, the Subrecipient shall undertake the obligations concerning financial management set forth in the Scopes of Work. The Subrecipient agrees to comply with 24 CFR 84.21-28 and the accounting principles and procedures described therein, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Costs that are the subject of any Disbursement request or any other costs incurred.

7.2. Cost Principles. The Subrecipient shall administer the Programs in a manner consistent with the applicable Requirements of Law related to cost principles, including as set forth in Section 570.502 of the CDBG Rules.

### 7.3. Documentation and Record Keeping.

(a) Program Documents. During the retention period specified in Section 7.3(b), the Subrecipient shall maintain and retain all Program Documents.

(b) Retention Period. Pursuant to Section 570.502 of the CDBG Rules, the Subrecipient shall retain all Program Documents for a retention period that (i) starts on the date on which the City submits to HUD the quarterly performance and evaluation report of the City in which the activities funded under this Agreement are reported on for the final time; and (ii) ends on the date that is the sixth (6th) anniversary of such submission date; provided, that if there is litigation, claims, audits, negotiations or other actions that involve any of the Program Documents which has started before the expiration of the retention period specified above, then such Program Documents must be retained until completion of such litigation, claims, audits, negotiations or other actions and resolution of all issues. Promptly following the date on which the City submits to HUD the annual performance and evaluation report of the City in which the activities funded under this Agreement are reported on for the final time, the City shall give Notice to Subrecipient of the occurrence of such date.

7.4. Client Data. The Subrecipient shall maintain Client data demonstrating Client eligibility for the Program Funds or services provided or to be provided to them. Such data shall include Client name, address, income level or other basis for determining eligibility, and a description of the funds or services provided to them. Such information shall be made available to the City and HUD, or any of their respective Representatives or designees for review upon request.

7.5. Disclosure. The Subrecipient understands that Client information collected under this Agreement is private and the use or disclosure of such information, when not directly connected with the administration of the City's or Subrecipient's responsibilities with respect to services provided under this Agreement, is subject to the provisions of Article 6-A, "Personal Privacy Protection Law", of the New York State Public Officers Law, as well as all other applicable State and Federal privacy laws. The Subrecipient's attention is directed to the confidentiality requirements in Section 5.08 of Appendix C.

7.6. Close-outs. The Subrecipient shall assist the City and its Representatives with the satisfaction of all Close-Out Requirements, including by promptly delivering any Program Documents requested by City and executing such agreements and other instruments as reasonably requested by City or HUD in accordance with applicable Requirements of Law.

7.7. Audits & Inspections.

(a) The Subrecipient shall have an annual agency audit conducted in accordance with current City policy concerning subrecipient audits and OMB Circular A-133.

(b) All Program Documents shall be made available to the City, HUD, and the Comptroller General of the United States or any of their authorized Representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within thirty (30) days after receipt by the Subrecipient. Failure of

the Subrecipient to comply with the above audit requirements shall constitute a violation of this Agreement and may result in the withholding of future Disbursements hereunder.

(c) Subrecipient shall provide the City and its Representatives access to the premises of the Subrecipient at any time and from time to time during normal business hours and upon reasonable notice under the circumstances for the purposes of (i) inspecting and copying (at Subrecipient's expense) any and all Program Documents maintained by the Subrecipient, and (ii) discussing the affairs, finances and business of the Subrecipient with any Representative of Subrecipient who is present at such premises or with the Auditors to disclose to the City and its Representatives any and all financial and other information regarding the Subrecipient that is reasonably related to the Program.

7.8. Required Reports.

(a) Subrecipient shall deliver to OMB the Required Reports at such times in such form as is required in accordance with CDBG Rules.

(b) Each Required Report delivered by Subrecipient hereunder shall include appropriate information on all Program Income, if any, generated by activities carried out by Subrecipient with Program Funds.

(c) Each Required Report delivered by Subrecipient hereunder shall include appropriate information on all Eligible Costs.

8. CLIENTS.

8.1. General Requirements.

(a) If (i) the Subrecipient utilizes Program Funds to make loans to Clients, and (ii) either (A) this Agreement is terminated prior to the end of the Term, or (B) there is a finding by the City of deficient performance or inadequate management capacity by the Subrecipient, then the City shall have the right to require that all payments due from all Clients be paid directly to the City or its designee, and the City or such designee shall be entitled to all rights and remedies under any other loan documents between the Subrecipient and the Clients.

9. CONTRACTORS

9.1. Procurement. With respect to the purchase by Subrecipient of any Program Equipment, property or services from any Contractors in which such purchase will be paid for or reimbursed out of Program Funds, the following provisions shall apply:

(a) Compliance. If the Subrecipient uses Program Funds to purchase any Program Equipment from Contractors, the Subrecipient shall comply with current City policies

concerning the purchase of equipment and shall maintain inventory records of all Program Equipment as may be procured with funds provided herein.

(b) OMB Standards. If the Subrecipient procures any Program Equipment, property or services from any Contractors with Program Funds, unless specified otherwise within this Agreement, the Subrecipient shall undertake such procurement in accordance with the requirements of 24 CFR 84.40-48.

9.2. "Section 3" Clause.

(a) Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this Agreement, shall be a condition of the Federal financial assistance provided under this Agreement and binding upon the City, the Subrecipient and any of the Subrecipient's Contractors. Failure to fulfill these requirements shall subject the City, the Subrecipient and any of the Contractors, their successors and assigns, to those sanctions specified in the Grant Agreement. The Subrecipient hereby certifies to the City and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

(b) The Subrecipient shall comply with these "Section 3" requirements and shall include the following language in all Subcontracts:

"The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located."

(c) The Subrecipient further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-DR funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public

construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-DR funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.

(d) The Subrecipient hereby certifies to the City and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements.

(e) Notifications. If Subrecipient has a collective bargaining agreement or other contract or understanding with any labor organization or similar group of workers, the Subrecipient shall send to each such labor organization or the Representative of such group of workers a notice advising such labor organization or worker's Representative of its obligations under this Section 9.2, and shall post copies of such notice in conspicuous places available to employees and applicants for employment or training.

(f) Subcontracts. The Subrecipient shall include this Section 3 clause in every Subcontract and shall take appropriate action pursuant to each such Subcontract upon a finding that the Person to receive Program Funds thereunder is in violation of Requirements of Law. The Subrecipient shall not enter into any Subcontract with any Person where Subrecipient has notice or knowledge that such Person has been found in violation of regulations under 24 CFR Part 135 and shall not enter into any Subcontract with any Person unless such Person has first provided Subrecipient with a preliminary statement of ability to comply with the requirements of all applicable Requirements of Law.

### 9.3. Subcontracts.

(a) Approvals. The Subrecipient shall not enter into any Subcontract to assist with the Subrecipient's performance of its obligations under this Agreement without the written approval of the City prior to the execution of such agreement. The Subrecipient shall provide the City with documentation concerning the selection process prior to its approval of any Subcontract.

(b) Monitoring. In accordance with guidelines to be issued by the City, the Subrecipient shall monitor all Subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

(c) Content. The Subrecipient shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any Subcontract executed in the performance of this Agreement. Each Subcontract shall comply with and include the provisions required to be included in such Subcontract pursuant to Section 3.08 of Appendix C.

(d) Selection Process. The Subrecipient shall undertake to insure that all Subcontracts with Contractors entered into by Subrecipient in performing its obligations hereunder shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements including all CDBG Rules. Executed copies of all Subcontracts shall be forwarded to the City. The City shall be provided with the documentation concerning the selection process prior to the execution of any Subcontract.

(e) Performance Requirements and Liquidated Damages. The Subrecipient shall incorporate performance requirements and liquidated damages provisions into each procured contract or agreement.

(f) Local Resources. The City encourages the Subrecipient to understand the local community and use local resources where appropriate. The Subrecipient shall include the following provision in each procured contract or agreement: "Subrecipient encourages the contractor to understand the local community and use local resources where appropriate."

(g) Indemnification. The Subrecipient shall include the following provision in any Subcontract procured pursuant to this Agreement:

- (i) Neither the Contractor nor any of its employees nor any of its subcontractors is or shall be an agent, servant, or employee of the New York City Economic Development Corporation or the City of New York by virtue of this contract or by virtue of any approval, permit, license, grant, right or other authorization given by the New York City Economic Development Corporation or the City of New York or any of its officers, agents or employees.
- (ii) The Contractor shall defend, indemnify and hold New York City Economic Development Corporation and the City of New York, including their officers and employees, harmless from any and all claims (even if the allegations of the lawsuit are without merit) or judgments for damages on account of any injuries or death to any person or damage to any property and from costs and expenses to which New York City Economic Development Corporation and the City of New York, including their officers and employees, may be subjected or which they may suffer or incur allegedly arising out of or in connection with any operations of the Contractor and/or its subcontractors to the extent resulting from any negligent act of commission or omission, any intentional tortious act, or failure to comply with the provisions of this agreement or of the law. Insofar as the facts or law relating to any claim would preclude New York City Economic Development Corporation and the City of New York from being completely indemnified by the Contractor, the New York City Economic Development Corporation and the City of New

York shall be partially indemnified by the Contractor to the fullest extent permitted by law.

- (iii) The Contractor shall defend, indemnify and hold New York City Economic Development Corporation and the City of New York, harmless from any and all claims (even if the allegations of the lawsuit are without merit) or judgments for damages and from costs and expenses to which New York City Economic Development Corporation and the City of New York may be subject to or which they may suffer or incur allegedly arising out of or in connection with any infringement by the Contractor of any copyright, trade secrets, trademark or patent rights or any other property or personal right of any third party by the Contractor and/or its subcontractors in the performance of this Agreement. The Contractor shall defend, indemnify, and hold New York City Economic Development Corporation and the City of New York, harmless regardless of whether or not the alleged infringement arises out of compliance with the Agreement's scope of services/scope of work. Insofar as the facts or law relating to any claim would preclude the New York City Economic Development Corporation and the City of New York from being completely indemnified by the Contractor, the New York City Economic Development Corporation and the City of New York shall be partially indemnified by the Contractor to the fullest extent permitted by law.
- (iv) The indemnification provisions set forth in this section shall not be limited in any way by the Contractor's obligations to obtain and maintain insurance as provided in this section.

(h) Insurance. The Subrecipient shall require the Contractor and any of its subcontractors involved in the performance of this Agreement to maintain the insurance required pursuant to section 4.06 of the Master Agreement.

9.4. Access to Records. The Subrecipient shall cause each Person with whom Subrecipient executes a Subcontract to furnish all information and reports required hereunder and shall permit access to its books, records and accounts by the City or its Representatives, HUD or its agent, other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

9.5. Subcontract Provisions. The Subrecipient shall include the provisions of Sections 10.1 and 10.2 in every Subcontract or purchase order, specifically or by reference, so that such provisions shall be binding upon each of its own subrecipients or subcontractors.

## 10. PERSONNEL AND PARTICIPANT CONDITIONS

10.1. Civil Rights, Affirmative Action and Other Requirements. The Subrecipient shall comply with all applicable Requirements of Law, including all applicable Requirements of Law concerning civil rights, non-discrimination in employment and with respect to individuals with disabilities or handicaps, equal opportunity and affirmative action programs, prohibitions on certain activities (including political activities, inherently religious activities, lobbying, political patronage, and nepotism activities), labor standards (including those under the Davis-Bacon Act) and any other Requirements of Law applicable to Subrecipient in connection with this Agreement, the Program or otherwise.

10.2. Minority- and Women-Owned Business (M/WBE). The Subrecipient shall use its best efforts to afford Small Businesses, and Minority and Women's Business Enterprises the maximum practicable opportunity to participate in the performance of this Agreement. The Subrecipient may rely on written representations by businesses regarding their status as Minority and Women's Business Enterprises in lieu of an independent investigation.

10.3. Conflict of Interest. The Subrecipient shall comply with all applicable Requirements of Law concerning conflicts of interest (including the provisions of 24 CFR 84.42 and 24 CFR 570.611).

10.4. Lobbying Certification. The Subrecipient hereby certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of it, 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 awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

(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 contract, grant, loan, or cooperative agreement, it shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) Subrecipient shall require that the language of sub-Sections (a) and (b) of this certification be included in all Subcontracts and that all Contractors shall certify and disclose accordingly; and

(d) this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Subrecipient acknowledges that Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## 11. ENVIRONMENTAL CONDITIONS

11.1. General. The Subrecipient shall comply with all environmental requirements imposed under applicable Requirements of Law. Pursuant to Section 570.503(b)(5)(i) of the CDBG Rules, the Subrecipient shall not be responsible for the environmental responsibilities as described in 24 CFR 570.604 or for the performance of any other Requirements of Law which are to be the obligation or responsibility of any other Person.

11.2. Air and Water. The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

(a) Clean Air Act, 42 U.S.C. 7401, et seq.;

(b) Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, et seq., as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder; and

(c) Environmental Protection Agency regulations pursuant to 40 CFR Part 50, as amended.

11.3. Flood Disaster Protection. In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Subrecipient shall assure that for activities located in an area identified by the Federal Emergency Management Agency as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

11.4. Lead-Based Paint. The Subrecipient agrees that any construction or rehabilitation of structures containing residential units with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

11.5. Historic Preservation.

(a) The Subrecipient agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this Agreement.

(b) In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

12. EVENTS OF DEFAULT AND TERMINATION

12.1. Events of Default.

(a) The occurrence and continuance following notice to the Subrecipient and a reasonable opportunity to cure of any of the following events shall constitute an "Event of Default":

- (i) pursuant to 24 CFR 85.43, if the Subrecipient for any reason materially fails to comply in a timely manner with any terms of this Agreement; or
- (ii) if the Subrecipient uses any Program Funds for Eligible Costs incurred for Eligible Purposes, or Program Assets for any purposes other than one of the Eligible Purposes; or
- (iii) if the Subrecipient submits any Required Reports to the City, HUD or any of their respective Representatives or auditors, which are incorrect or incomplete in any material respect.

(b) If this Agreement is terminated by either Party prior to the end of the Term, the Party terminating this Agreement shall give advance Notice of such termination (a "Termination Notice") to the other Party of no less than thirty (30) days. All Termination Notices given hereunder shall set forth in reasonable detail the reasons for such termination, the date on which such termination shall become effective, and, in the case of partial termination, the provisions of this Agreement that are to be terminated. If, in the case of a partial termination, the City or HUD in its sole discretion determines that the remaining portion of the award of the Grant Funds contemplated herein will not accomplish the purpose for which such award was made, the City or HUD may terminate this Agreement in its entirety.

12.2. Termination. Upon the occurrence and during the continuance of an Event of Default, the City may take any or all of the following actions, without prejudice to the rights of the City to enforce claims against the Subrecipient:

(a) Termination or Suspension. Pursuant to the applicable General Requirements of Law (including Section 570.502 of the CDBG Rules), prior to the end of the Term and subject to the applicable notice and cure periods, this Agreement may be or terminated, or temporarily suspended:

(b) Termination of Commitment. To declare the Commitment Period and the City's obligations to make Disbursements hereunder immediately terminated (except with respect to any Event of Default with respect to the Subrecipient set forth in Section 8.1(d) of the Scope or (e), in which case the Commitment Period and such obligation shall automatically terminate) and, at all times thereafter, any Disbursement made by the City shall be in the City's sole and absolute discretion.

12.3. Remedies Cumulative. All of the City's remedies under the Program Documents shall be cumulative, may be exercised simultaneously against the Subrecipient or in such order and with respect to the Subrecipient as the City may deem desirable, and are not intended to be exhaustive.

12.4. Termination for Convenience. This Agreement is subject to the termination for convenience provisions set forth in 24 CFR 85.44.

12.5. Termination Undertakings. Upon the end of the Term or the earlier termination of this Agreement:

(a) Pursuant to Section 570.503(b)(7) of the CDBG Rules, Subrecipient shall promptly transfer to the City by wire transfer to an account designated by the City all Program Funds and other CDBG-DR funds on hand or controlled by the Subrecipient, and all accounts receivable attributable to the use of Program Funds under this Agreement;

(b) all Program Income held or controlled by the Subrecipient shall be paid to the City;

(c) ownership rights in and to all Program Equipment, if any, shall revert to the City;

(d) if this Agreement is terminated prior to the end of the Term, the Parties shall cooperate in good faith to identify and promptly satisfy any applicable Close-Out Requirements which may need to be satisfied in accordance with applicable Requirements of Law;

(e) Ownership rights in Program Equipment, if any, that is not needed by the Subrecipient in connection with undertaking its obligations under this Agreement shall be (a) transferred to the City for the CDBG program or (b) retained by Subrecipient after compensating the City in an amount equal to the current fair market value of such Program Equipment, less the percentage of non-CDBG-DR funds used to acquire such Program Equipment; and

(f) Subrecipient shall deliver to the City all Program Documents and other deliverables, if any, as specified in the Scopes of Work.

12.6. Acquired or Improved Real Property. Pursuant to Section 570.503(b)(7) of the CDBG Rules, upon the end of the Term or the earlier termination of this Agreement, if Subrecipient has control over any real property that was acquired or improved by Subrecipient, in whole or in part, with Program Funds in excess of twenty-five thousand dollars (\$25,000), then Subrecipient shall cause such real property to be used for a CDBG National Objective pursuant to Section 570.208 of the CDBG Rules until the date that is the fifth (5th) anniversary of the last day of the Term or the effective date of the earlier termination of this Agreement, or for such longer period of time as the City deems appropriate. If the Subrecipient fails to cause such real property to be used in such manner for such prescribed period of time, then upon receipt of written Notice from the City the Subrecipient shall pay to the City an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG-DR funds for acquisition of, or improvement to, such real property. All such payments shall constitute Program Income to the City. The Subrecipient may retain real property acquired or improved under this Agreement after the expiration of such five (5)-year period or such longer period of time as the City may have deemed to be appropriate.

### 13. MISCELLANEOUS.

13.1. Notices. All notices, requests and consents of any kind made pursuant to this Agreement ("Notices") shall be in writing and shall be deemed to be effective as of the date it is

sent by certified mail, return receipt requested. All Notices given under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent Notice. Communication and details concerning this Agreement shall be directed to the following individuals:

City: NYC Office of Management and Budget  
255 Greenwich Street, 8th Floor  
New York, NY 10007  
Attn.: General Counsel

With a copy to: The New York City Law Department  
100 Church Street  
New York, New York 10007  
Attn.: Chief, Economic Development Division

Subrecipient: New York City Economic Development Corporation  
110 William Street  
New York, New York 10038  
Attn: Executive Vice President, Real Estate Transaction Services

With a copy to: New York City Economic Development Corporation  
110 William Street  
New York, New York 10038  
Attn: General Counsel

13.2. Written Approvals. Except as otherwise provided herein, any provision herein providing that written approval is necessary may be satisfied by delivery of such written approval by Email or as a Notice under Section 13.1.

13.3. Representations and Warranties. The Subrecipient hereby represents and warrants to the City as follows:

(a) The Subrecipient (i) is a not-for-profit corporation duly organized, validly existing and in good standing under the laws of the state of New York; (ii) has the corporate power and authority to own its properties and assets and to transact the businesses in which it presently is, or proposes to be, engaged; and (iii) is duly qualified, authorized to do business and in good standing in each jurisdiction where it presently is, or proposes to be, engaged in business.

(b) The Subrecipient has the requisite corporate power and authority to execute, deliver and perform its obligations under this Agreement. All corporate action necessary for the execution, delivery and performance by the Subrecipient of this Agreement has been taken.

(c) This Agreement is or will be (when executed) the legal, valid and binding obligation of the Subrecipient enforceable in accordance with its terms, except as enforceability may be limited by (i) bankruptcy, insolvency or similar laws affecting creditors' rights generally and (ii) general principles of equity.

(d) The execution, delivery and performance by the Subrecipient of this Agreement does not and will not contravene or (i) any of the Charter Documents of the Subrecipient.

13.4. Severability. In case any provision in or obligation under this Agreement or any other Program Document shall be invalid, illegal or unenforceable in any jurisdiction, the validity, legality and enforceability of the remaining provisions or obligations, or of such provision or obligation in any other jurisdiction, shall not in any way be affected or impaired thereby.

13.5. Survival. The provisions set forth in Sections 5.5, 5.6, 6.1, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 9.1, 9.4, 10.5, 12.5, 12.6, 13.5, 13.9, 13.10, 13.11 and 13.12 shall survive the end of the Term or the early termination of this Agreement.

13.6. Waiver. No failure on the part of the City to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by the City of any right hereunder preclude any other or further exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to the City at law or in equity.

13.7. Assignability. The Subrecipient shall not assign or transfer any of its interests in or obligations under this Agreement without the prior written consent of the City thereto.

13.8. Entire Agreement. This Agreement constitutes the entire agreement between the City and the Subrecipient for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the City and the Subrecipient with respect to this Agreement.

13.9. Conflicting Provisions. In the event of any conflict between this document and any exhibit, schedule, annex or appendix attached hereto, the terms and provisions of this document, as amended from time to time, shall take precedence. In the event of any conflict between the provisions of this Agreement and the HUD Notices or any other Requirements of Law, the HUD Notices or such other Requirements of Law shall take precedence. In the case of discrepancies between this Agreement and any of the following, the order of precedence shall be as follows:

- (a) this Agreement;
- (b) the Grant Agreement; and

(c) all other Program Documents.

13.10. Service of Process. THE SUBRECIPIENT IRREVOCABLY CONSENTS TO THE SERVICE OF PROCESS OUT OF ANY OF THE COURTS DESCRIBED IN SECTION 13.11 IN ANY SUCH ACTION OR PROCEEDING BY THE MAILING OF COPIES THEREOF BY REGISTERED OR CERTIFIED MAIL, POSTAGE PREPAID, TO IT AT THE ADDRESS FOR NOTICES PURSUANT TO SUCH SERVICE TO BECOME EFFECTIVE TEN (10) DAYS AFTER SUCH MAILING. NOTHING HEREIN SHALL AFFECT THE RIGHT OF THE CITY TO SERVE LEGAL PROCESS IN ANY OTHER MANNER PERMITTED BY LAW.

13.11. Waiver of Jury Trial. EACH OF THE PARTIES HERETO HEREBY WAIVES TO THE FULLEST EXTENT PERMITTED BY LAW ANY RIGHT TO A TRIAL BY JURY IN ANY ACTION OR PROCEEDING BASED UPON, ARISING OUT OF, OR IN ANY WAY RELATING TO (I) THIS AGREEMENT; (II) ANY OTHER PROGRAM DOCUMENT OR OTHER PRESENT OR FUTURE INSTRUMENT OR AGREEMENT AMONG THE SUBRECIPIENT, OMB AND THE CITY RELATING TO THE PROGRAM; OR (III) ANY CONDUCT, ACTS OR OMISSIONS OF THE SUBRECIPIENT, THE CITY OR ANY OF THEIR RESPECTIVE DIRECTORS, OFFICIALS, OFFICERS, EMPLOYEES, AGENTS, ATTORNEYS OR OTHER AFFILIATES, IN EACH CASE WHETHER SOUNDING IN CONTRACT, TORT, EQUITY OR OTHERWISE.

13.12. Further Assurances. Without cost or expense to the City, from time to time the Subrecipient shall, promptly upon the request of the City: (a) deliver to the City and OMB such other non-confidential additional documents that are in the Subrecipient's possession; (b) execute and deliver such additional agreements or instruments, in either such case as are reasonably necessary to carry out the purposes of this Agreement or the Program; and (c) cooperate in good faith with the City in connection with the foregoing.

13.13. No Third Party Beneficiaries. Nothing herein shall or be deemed to create or confer any right, action, or benefit in, to, or on the part of any Person that is not a party to this Agreement. This provision shall not limit any obligation which either Party has to HUD in connection with the use of CDBG funds, including the obligations to provide access to records and cooperate with audits as provided in this Agreement.

13.14. Counterparts. This Agreement may be executed in one or more counterparts which, when taken together, shall constitute one and the same instrument.

*[Remainder of page intentionally left blank.]*

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized Representatives of the Parties as of the date set forth in the preamble above.

Approved as to form:

By:   
Acting Corporation Counsel

JUN 24 2013

The City of New York, acting through its Office of Management and Budget

By: \_\_\_\_\_  
Name:  
Title:

New York City Economic Development Corporation

By: \_\_\_\_\_  
Name:  
Title:

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized Representatives of the Parties as of the date set forth in the preamble above.

Approved as to form:

The City of New York, acting through its Office of Management and Budget

By: \_\_\_\_\_  
Acting Corporation Counsel

By:  \_\_\_\_\_  
Name: *Mark Page*  
Title: *Director*

New York City Economic Development Corporation

By: \_\_\_\_\_  
Name:  
Title:

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized Representatives of the Parties as of the date set forth in the preamble above.

Approved as to form:

The City of New York, acting through its  
Office of Management and Budget

By: \_\_\_\_\_  
Acting Corporation Counsel

By: \_\_\_\_\_  
Name:  
Title:

New York City Economic Development  
Corporation

By:   
Name: David Ehrenberg  
Title: EVP

## **SCHEDULE I**

### **Scope of Work, Business Resiliency Investment Program**

#### **General**

The activities under this program will be managed by the Subrecipient, which may in its discretion procure Subcontractor(s) if it deems it necessary to implement any aspect of such program activities. Consistent with the requirements of this Agreement, the Subrecipient shall be reimbursed for any Eligible Costs incurred in carrying out program activities within eligible budget amounts.

The program activities include providing grants and/or loans to qualified real property owners the proceeds of which shall be used for physical investments to improve resiliency to severe weather. To the extent required by CDBG Rules and Requirements of Law, the activities under this program shall be subject to prior approval by HUD. With respect to each activity, Subrecipient and its contractor(s) shall implement the activity in accordance with applicable CDBG Rules and Requirements of Law.

In order to implement the foregoing, Subrecipient will carry out the activities described in the Action Plan for Business Resiliency Investment of grants and/or loans to eligible businesses and shall prepare:

- a scope of work with benchmark timelines
- policies and procedures for grants and/or loans
- any needed RFPs for Subcontractor support
- a line item budget to support this Scope of Work

The above work shall become an amendment to this Agreement upon submission of the details of each aspect of such work by Subrecipient to OMB and OMB's written approval, which shall not be withheld based on programmatic preferences. If OMB does not provide its approval, it will work in good faith with Subrecipient to modify the proposed amendment, on terms mutually acceptable to Subrecipient and OMB, in order to implement the Program. To accomplish the above work and to be in compliance with CDBG Rules, Subrecipient shall prepare and provide OMB with a budget delineating the costs to carry out the four steps identified above. Upon approval of the budget by OMB, it shall become a part of this agreement authorizing Subrecipient to incur costs to carry out the plan and program development.

#### **Approved Work Tasks**

**SCHEDULE I-A**

**Budget, Business Resiliency Investment Program**

The following represents the maximum allocations related to eligible program and planning and administration amounts, but no reimbursement shall occur or be authorized until Subrecipient provides a line item budget to sufficiently delineate proposed expenditures to be consistent with HUD regulations 24 CFR 503 and HUD requirements for measurable audit standards to assure eligibility of such expenses approved by OMB.

**General**

|                             |                          |
|-----------------------------|--------------------------|
| Program                     | \$90,000,000             |
| Planning and Administration | \$8,000,000 <sup>1</sup> |
| Total                       | <u>\$98,000,000</u>      |

To accomplish the Scope of Work described in Schedule I, and to be in compliance with CDBG Rules, Subrecipient shall prepare and provide OMB with an additional line item budget further delineating the costs to carry out such Scope of Work. Upon written approval of the line item budget by OMB, it shall become a part of this Agreement authorizing Subrecipient to incur Program costs to carry out the Scope of Work. Notwithstanding the foregoing, it is acknowledged that (i) pursuant to Section 2.1 of this Agreement, the City authorizes the Subrecipient to incur costs for activities undertaken in accordance with this Agreement prior to the Effective Date of this Agreement, including pre-award costs, incurred in compliance with 24 CFR section 570.200(h)(1) and the HUD CDBG-DR Allocation rules published in the Federal Register on March 5, 2013 and (ii) pursuant to Section 5.1(c) of this Agreement Subrecipient shall be reimbursed for general administrative costs and planning costs incurred in connection with work performed pursuant to this Agreement.

**Approved Budget Line Items**

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<sup>1</sup> Any unexpended amounts shall be available to be used for Eligible Costs in connection with the Programs.

## SCHEDULE II

### Scope of Work--Neighborhood Game-Changer Investment Competition

#### General

The activities under this program will be managed by the Subrecipient, which may in its discretion procure Contractor(s) if it deems it necessary to implement such program activities. Consistent with the requirements of this Agreement, the Subrecipient shall be reimbursed for any Eligible Costs incurred in carrying out program activities within eligible budget amounts.

Program activities are focused on jump-starting economic activity in the five key areas - the East and South Shores of Staten Island, Southern Manhattan, Southern Brooklyn, the Brooklyn and Queens East River Waterfront, and South Queens (collectively, the "Impact Areas") by allocating, through "Race-to-the-Top"-style competitions, grants to the most innovative and effective investment ideas for spurring long-term economic growth. Possible ideas could include attraction of growing companies and/or companies of significant size; attraction of companies that serve the needs of underserved populations, including those with disabilities; or other transformative investments in the Impact Areas.

To the extent required by CDBG Rules and Requirements of Law, the activities under this program described below shall be subject to prior approval by HUD. With respect to each activity, Subrecipient and its contractor(s) shall implement the activity in accordance with applicable CDBG Rules and Requirements of Law. Pursuant to 24 CFR 570.503 the following steps shall constitute the scope of work and measurable budget performance benchmarks for the Activity described.

- Subrecipient shall administer the Neighborhood Game-Changer Investment Competition (the "Competition"). As a first step in launching the Competition, the Subrecipient shall, in compliance with HUD requirements, issue a Request for Proposals (the "RFP") intended to harness the best ideas to enhance the vitality, connectivity and economic strength of the Impact Areas. The RFP will invite organizations, businesses, and institutions (each a "Respondent") to submit proposals (each a "Proposal") to execute a "game changing" project and/or program that will catalyze significant long-term economic growth in an Impact Area.
- Proposals will be evaluated based on their ability to generate substantial economic activity in the Impact Areas, create new jobs, demonstrate significant investment on the part of the respondent, bring permanent investment to an Impact Area, increase accessibility of the Impact Areas, leverage CDBG-DR Funds to attract additional public or private investment, and build physical and/or human capital that will make the Impact Areas more resilient, with a preference for Low-Moderate Income ("LMI") areas. Proposals should generate meaningful economic growth both directly, through new job creation, and indirectly, by anchoring new or existing institutions and/or industries and catalyzing significant secondary benefits to the local economies.

- Each Proposal will be reviewed to determine if it is responsive to the RFP criteria and to determine if the activities described in such Proposals are eligible under CDBG Rules.
- Subrecipient shall enter into subcontracts with the award recipients which subcontracts shall comply with all applicable CDBG Rules and Requirements of Law.
- Subrecipient shall be responsible for the implementation of the subcontract provisions including draw down of funds.
- Subrecipient shall be responsible for all required compliance monitoring steps for the subcontracts.

In order to implement the foregoing, Subrecipient will carry out the activities described in the Action Plan for the Neighborhood Game-Changer Competition and in addition to the foregoing shall prepare:

- a scope of work with benchmark timelines
- policies and procedures for the competition
- any needed RFPs for Subcontractor support
- a line item budget to support this Scope of Work

The above work shall become an amendment to this Agreement upon submission of the details of each aspect of such work by Subrecipient to OMB and OMB's written approval, which shall not be withheld based on programmatic preferences. If OMB does not provide its approval, it will work in good faith with Subrecipient to modify the proposed amendment, on terms mutually acceptable to Subrecipient and OMB, in order to implement the Program. To accomplish the above work and to be in compliance with CDBG Rules, Subrecipient shall prepare and provide OMB with a budget delineating the costs to carry out the four steps identified above. Upon approval of the budget by OMB, it shall become a part of this agreement authorizing Subrecipient to incur costs to carry out the plan and program development.

#### **Approved Work Tasks**

1. Draft and Release of Neighborhood Game-Changer Investment Program RFP; Receipt and Evaluation of Proposals

**SCHEDULE II-A**

**Budget, Neighborhood Game-Changer Investment Program**

The following represents the maximum allocations related to eligible program and planning and administration amounts, but no reimbursement shall occur or be authorized until Subrecipient provides a line item budget to sufficiently delineate proposed expenditures to be consistent with HUD regulations 24 CFR 503 and HUD requirements for measurable audit standards to assure eligibility of such expenses approved by OMB.

|                             |                          |
|-----------------------------|--------------------------|
| Program                     | \$90,000,000             |
| Planning and Administration | \$8,000,000 <sup>2</sup> |
| Total                       | <u>\$98,000,000</u>      |

To accomplish the Scope of Work described in Schedule II, and to be in compliance with CDBG Rules, Subrecipient shall prepare and provide OMB with an additional line item budget further delineating the costs to carry out such Scope of Work. Upon written approval of the line item budget by OMB, it shall become a part of this Agreement authorizing Subrecipient to incur Program costs to carry out the Scope of Work. Notwithstanding the foregoing, it is acknowledged that (i) pursuant to Section 2.1 of this Agreement, the City authorizes the Subrecipient to incur costs for activities undertaken in accordance with this Agreement prior to the Effective Date of this Agreement, including pre-award costs, incurred in compliance with 24 CFR section 570.200(h)(1) and the HUD CDBG-DR Allocation rules published in the Federal Register on March 5, 2013 and (ii) pursuant to Section 5.1(c) of this Agreement Subrecipient shall be reimbursed for general administrative costs and planning costs incurred in connection with work performed pursuant to this Agreement.

**Approved Budget Line Items**

1. (a) Approved Work Task: Draft and Release of Neighborhood Game-Changer Investment Program RFP; Receipt and Evaluation of Proposals.

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<sup>2</sup> Any unexpended amounts shall be available to be used for Eligible Costs in connection with the Programs.

(b) Approved Budget for Work Task:

Estimated Costs: Neighborhood Game Changer Program RFP

| Title                           | Department  | Salary     | % of Time on Game Changers | No. of Hours | Start Month | End Month | # Months | Monthly Salary | Salary Applied to Game Changers |
|---------------------------------|-------------|------------|----------------------------|--------------|-------------|-----------|----------|----------------|---------------------------------|
| Executive Vice President        | RETS        | \$ 156,600 | 12%                        | 211.20       | February    | December  | 11       | \$ 13,050.00   | \$ 17,226.00                    |
| Senior Vice President           | RETS        | \$ 125,000 | 30%                        | 528.00       | February    | December  | 11       | \$ 10,416.67   | \$ 34,375.00                    |
| Assistant General Counsel       | Legal       | \$ 160,000 | 10%                        | 160.00       | March       | December  | 10       | \$ 13,333.33   | \$ 13,333.33                    |
| Assistant General Counsel       | Legal       | \$ 160,000 | 10%                        | 160.00       | March       | December  | 10       | \$ 13,333.33   | \$ 13,333.33                    |
| <b>TOTAL SENIOR MANAGEMENT:</b> |             |            |                            | 1059.20      |             |           |          |                | \$ 78,267.67                    |
| Vice President                  | Development | \$ 60,000  | 10%                        | 144.00       | April       | December  | 9        | \$ 5,000.00    | \$ 4,500.00                     |
| Vice President                  | RETS        | \$ 82,000  | 50%                        | 560.00       | June        | December  | 7        | \$ 6,833.33    | \$ 23,916.67                    |
| Assistant Vice                  | RETS        | \$ 68,000  | 20%                        | 352.00       | February    | December  | 11       | \$ 5,666.67    | \$ 12,466.67                    |
| Project Manager                 | RETS        | \$ 58,000  | 40%                        | 640.00       | March       | December  | 10       | \$ 4,833.33    | \$ 19,333.33                    |
| New RETS PM (starting July 1)   | RETS        | \$ 58,000  | 50%                        | 480.00       | July        | December  | 6        | \$ 4,833.33    | \$ 14,500.00                    |
| Marketing Manager               | Marketing   | \$ 53,000  | 15%                        | 168.00       |             |           |          |                |                                 |
| Special Projects Manager        | GovCo       | \$ 65,000  |                            |              | June        | December  | 7        | \$ 4,416.67    | \$ 4,697.50                     |
| Assistant Vice President        | Contracts   | \$ 72,000  | 10%                        | 2344.00      | April       | December  | 7        | \$ 6,000.00    | \$ 4,200.00                     |
| <b>TOTAL OTHER STAFF:</b>       |             |            |                            |              |             |           |          |                | \$ 83,554.17                    |
| Salary Subtotal                 |             |            |                            |              |             |           |          |                | \$ 161,821.83                   |
| Fringe                          |             |            |                            |              |             |           |          |                | \$ 48,546.55                    |
| <b>Total</b>                    |             |            |                            |              |             |           |          |                | \$ 210,368.38                   |

|                          |               | No. of Hours |
|--------------------------|---------------|--------------|
| TOTAL SENIOR MANAGEMENT: | \$ 78,267.67  | 1059.20      |
| TOTAL OTHER STAFF:       | \$ 83,554.17  | 2344.00      |
| TOTAL:                   | \$ 161,821.83 |              |
| Fringe                   | \$ 48,546.55  |              |
| <b>Total</b>             | \$ 210,368.38 | 3403.20      |

## Schedule III

### Scope of Work, Infrastructure and Building Resiliency Technologies Competition Program

#### General

Program activities consist of "Race-to-the-Top"-style competitions, in compliance with HUD procurement rules and regulations governing RFPs for competitive selections of subcontracts, to allocate grants to the most innovative and cost-effective measures to improve building and infrastructure resiliency. The proposed activities must comply with all applicable CDBG Rules and Requirements of Law, including meeting a National Objective of either serving Low-Moderate Income Residents or addressing an Urgent Need resulting from a direct impact from Hurricane Sandy. Grants will be allocated pursuant to a two-track program to identify technologies and measures that improve the resiliency of (1) critical infrastructure networks and (2) building systems consistent with a National Objective.

In order to implement the foregoing, Subrecipient will carry out the activities described in the Action Plan for the Infrastructure and Building Resiliency Technologies Competitions and shall prepare:

- a scope of work with benchmark timelines
- policies and procedures for the competition
- any needed RFPs for Subcontractor support
- a line item budget to support this Scope of Work

The above work shall become an amendment to this Agreement upon submission of the details of each aspect of such work by Subrecipient to OMB and OMB's written approval, which shall not be withheld based on programmatic preferences. If OMB does not provide its approval, it will work in good faith with Subrecipient to modify the proposed amendment, on terms mutually acceptable to Subrecipient and OMB, in order to implement the Program. To accomplish the above work and to be in compliance with CDBG Rules, Subrecipient shall prepare and provide OMB with a budget delineating the costs to carry out the four steps identified above. Upon approval of the budget by OMB, it shall become a part of this agreement authorizing Subrecipient to incur costs to carry out the plan and program development.

To the extent required by CDBG Rules and Requirements of Law, the activities under this program described below shall be subject to prior approval by HUD. With respect to each activity, Subrecipient and its contractor(s) shall implement the activity in accordance with applicable CDBG Rules and Requirements of Law. Pursuant to 24 CFR 570.503 the following steps shall constitute the scope of work and measurable budget performance benchmarks for the Activity described. Notwithstanding the above requirements, Subrecipient is authorized to proceed with procurement of a Subcontractor consultant consistent with CDBG Rules governing procurement under the following terms for a specific line item budget in total of \$300,000.

## Approved Work Tasks

1. Subrecipient shall release an RFP and enter into a Subcontract for consultant support to Subrecipient for preparing and launching the Activity.
  - The Subrecipient shall administer The Infrastructure and Building Resiliency Technologies Competition (the “Competition”). The Subrecipient shall procure a consultant (the “Consultant”) in accordance with HUD requirements to assist the Subrecipient with the project design, development framework, project marketing, and competition processing of the Competition, as more specifically described herein.
  - The Consultant will assist the Subrecipient to develop the structure, guidelines, terms, and conditions for the Competition that meet the requirements outlined in the Hurricane Sandy Allocation. At a minimum, such proposal shall include the Consultant’s approach for assisting Subrecipient with the following: 1. Competition design; 2. Participation eligibility for Applicants; 3. Competition awards and appropriate amounts for Project grant funding; 4. Judging process, and 5. Selection criteria and submittals by which submissions will be reviewed and selected. Each of these components will be approved in writing by Subrecipient before implementation.
  - The Consultant shall assist the Subrecipient to promote and market the Competition, including utilizing their network of contacts, institutions and organizations in order to reach a broad audience domestically and internationally and garner participation from a diverse range of entities. The Consultant will be responsible for designing, developing and hosting a Competition website that will provide: 1. Guidelines, rules and a timeline for Competition submissions; 2. A means for Applicants to submit their Application Packages online; 3. Marketing visibility for the Competition; and 4. Contact information for questions.

Consultant will also be responsible for the following tasks:

- Consultant shall develop a list of twenty (20) to thirty (30) candidates to serve on the judging panels for the Competition. The Subrecipient will compile and approve the final list of judges.
- Candidates should possess the expertise in infrastructure and building systems required to evaluate the wide range of existing and emerging technologies proposed.
- The Consultant shall assist Subrecipient in conducting outreach efforts to recruit the panels of expert judges.
- The Consultant shall respond to questions about the Competition via the website, email and phone.

- The Consultant shall conduct the submission intake process.
- The Consultant shall assist Subrecipient to plan and implement awards ceremonies for presentation of winning submissions.
- The Consultant shall perform such other tasks with respect to the Competition as required by the Subrecipient.

The Consultant will work in close collaboration with Subrecipient staff on all aspects of the Competition, providing general project management support on an as-needed basis, mainly in the areas outlined in this scope.

**Schedule III-A**

**Budget, Infrastructure and Building Resiliency Technologies Competition Program**

The following represent the maximum allocations related to eligible program and planning and administration amounts, but no reimbursement shall occur or be authorized until Subrecipient provides a line item budget to sufficiently delineate proposed expenditures to be consistent with HUD regulations 24 CFR 503 and HUD requirements for measurable audit standards to assure eligibility of such expenses approved by OMB.

|                             |                          |
|-----------------------------|--------------------------|
| <b>General</b>              | \$40,500,000             |
| Planning and Administration | \$3,600,000 <sup>3</sup> |
| <b>Total</b>                | <u>\$44,100,000</u>      |

To accomplish the Scope of Work described in Schedule III, and to be in compliance with CDBG Rules, Subrecipient shall prepare and provide OMB with an additional line item budget further delineating the costs to carry out such Scope of Work. Upon written approval of the line item budget by OMB, it shall become a part of this Agreement authorizing Subrecipient to incur Program costs to carry out the Scope of Work. Notwithstanding the foregoing, it is acknowledged that (i) pursuant to Section 2.1 of this Agreement, the City authorizes the Subrecipient to incur costs for activities undertaken in accordance with this Agreement prior to the Effective Date of this Agreement, including pre-award costs incurred in compliance with 24 CFR section 570.200(h)(1) and the HUD CDBG-DR Allocation rules published in the Federal Register on March 5, 2013 and (ii) pursuant to Section 5.1(c) of this Agreement Subrecipient shall be reimbursed for general administrative costs and planning costs incurred in connection with work performed pursuant to this Agreement.

**Approved Budget Line Items:**

1. Approved Work Task: RFP and Subcontract for consultant support to Subrecipient for preparing and launching the Activity.

(a) Approved Budget for Work Task: \$300,000 for this work task is within the Total to be assigned to cost category by OMB based on eligibility of specific work tasks. The timeline benchmarks for completion of each work task set forth in the Subcontract with the consultant will be deemed added to the payment schedule upon execution of the Subcontract and as such shall become part of this agreement for compliance and

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<sup>3</sup> Any unexpended amounts shall be available to be used for Eligible Costs in connection with the Programs.

performance purposes. The Specific Work Tasks performed by consultant shall be as follows:

| <b>Consultant's Work Tasks</b>   | <b>Maximum Payment</b> |
|--|------------------------|
| Task 1 – Design and Launch the Competition   | \$45,000.00            |
| Task 2 – Perform Competition Marketing and Outreach  | \$100,000.00           |
| Task 3 – Recruit Technical Advisory Panel and Competition Judges   | \$8,500.00             |
| Task 4 – Manage Entrant Submissions, Questions, Submissions Screening and Judging  | \$85,000.00            |
| Task 5 – Manage Logistics for Awards Ceremony  | \$33,500.00            |
| Task 6 – Provide Project Management Support, Monitor and Report on Post-Award Implementation and Evaluate the Competition's Impact | \$28,000.00            |
| <b>Total Amount</b>  | <b>\$300,000.00</b>    |

## **SCHEDULE IV**

### **Scope of Work, NYCEDC CDBG-DR Loan and Grant Program Planning, Support and Technical Assistance Services**

#### **General**

The Subrecipient shall provide support and technical assistance to the City Department of Small Business Services and OMB, design the loan and grant program to ensure both compliance with CDBG requirements and usability for small business recipients.

#### **Approved Work Tasks**

To that end, the Subrecipient will help facilitate the work to develop policies and procedures to govern the administration of the program in areas including but not limited to: recipient eligibility, underwriting criteria, loan and grant sizing and servicing and conformance with CDBG requirements including but not limited to: environmental review, historic preservation, public noticing and communication, and insurance coverage. The Subrecipient shall provide support and technical assistance to the City's Department of Small Business Services in establishing subrecipient agreements with NYBDC Local Development Corporation and a CDFI for program delivery of the loan and grant program.

Once the loan and grant is fully launched, Subrecipient shall continue to provide planning, support and technical assistance.

**SCHEDULE IV-A**

**Budget, NYCEDC CDBG-DR Loan and Grant Program Planning, Support and Technical Assistance Services**

To accomplish the Scope of Work describe in Schedule IV, and to be in compliance with CDBG Rules, Subrecipient shall prepare and provide OMB with an additional line item budget further delineating the costs to carry out such Scope of Work. Upon written approval of the line item budget by OMB, it shall become a part of this Agreement authorizing Subrecipient to incur Program costs to carry out the Scope of Work. Notwithstanding the foregoing, it is acknowledged that (i) pursuant to Section 2.1 of this Agreement, the City authorizes the Subrecipient to incur costs for activities undertaken in accordance with this Agreement prior to the Effective Date of this Agreement, including pre-award costs, incurred in compliance with 24 CFR section 570.200(h)(1) and the HUD CDBG-DR Allocation rules published in the Federal Register on March 5, 2013 and (ii) pursuant to Section 5.1(c) of this Agreement Subrecipient shall be reimbursed for general administrative costs and planning costs incurred in connection with work performed pursuant to this Agreement.

Planning, Support and Technical Assistance Services: \$250,000

**Approved Budget Line Items**

**SCHEDULE V**  
To Subrecipient Agreement

REQUIRED PROGRAM RECORDS

As applicable to the specific activities contemplated in the Scope of Work, the Subrecipient shall maintain the following:

1. records pertinent to the activities funded under this Agreement;
2. records providing a full description of each activity undertaken by Subrecipient hereunder;
3. records demonstrating that each activity undertaken by Subrecipient hereunder meets one of the National Objectives of the CDBG program, as modified by the HUD Notices;
4. records as required to determine the eligibility of the activities undertaken by Subrecipient hereunder under the CDBG Rules;
5. records as required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG-DR funds;
6. records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
7. financial records as required under applicable Requirements of Law (including 24 CFR 570.502, and 24 CFR 84.21-28);
8. records as necessary to document compliance with Subpart K of 24 CFR Part 570; and
9. any records otherwise required to be maintained by Subrecipient under applicable Requirements of Law (including 24 CFR 570.606).

**APPENDIX A**  
To Subrecipient Agreement

SUPPLEMENTARY GENERAL CONDITIONS

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**ARTICLE 1**  
**DEFINITIONS**

As used in this Agreement:

- (a) "Act" means Title 1 of the Housing and Community Development Act of 1974 (P.L. 93-383) as amended.
- (b) "Agency" and/or "Recipient" means the entity, or entities, executing this Agreement on behalf of the City of New York.
- (c) "City" means the City of New York.
- (d) "Construction" means the building, rehabilitation, alteration, conversion, extension, demolition, painting or repair of any improvement to real property.
- (e) "Contractor" and/or "Subrecipient" means the entity or entities executing this Agreement, other than the Agency.
- (f) "Grant" means Community Development Block Grant Program funds provided to the Contractor through the City of New York and by the Federal Department of Housing and Urban Development.
- (g) "HUD" means the Secretary of Housing and Urban Development or a person authorized to act on his or her behalf.
- (h) "Program" means the New York City Community Development Block Grant Program approved by HUD as the same may from time to time be amended.
- (i) "Subcontractor" means any person, firm or corporation, other than employees of the Contractor, or another Subcontractor who is engaged by the Contractor to furnish labor or labor and materials at the site of the work performed under this agreement.

**ARTICLE 2**  
**FEDERAL CONDITIONS**

This Agreement is subject to:

(b) Title 1 of the Housing and Community Development Act of 1974 (P.L. 93-383) as amended (The Act) and all rules, regulations and requirements now issued or hereafter issued pursuant to the Act; the Agreement may be suspended and/or terminated without liability to the City if the Grant to the City pursuant to the Act is suspended or terminated, and unless and until the City or Agency receives Community Development funds in an amount that is deemed sufficient to enable it to fund this Agreement, the City or Agency is under no obligation to make any payments to the Contractor. In this regard, the Agency is under no obligation to make any payments to the Contractor, and shall not make any such payment, and the Contractor shall not commence performance, until:

(i) the Agency has received from the City's Office of Management and Budget instructions to proceed, evidencing compliance with the National Environmental Policy Act, as amended, and with regulations of the U.S. Department of Housing and Urban Development, related thereto, found at 24 CFR Part 58; and

(ii) the Contractor has been notified of such instructions by the Agency. Furthermore, the Contractor and the City mutually agree that the Contractor shall not advance any funds, from any source without limitation, to pay for costs intended to be paid for under this Agreement prior to the receipt and notification described in this paragraph (a), and the City shall not reimburse the Contractor for any costs incurred in violation of this provision.

(c) Title VIII of the Civil Rights Act of 1968 (P.L. 90-284; 42 U.S.C. §§ 3602-3620), as amended, which prohibits discrimination in the sale or rental of housing and in the provision of brokerage services based on race, color, religion, sex, national origin, disability, or familial status, and which requires affirmative action in the furtherance of Fair Housing objectives.

(d) Executive Order 11063, as amended by Executive Order 12259, pursuant to regulations issued at 24 CFR Part 107 which prohibits discrimination on the basis of race, color, religion, sex or national origin and requires equal opportunity in housing constructed, operated or provided with federal funds.

(e) Title VI of the Civil Rights Act of 1964 (P.L. 88-352; 42 U.S.C. §§ 2000d *et seq.*) and implementing regulations in 24 CFR Part 1, which states that no person shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any Program or activity made possible by, or resulting from, this agreement. The provisions of this Article 2(d) shall be incorporated in and made a part of all subcontracts executed in connection with this agreement.

(f) Section 3 of the Housing and Urban Development Act of 1968 (P.L. 90-448). Pursuant to 24 CFR § 135.38, the Contractor agrees to the following:

(i) The work to be performed under this Agreement is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701 u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly

persons who are recipients of HUD assistance for housing.

(ii) The parties to this Agreement agree to comply with HUD'S regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this Agreement, the parties to this Agreement certify that they are under no contractual or other impediments that would prevent them from complying with the Part 135 regulations.

(iii) The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(iv) The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the Subcontractor is in violation of the regulations in 24 CFR Part 135. The Contractor will not subcontract with any Subcontractor where the Contractor has notice or knowledge that the Subcontractor has been found in violation of the regulations in 24 CFR Part 135.

(v) The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the Agreement is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR Part 135.

(vi) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.

(vii) With respect to work performed in connection with Section 3 covered Indian Housing Assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Agreement that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

(g) Lead-Based Paint Poison Prevention provisions found in 24 CFR § 570.608, the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4821-4846), the Residential Lead Based Paint Hazard Reduction Act of 1992 (U.S.C. §§ 4851-4856, and 24 CFR Part 35, subparts A, B, J, K, and R. This Article 2(f) is to be included in all subcontracts, for work in connection with this Agreement, which

relate to residential structures.

(h) Pursuant to the provisions in 24 CFR § 570.605, Section 202(a) of the Flood Disaster Protection Act of 1973 (42 U.S.C. § 4106), and the regulations in 44 CFR Parts 59-79 apply to this Agreement.

(i) Consistent with 24 CFR § 570.614, the Contractor warrants that all services, programs, and/or Construction (including design and alteration) under this Agreement shall be performed in accordance with all federal, state and local laws and regulations regarding accessibility standards for persons with disabilities including, but not limited to, the following: Section 504 of the Rehabilitation Act, the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), the Uniform Federal Accessibility Standards (Appendix A to 24 CFR Part 40 and Appendix A to 41 CFR Part 101-19, subpart 101-19.6), and the Americans with Disabilities Act (42 U.S.C. § 12131; 47 U.S.C. §§ 155, 201, 218, and 225).

(j) The Historic Preservation Act of 1966 (P.L. 89-665; 16 U.S.C. §§ 470 *et seq.*), the Archeological and Historic Preservation Act of 1974 (P.L. 93-291; 16 U.S.C. §§ 469-469c), Executive Order 11593 and regulations at 36 CFR Part 800. In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

(k) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. §§ 4601-4655) and regulations at 49 CFR Part 24.

(l) Uniform Administrative Requirements.

(i) Subrecipients that are governmental entities, including those that are public agencies or authorities, shall comply with the following:

1. Federal Office of Management and Budget (OMB) circular A-87, Cost Principles for State, Local and Indian Tribal Governments;
2. Federal Office of Management and Budget (OMB) circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (rev. 6/27/03);
3. The sections of 24 CFR Part 85, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, that are set forth in 24 CFR § 570.502(a).

(ii) Subrecipients, except those which are governmental entities, public agencies or authorities, shall comply with the following:

1. Federal Office of Management and Budget (OMB) circular A-122, Cost Principles Non-Profit Organizations;
2. In the event that the Contractor is an educational institution, Federal Office of Management and Budget (OMB) circular A-21, Cost Principles for Educational Institutions;

3. The sections of 24 CFR Part 84, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations, that are set forth in 24 CFR § 570.502(b). The provisions of 24 CFR Part 84 implement OMB circular A-110;
4. Federal Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (rev. 6/27/03).
5. Execution of a subrecipient agreement.

(iii) Contractors shall comply with the provisions of 24 CFR Part 85 and 48 CFR Part 31, as applicable.

(m) The Contractor agrees that if any income is generated from the Community Development Block Grant Program funded activities, Contractor shall return such income to the City's Community Development Block Grant Program unless expressly authorized by the City. Such funds are subject to all applicable requirements governing the use of Community Development Block Program Funds, including 24 CFR § 570.503(b)(3), which provides that, at the end of the program year, the City may require remittance of all or part of any program income balances (including investments thereof) held by the Subrecipient (except those needed for immediate cash needs, cash balances of a revolving loan fund, cash balances from a lump sum drawdown, or cash or investments held for section 108 security needs).

(n) If the Contractor is, or may be deemed to be, a religious or denominational institution or organization operated for religious purposes which is supervised or controlled by or in connection with a religious or denominational institution or organization, the Contractor agrees that in connection with services to be provided under this Agreement:

(i) it shall not discriminate against any employee or applicant for employment on the basis of religion and shall not limit employment or give preference in employment to persons on the basis of religion.

(ii) it shall not discriminate against any person applying for such public services on the basis of religion or religious belief and shall not limit such services or give preference to persons on the basis of religion or religious belief.

(iii) it shall provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of such public services.

(iv) it shall not use CDBG funds for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CDBG funds may be used for the acquisition, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under 24 CFR Part 570. Where a structure is used for both eligible and inherently religious activities, CDBG funds may not exceed the cost of those portions of the acquisition, construction, or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to CDBG funds in 24 CFR Part 570. Sanctuaries, chapels, or other rooms that a CDBG-funded

religious congregation uses as its principal place of worship, however, are ineligible for CDBG-funded improvements. Disposition of real property is subject to 24 CFR § 570.200(j)(5).

(o) Executive Order 11246, as amended, and the implementing regulations contained in 41 CFR Chapter 60, as amended, prohibit discrimination in employment due to race, color, religion, sex or national origin during the performance of all Federal or federally assisted contracts.

(i) during the performance of this Agreement the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor 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, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, sex, religion or national origin.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other Agreement or understanding, a notice to be provided by the Agency contracting officer, advising the labor union or worker's representatives of the Contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, as amended, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.
5. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the Department and the Secretary of Labor for purposes of investigations to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules,

regulations, or orders, this Agreement may be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted Construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, as amended, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

7. The Contractor will include the provisions of this Article 2(n) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended, so that provisions will be binding upon each Subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions, including sanctions for non-compliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a Subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

(p) The Contractor agrees that if it enters a Construction subcontract as part of its Agreement with the City, and this Construction subcontract is for an amount more than \$10,000, the notice found at FEDERAL EXHIBIT 1 of this Agreement must be included in that Construction subcontract.

**ARTICLE 3**  
**ADDITIONAL FEDERAL CONDITIONS FOR CONSTRUCTION**

In the event that this Agreement involves Construction work, design for Construction or Construction services, all such work or services performed or administered by the Contractor shall be subject to the following requirements in addition to those set forth in Article 2.

- (a) Federal Labor Standards: The Contractor will comply with the following:
  - (i) The Davis-Bacon Act (40 U.S.C. §§ 3141 et seq.): In Construction contracts involving an excess of \$2000, unless exclusively in connection with the rehabilitation of residential property containing fewer than 8 units, all laborers and mechanics must be paid at a rate not less than those determined by the Secretary of Labor to be prevailing for the City, which rates are to be provided by the Agency. These wage rates are a federally mandated minimum only, and will be superseded by any State or City requirement mandating higher wage rates. The Contractor also agrees to comply with Department of Labor Regulations pursuant to the Davis-Bacon Act found in 29 CFR Parts 1, 3, 5 and 7 which enforce statutory labor standards provisions.
  - (ii) Sections 103 and 107 of the Contract Work Hours and Safe Standards Act (40 U.S.C. §§ 3701 et seq.), which provides that no laborer or mechanic shall be required or permitted to work more than eight hours in a calendar day or in excess of forty hours in any workweek, unless such laborer or mechanic is paid at an overtime rate of 1½ times his/her basic rate of pay for all hours worked in excess of these limits, under any Construction Agreement costing in excess of \$2000. In the event of a violation of this provision, the Contractor shall not only be liable to any affected employee for his/her unpaid wages, but shall be additionally liable to the United States for liquidated damages.
  - (iii) The Copeland "Anti-Kickback" Act (18 U.S.C. § 874), as supplemented by the regulations contained in 29 CFR Part 3, requiring that all laborers and mechanics shall be paid unconditionally and not less often than once a week, and prohibiting all but "permissible" salary deductions.
  - (iv) The more complete detailed statement of Federal Labor Standards annexed hereto as FEDERAL EXHIBIT 2.
  - (v) The provisions of Article 3(a) of this Agreement shall be included in all subcontracts for work in connection with this Agreement.
- (b) Executive Order 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR chapter 60) for Construction contracts or subcontracts in excess of \$10,000.

**Standard Federal Equal Employment Opportunity Construction Contract Specifications for Contracts and Subcontracts in Excess of \$10,000.**

1. As used in these specifications:
  - a. "Covered area" means the geographical area described in the solicitation from which this Agreement resulted;
  - b. "Director" means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;
  - c. "Employer identification number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.
  - d. "Minority" includes:
    - (i) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
    - (ii) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
    - (iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and
    - (iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).
2. Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work involving any Construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this Agreement resulted.
3. If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other Contractors or Subcontractors toward a goal in an approved Plan does not excuse any covered Contractor's or Subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.
4. The Contractor shall implement the specific affirmative action standards provided in paragraphs 7 a

through p of these specifications. The goals set forth in the solicitation from which this Agreement resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each Construction trade in which it has employees in the covered area. Covered Construction Contractors performing Construction work in geographical areas where they do not have a Federal or federally assisted Construction contract shall apply the minority and female goals established for the geographical areas where the work is being performed. Goals are published periodically in the Federal Register in notice form, and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.

5. Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement, to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.
6. In order for the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.
7. The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:
  - a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each Construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.
  - b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organization's responses.
  - c. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefor, along with whatever additional actions the Contractor may have taken.

d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.

e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under 7b above.

f. Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where Construction work is performed.

g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with on-site supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of Construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

h. Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.

i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a Contractor's work force.

k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.

l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.

m. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.

n. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.

o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female Construction contractors and suppliers, including circulation of solicitations to minority and female Contractor associations and other business associations.

p. Conduct a review, at least annually, of all supervisor's adherence to and performance under the Contractor's EEO policies and affirmative action obligations.

8. Contractors are encouraged to participate in voluntary associations which assist in fulfilling one or more of their affirmative action obligations (7a through p). The efforts of a Contractor association, joint Contractor-union, Contractor-community, or other similar group of which the Contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under 7a through p of these specifications provided that the Contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the Program are reflected in the Contractor's minority and female work force participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation to comply, however, is the Contractor's and failure of such a group to fulfill an obligation shall not be a defense for the Contractor's noncompliance.

9. A single goal for minorities and a separate single goal for women have been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example, even though the Contractor has achieved its goals for women generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).

10. The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.

11. The Contractor shall not enter into any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246 or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

12. The Contractor shall carry out such sanctions and penalties for violation of these

specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.

13. The Contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.

14. The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, Construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, Contractors shall not be required to maintain separate records.

15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for hiring of local or other areas residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

#### **ARTICLE 4** **NONDISCRIMINATION**

(a) The Contractor shall not, in any Program or activity receiving funds under this Agreement, discriminate against any person on the grounds of race, color, national origin, religion, sex, age, or disability. The Contractor agrees to comply with provisions of 24 CFR Part 6, 8, and 146.

#### **ARTICLE 5** **RECORDS AND AUDITS**

(a) Records shall be maintained in accordance with requirements prescribed by HUD and/or the City with respect to all matters covered by this Agreement and retained for at least three years after the City makes final payments and all other pending matters concerning this Agreement are closed.

(b) At such times on such forms as HUD and/or the City may require, there shall be furnished to HUD and/or the City such statements, records, reports, data and information, as HUD and/or the City may request pertaining to matters covered by this Agreement. At a minimum, such forms will include the following:

- (i) Annual Data Collection Report forms for the purpose of including specific Program description, accomplishment, expenditure and beneficiary information in the City's Annual Performance Report.

- (ii) Annual Property Register forms for the purpose of tracking the use of CDBG purchased real property.

(c) At any time during normal business hours and as often as the City, the Agency, HUD, Inspector General, U.S. General Accounting Office, and/or the Comptroller General of the United States may deem necessary, the Contractor shall make available for examination to the City, HUD, Inspector General, U.S. General Accounting Office and/or representatives of the Comptroller General all of its books, accounts, records, reports, files, and other papers or property with respect to all matters covered by this Agreement and shall permit the City, HUD and/or representatives of the Comptroller General and the U.S. General Accounting Office to audit, examine, make excerpts of, and make transcriptions from such books, accounts, records, reports, files, and other papers or property and to make audits of all contracts, invoices, materials, payrolls, records or personnel, conditions of employment and other data relating to all matters covered by this Agreement.

#### **ARTICLE 6** **UNEARNED PAYMENTS**

Unearned payments under this Agreement may be suspended or terminated upon refusal to accept any additional conditions that may be imposed by HUD at any time, or if the Grant to the City under the Act is suspended or terminated. Unearned payments received by the Contractor will be returned to the City. All interest on funds advanced to the Contractor will be returned to the City.

#### **ARTICLE 7** **DISBURSEMENT RESTRICTIONS**

No money under this Agreement shall be disbursed by the Agency to any Contractor except pursuant to a written contract which incorporates the applicable Supplementary General Conditions and unless the Contractor is in compliance with HUD requirements with regard to accounting and fiscal matters, to the extent they are applicable, and provided that the Agency has completed HUD requirements, including but not limited to environmental certifications pursuant to 24 CFR 58.

#### **ARTICLE 8** **DOCUMENTATION OF COSTS**

All costs shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents, pertaining in whole or in part to the Agreement, shall be clearly identified and readily accessible.

#### **ARTICLE 9** **BONDING**

The Agency must receive a statement from the Contractor's chief fiscal officer or their insurer assuring that all persons handling funds received or disbursed under this Agreement are covered by fidelity insurance in an amount and manner consistent with the coverage deemed necessary by the City of New York for its own employees. If the bond is cancelled or coverage is substantially reduced, the Contractor shall promptly notify the Agency of this fact in every case not later than 48 hours. In such event, the Agency shall not disburse any more funds to the Contractor until it has received assurance that adequate coverage has subsequently been

obtained.

## **ARTICLE 10** **ACCOUNTING SYSTEM**

The Contractor shall submit to the Agency a detailed description of its accounting, reporting and internal control systems, including but not limited to the procedures for cash receipts, cash disbursements, payrolls, personnel policies, fixed petty cash controls and other systems which are necessary under the circumstances. The Agency shall evaluate and document all systems and only upon acceptance and approval of the accounting, reporting and internal control systems by the Agency, shall funds be disbursed to the Contractor, other provisions of the Agreement notwithstanding.

## **ARTICLE 11** **COPYRIGHTS**

(a) Any reports, documents, data, photographs, deliverables, and/or other materials produced pursuant to this Agreement and any and all drafts and/or other preliminary materials in any format related to such items produced pursuant to this Agreement, shall upon their creation become the exclusive property of the City.

(b) Any reports, documents, data, photographs, deliverables, and/or other materials, including software, produced pursuant to this Agreement ("Copyrightable Materials"), shall be considered "work-made-for-hire" within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. § 101, and the City shall be the copyright owner thereof and of all aspects, elements and components thereof in which copyright protection might subsist. To the extent that the Copyrightable Materials do not qualify as "work-made-for-hire," the Contractor hereby irrevocably transfers, assigns and conveys exclusive copyright ownership in and to the Copyrightable Materials to the City, free and clear of any liens, claims, or other encumbrances. The Contractor shall retain no copyright or intellectual property interest in the Copyrightable Materials. The Copyrightable Materials shall be used by the Contractor for no purpose other than in the performance of this Agreement without the prior permission of the City. The Department may grant the contractor a license to use the Copyrightable Materials on such terms as determined by the Department and set forth in the license.

(c) The Contractor acknowledges that the City may, in its sole discretion, register copyright in the Copyrightable Materials with the U.S. Copyright Office or any other government agency authorized to grant copyright registrations. The Contractor shall cooperate in this effort, and agrees to provide any further documentation necessary to accomplish this.

(d) The Contractor represents and warrants that the Copyrightable Materials: (i) are wholly original material not published elsewhere (except for materials that is in the public domain); (ii) do not violate any copyright law; (iii) do not constitute defamation or invasion of the right of privacy or publicity; and (iv) are not infringement, of any kind, of the rights of any third party. To the extent that the Copyrightable Materials incorporate any non-original material, the Contractor has obtained all necessary permissions and clearances in writing, for the use of such non-original material under this Agreement, copies of which shall be provided to the city upon execution of this Agreement.

(e) HUD reserves a royalty-free, nonexclusive, perpetual and irrevocable license to reproduce, publish, display, perform, distribute, or otherwise use, and to authorize others to use, for Federal or State government purposes, the copyright in any Copyrightable Materials developed under or the rights to which are purchased

under this Agreement.

(f) If the Contractor publishes a work dealing with any aspect of performance under this Agreement, or with the results of such performance, the City shall have a royalty-free, non-exclusive irrevocable license to reproduce, publish or otherwise use such work for City governmental purposes.

## **ARTICLE 12** **PATENTS**

The Contractor shall promptly and fully report to the City any discovery or invention arising out of or developed in the course of performance of this Agreement. In addition, any discovery or invention arising out of or developed in the course of work aided by this Agreement shall be promptly and fully reported to HUD for determination by HUD as to whether patent protection on such invention or discovery, including rights under any patent issued thereon, shall be disposed of and administered, in order to protect the public interest.

## **ARTICLE 13** **SUBCONTRACTORS**

(a) The provisions of this Agreement shall apply to Subcontractors and their officers, agents and employees in all respects as if they were employees of the Contractor. The Contractor shall not be discharged from its obligations and liabilities, but shall be liable for all acts and negligence of Subcontractors, and their officers, agents and employees, as if they were employees of the Contractor.

(b) Employees of the Subcontractor shall be subject to the same provisions as employees of the Contractor.

(c) The services furnished by Subcontractors shall be subject to the provisions hereof as if furnished directly by the Contractor, and the Contractor shall remain responsible therefor.

## **ARTICLE 14** **SUSPENSION AND TERMINATION**

(a) Where the Contractor fails to perform the work satisfactorily as enumerated in the part of this Agreement known as the scope of work, the City may withhold payment, in addition to any other remedy provided for by this Agreement. Where there is failure to comply with the Agreement terms, the City reserves the right to terminate the Agreement. The City further reserves the right to terminate the Agreement for convenience.

(b) The Contractor certifies that neither it nor its principals is currently in a state of debarment, suspension or other ineligible status as a result of prior performance, failure, fraud, or violation of City laws. The Contractor further certifies that neither it nor its principals is debarred, suspended, otherwise excluded from or ineligible for participation in Federal assistance programs. The City reserves the right to terminate this Agreement if knowledge of debarment, suspension or other ineligibility has been withheld by the Contractor.

(c) If this Agreement is between the City and a subrecipient, the City may suspend or terminate the Agreement if Subrecipient materially fails to comply with any terms of this Agreement, pursuant to 24 CFR § 85.43, and for convenience, pursuant to 24 CFR § 85.44.

**ARTICLE 15**  
**REVERSION OF ASSETS**

(a) At the Contract's expiration, the Contractor shall transfer to the City all Community Development funds on hand at the time of expiration and any accounts receivable attributable to the use of Community Development funds.

(b) Any real property under the City's or the Contractor's control that was acquired in whole or in part with Community Development funds in excess of \$25,000 will be used to meet the national objectives in Section 570.208 or disposed in a manner which results in the Program being reimbursed in the amount of the current fair market value of the property less any portion thereof attributable to expenditures of non-Community Development funds for acquisition of, or improvements to, the property.

(c) Any real property under the City's control that was improved in whole or in part with Community Development funds in excess of \$25,000 will be used to meet the national objectives in Section 570.208 for a period equal to the life of those improvements. The term shall be determined by the Office of Management and Budget's Office of Community Development. If the City decides to dispose of or change the use of that property so that it no longer continues to meet a national objective, the Program shall be reimbursed in the amount of the current replacement cost of those improvements, divided by the number of years of the life of the improvements, multiplied by the number of years that remain in the life of the improvements.

(d) Any real property under the Contractor's control that was improved in whole or in part with Community Development funds in excess of \$25,000 will be used to meet the national objectives in Section 570.208 for a period of five years after the date of completion of those improvements or disposed in a manner which results in the Program being reimbursed in the amount of the current replacement cost of those improvements.

(e) Title to all equipment in excess of \$150 purchased or leased pursuant to this Agreement with Community Development funds or furnished by the City shall vest in the City and the same shall be conspicuously labeled as such.

**ARTICLE 16**  
**SMALL FIRMS, M/WBE FIRMS, AND LABOR SURPLUS AREA FIRMS**

The Contractor shall take the following affirmative steps in the letting of subcontracts, if subcontracts are to be let, in order to ensure that minority firms, women's business enterprises, and labor surplus area firms are used when possible:

(a) Placing qualified small minority businesses and women's business enterprises on solicitation lists;

(b) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(d) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and

(e) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

**ARTICLE 17**  
**ENVIRONMENTAL PROTECTION**

For agreements, subcontracts, and subgrants of amounts in excess of \$100,000, the Contractor shall comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. § 7401, Federal Water Pollution control Act (33 U.S.C. §§ 1251, *et seq.*) Section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (provisions of 40 CFR Part 50 and 2 CFR Part 1532 related to the Clean Air Act and Clean Water Act).

**ARTICLE 18**  
**ENERGY EFFICIENCY**

The Contractor shall comply with mandatory standards and policies relating to energy efficiency that are contained in the New York State energy conservation plan issued in compliance with the Energy Policy Conservation Act (Pub. L. 94-163).

(a) Hatch Act: The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

(b) Lobbying: The Subrecipient agrees that no funds provided will be used by it or its subcontractors in violation of 24 CFR § 87.100.

(c) Conflict of Interest: The Subrecipient agrees to abide by the provisions of 24 CFR §§ 84.42, 85.36, and 570.611.

**ARTICLE 19**  
**BINDING AUTHORITY**

If any provision in this Appendix A directly conflicts with any other provision in the Agreement, the other provision in shall be controlling.

Federal Exhibits 1 and 2, are attached to, and made a part of this Appendix A.

Any subcontracts entered into pursuant to this Agreement shall incorporate the following City of New York provisions by reference, which shall be binding on every Subcontractor:

- Investigations;
- Executive Order 50; and
- Conflicts of Interest

**NOTICE TO BIDDERS**

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY (EXECUTIVE ORDER 11246, as amended) FOR ALL CD FUNDED CONSTRUCTION CONTRACTS AND SUB-CONTRACTS IN EXCESS OF \$10,000**

1. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.

2. The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all Construction work in the covered area, are as follows:

**Goals and Timetables for Minorities**

| <u>Trade</u>                    | <u>Goal</u><br><u>(percent)</u> |    |      |
|---------------------------------|---------------------------------|----|------|
| Electricians .....              | 9.0                             | to | 10.2 |
| Carpenters .....                | 27.6                            | to | 32.0 |
| Steamfitters .....              | 12.2                            | to | 13.5 |
| Metal Lathers .....             | 24.6                            | to | 25.6 |
| Painters .....                  | 28.6                            | to | 26.0 |
| Operating Engineers .....       | 25.6                            | to | 26.0 |
| Plumbers .....                  | 12.0                            | to | 14.5 |
| Iron Workers (structural) ..... | 25.9                            | to | 32.0 |
| Elevator Constructors .....     | 5.5                             | to | 6.5  |
| Bricklayers .....               | 13.4                            | to | 15.5 |
| Asbestos Workers .....          | 22.8                            | to | 28.0 |
| Roofers .....                   | 6.3                             | to | 7.5  |
| Iron Workers (ornamental) ..... | 22.4                            | to | 23.0 |
| Cement Masons .....             | 23.0                            | to | 27.0 |
| Glazers .....                   | 16.0                            | to | 20.0 |
| Plasterers .....                | 15.8                            | to | 18.0 |
| Teamsters .....                 | 22.0                            | to | 22.5 |
| Boilermakers .....              | 13.0                            | to | 15.5 |
| All Other .....                 | 16.4                            | to | 17.5 |

**Goals and Timetables for Women**

From April 1, 1980 until the present ..... 6.9

These goals are applicable to all the Contractor's Construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the Contractor performs Construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its federally involved and nonfederally involved Construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals.

The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the Contractor shall made a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any Construction subcontract in excess of \$10,000 at any tier for Construction work under the contract resulting from this solicitation. The notification shall list the name, address and telephone number of the Subcontractor; employer identification number of the Subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the contract is to be performed.

4. As used in this Agreement, the "covered area" is the City of New York.

## Federal Labor Standards Provisions

U.S. Department of Housing  
and Urban Development  
Office of Labor Relations

**Applicability**

The Project or Program to which the construction work covered by this contract pertains is being assisted by the United States of America and the following Federal Labor Standards Provisions are included in this Contract pursuant to the provisions applicable to such Federal assistance.

A. 1. (1) **Minimum Wages.** All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period.

Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein. Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible, place where it can be easily seen by the workers.

(ii) (a) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(b) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB control number 1215-0140.)

(c) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

(d) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(ii)(b) or (c) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part

of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program. Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

**2. Withholding.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract in the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work, all or part of the wages required by the contract. HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and on account of the contractor or subcontractor to the respective employees to whom they are due. The Comptroller General shall make such disbursements in the case of direct Davis-Bacon Act contracts.

**3. (j) Payrolls and basic records.** Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5 (a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been

communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (Approved by the Office of Management and Budget under OMB Control Numbers 1215-0140 and 1215-0017.)

(ii) (a) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i) except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347nsr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this subparagraph for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to HUD or its designee. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

(b) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under 29 CFR 5.5 (a)(3)(i), the appropriate information is being maintained under 29 CFR 5.5(a)(3)(i), and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(c) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by subparagraph A.3.(1)(b).

(d) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under subparagraph A.3.(f) available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

#### 4. Apprentices and Trainees.

(i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who

is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the Journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the Journeyman hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the Journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding Journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by

the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under 29 CFR Part 5 shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

5. Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR Part 3 which are incorporated by reference in this contract.

6. Subcontracts. The contractor or subcontractor will insert in any subcontracts the clauses contained in subparagraphs 1 through 11 in this paragraph A and such other clauses as HUD or its designee may by appropriate instructions require, and a copy of the applicable prevailing wage decision, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this paragraph.

7. Contract termination; debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act Requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract.

9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.

10. (i) Certification of Eligibility. By entering into this contract the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be

awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, Section 1 01 D, Title 18, U.S.C., "Federal Housing Administration transactions", provides in part: "Whoever, for the purpose of . . . influencing in any way the action of such Administration . . . makes, offers or publishes any statement knowing the same to be false . . . shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

11. Complaints, Proceedings, or Testimony by Employees. No laborer or mechanic to whom the wage, salary, or other labor standards provisions of this Contract are applicable shall be discharged or in any other manner discriminated against by the Contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Contract to his employer.

8. Contract Work Hours and Safety Standards Act. The provisions of this paragraph 8 are applicable where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which the individual is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

(2) Violation; Liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in subparagraph (1) of this paragraph, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, in such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by the clause set forth in subparagraph (1) of this paragraph.

(3) **Withholding for unpaid wages and liquidated damages.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contract, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.

(4) **Subcontracts.** The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

**C. Health and Safety.** The provisions of this paragraph C are applicable where the amount of the prime contract exceeds \$120,000.

(1) No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.

(2) The Contractor shall comply with all regulations issued by the Secretary of Labor pursuant to Title 29 Part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act, (Public Law 91-54, 83 Stat 96). 40 USC 3701 et seq.

(3) The contractor shall include the provisions of this paragraph in every subcontract so that such provisions will be binding on each subcontractor. The contractor shall take such action with respect to any subcontractor as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.

**APPENDIX B**  
To Subrecipient Agreement

HURRICANE SANDY CDBG-DR APPENDIX

ARTICLE 1. DEFINITIONS

The definitions in Article 1 of Appendix A apply to this Hurricane Sandy CDBG-DR Appendix.

ARTICLE 2. ADMINISTRATIVE CAP

Pursuant to the Disaster Relief Appropriations Act of 2013 (P.L. 113-2) and Section VI(A)(10)(b) of HUD Docket No. FR-56960-N-01, attached, a Subrecipient shall not be reimbursed for general administration costs that exceed five percent.

ARTICLE 3. FLOOD INSURANCE

Subrecipients shall implement procedures and mechanisms to ensure that assisted property owners comply with all flood insurance requirements set forth in Section VI(B)(31) of HUD Docket No. FR-56960-N-01.

ARTICLE 4. CIVIL RIGHTS REQUIREMENTS

Subrecipients shall comply with all civil-rights related requirements, pursuant to 24 CFR § 570.503(b)(5).

ARTICLE 5. RELIGIOUS ORGANIZATIONS

In addition to the provisions in Article 2(m)(iv) of Appendix A, which cover a religious or denominational institution or organization operated for religious purposes which is supervised or controlled by or in connection with a religious or denominational institution or organization, payment may be authorized for a portion of eligible rehabilitation or construction costs attributable to the non-religious use of a facility that is not used exclusively for religious purposes, pursuant to Section VI(A)(4)(c) of HUD Docket No. FR-56960-N-01.

ARTICLE 6. QUARTERLY REPORTS

The reports required by Article (5)(b) of Appendix A shall be provided by the Contractor or Subrecipient to the City on a quarterly basis, pursuant to Section VI(A)(2)(e) of HUD Docket No. FR-56960-N-01.

ARTICLE 7. CONSTRUCTION STANDARDS

The Contractor or Subrecipient shall comply with the construction standards concerning energy efficiency set forth in section VI(A)(1)(a)(5) of HUD Docket No. FR-5696-N-01.

ARTICLE 8. PROGRAM INCOME

To the extent deemed necessary by the City, the Program Income provisions set forth in Article 2(1) of Appendix A may be waived and instead the City may apply the alternative program requirements set forth in Section VI(A)(17)(a)-(b) of Docket No. FR-56960-N-01, which concern the definition of program

income. In such event, the alternative requirements shall be set forth in the Subrecipient Agreement.

#### ARTICLE 9. PERFORMANCE REQUIREMENTS AND LIQUIDATED DAMAGES

Contractor and or Subrecipient shall be subject to the performance requirements and liquidated damages set forth in the Agreement.

#### DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**[Docket No. FR-5696-N-01]**

**Allocations, Common Application, Waivers, and Alternative Requirements for City's  
Receiving Community Development Block Grant (CDBG) Disaster Recovery Funds in  
Response to Hurricane Sandy**

Available On-line at  
[http://portal.hud.gov/hudportal/documents/huddoc?id=CDBG-FR\\_Sandy\\_Notice.PDF](http://portal.hud.gov/hudportal/documents/huddoc?id=CDBG-FR_Sandy_Notice.PDF)

**APPENDIX C**

**GENERAL PROVISIONS GOVERNING CONTRACTS FOR  
CONSULTANTS, PROFESSIONAL, TECHNICAL, HUMAN AND CLIENT SERVICES**

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**GENERAL PROVISIONS GOVERNING CONTRACTS FOR  
CONSULTANTS, PROFESSIONAL, TECHNICAL, HUMAN AND CLIENT SERVICES**

**1. DEFINITIONS**

**Section 1.01 Definitions**

The following words and expressions, or pronouns used in their stead, shall, wherever they appear in this Agreement, be construed as follows, unless a different meaning is clear from the context:

A. "Agency Chief Contracting Officer" or "ACCO" shall mean the position delegated authority by the Agency Head to organize and supervise the procurement activity of subordinate Agency staff in conjunction with the City Chief Procurement Officer.

B. "Agreement" shall mean the various documents, including this Appendix C, that constitute the contract between the Contractor and the City.

C. "City" shall mean The City of New York.

D. "City Chief Procurement Officer" or "CCPO" shall mean the position delegated authority by the Mayor to coordinate and oversee the procurement activity of Mayoral agency staff, including the ACCOs.

E. "Commissioner" or "Agency Head" shall mean the head of the Department or his or her duly authorized representative. The term "duly authorized representative" shall include any person or persons acting within the limits of his or her authority.

F. "Comptroller" shall mean the Comptroller of the City of New York.

G. "Contractor" shall mean the entity entering into this Agreement with the Department.

H. "Days" shall mean calendar days unless otherwise specifically noted to mean business days.

I. "Department" or "Agency" shall mean the City agency that has entered into this Agreement.

J. "Law" or "Laws" shall mean the New York City Charter ("Charter"), the New York City Administrative Code ("Admin. Code"), a local rule of the City of New York, the Constitutions of the United States and the State of New York, a statute of the United States or of the State of New York and any ordinance, rule or regulation having the force of law and adopted pursuant thereto, as amended, and common law.

K. "Procurement Policy Board" or "PPB" shall mean the board established pursuant to Charter § 311 whose function is to establish comprehensive and consistent procurement policies and rules which have broad application throughout the City.

L. "PPB Rules" shall mean the rules of the Procurement Policy Board as set forth in Title 9 of the Rules of the City of New York ("RCNY"), § 1-01 et seq.

M. "State" shall mean the State of New York.

## **2. REPRESENTATIONS AND WARRANTIES**

### **Section 2.01 Procurement of Agreement**

A. The Contractor represents and warrants that no person or entity (other than an officer, partner, or employee working solely for the Contractor) has been employed or retained to solicit or secure this Agreement upon any agreement or understanding for a commission, percentage, brokerage fee, contingent fee or any other direct or indirect compensation. Notwithstanding the preceding sentence, the Contractor may retain consultants to draft proposals, negotiate contracts, and perform other similar services. The Contractor further represents and warrants that no payment, gift, or thing of value has been made, given, or promised to obtain this or any other agreement between the parties. The Contractor makes such representations and warranties to induce the City to enter into this Agreement and the City relies upon such representations and warranties in the execution of this Agreement.

B. For any breach or violation of the representations and warranties set forth in Paragraph A above, the Commissioner shall have the right to annul this Agreement without liability, entitling the City to recover all monies paid to the Contractor; and the Contractor shall not make claim for, or be entitled to recover, any sum or sums due under this Agreement. The rights and remedies of the City provided in this Section are not exclusive and are in addition to all other rights and remedies allowed by Law or under this Agreement.

### **Section 2.02 Conflicts of Interest**

A. The Contractor represents and warrants that neither it nor any of its directors, officers, members, partners or employees, has any interest nor shall they acquire any interest, directly or indirectly, which conflicts in any manner or degree with the performance of this Agreement. The Contractor further represents and warrants that no person having such interest or possible interest shall be employed by or connected with the Contractor in the performance of this Agreement.

B. Consistent with Charter § 2604 and other related provisions of the Charter, the Admin. Code and the New York State Penal Law, no elected official or other officer or employee of the City, nor any person whose salary is payable, in whole or in part, from the City Treasury, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership or other entity in which he or she is,

directly or indirectly, interested; nor shall any such official, officer, employee, or person have any interest in, or in the proceeds of, this Agreement. This Paragraph B shall not prevent directors, officers, members, partners, or employees of the Contractor from participating in decisions relating to this Agreement where their sole personal interest is in the Contractor.

C. The Contractor shall not employ a person or permit a person to serve as a member of the Board of Directors or as an officer of the Contractor if such employment or service would violate Chapter 68 of the Charter.

D. Except as provided in Paragraph E below, the Contractor's employees and members of their immediate families, as defined in Paragraph F below, may not serve on the Board of Directors of the Contractor ("Board"), or any committee with authority to order personnel actions affecting his or her job, or which, either by rule or by practice, regularly nominates, recommends or screens candidates for employment in the program to be operated pursuant to this Agreement.

E. If the Board has more than five (5) members, then Contractor's employees and members of their immediate families may serve on the Board, or any committee with authority to order personnel actions affecting his or her job, or which, either by rule or by practice, regularly nominates, recommends or screens candidates for employment in the program to be operated pursuant to this Agreement, provided that (i) Contractor's employees and members of their immediate families are prohibited from voting on any such personnel matters, including but not limited to any matters directly affecting their own salary or other compensation, and shall fully disclose all conflicts and potential conflicts to the Board, and (ii) Contractor's employees and members of their immediate families may not serve in the capacity either of Chairperson or Treasurer of the Board (or equivalent titles), nor constitute more than one-third of either the Board or any such committee.

F. Without the prior written consent of the Commissioner, no person may hold a job or position with the Contractor over which a member of his or her immediate family exercises any supervisory, managerial or other authority whatsoever whether such authority is reflected in a job title or otherwise, unless such job or position is wholly voluntary and unpaid. A member of an immediate family includes: husband, wife, domestic partner, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, niece, nephew, aunt, uncle, first cousin, and separated spouse. Where a member of an immediate family has that status because of that person's relationship to a spouse (e.g., father-in-law), that status shall also apply to a relative of a domestic partner. For purposes of this Section, a member of the Board is deemed to exercise authority over all employees of the Contractor.

G. If the Contractor has contracts with the City that in the aggregate during any twelve-month period have a value of more than One Million Dollars (\$1,000,000) and such amount constitutes more than fifty percent (50%) of the Contractor's total revenues, then the Contractor must have a minimum of five (5) persons on its Board.

H. Paragraphs D-H of this Section 2.02 apply only if Contractor is a not-for-profit corporation.

### **Section 2.03 Fair Practices**

A. The Contractor and each person signing on its behalf certifies, under penalties of perjury, that to the best of its, his or her knowledge and belief:

1. The prices and other material terms set forth in this Agreement have been arrived at independently, without collusion, consultation, communication, or agreement with any other bidder or proposer or with any competitor as to any matter relating to such prices or terms for the purpose of restricting competition;

2. Unless otherwise required by Law or where a schedule of rates or prices is uniformly established by a government agency through regulation, policy or directive, the prices and other material terms set forth in this Agreement which have been quoted in this Agreement and on the bid or proposal submitted by the Contractor have not been knowingly disclosed by the Contractor, directly or indirectly, to any other bidder or proposer or to any competitor prior to the bid or proposal opening; and

3. No attempt has been made or will be made by the Contractor to induce any other person or entity to submit or not to submit a bid or proposal for the purpose of restricting competition.

B. The fact that the Contractor (i) has published price lists, rates, or tariffs covering items being procured, (ii) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (iii) has sold the same items to other customers at the same prices and/or terms being bid or proposed, does not constitute, without more, a disclosure within the meaning of this Section.

### **Section 2.04 VENDEX**

The Contractor represents and warrants that it and its principals have duly executed and filed all required VENDEX Questionnaires and, if applicable, Certificates of No Change, pursuant to PPB Rule § 2-08 and in accordance with the policies and procedures of the Mayor's Office of Contract Services. The Contractor understands that the Department's reliance upon the completeness and veracity of the information stated therein is a material condition to the execution of this Agreement, and represents and warrants that the information it and its principals have provided is accurate and complete.

### **Section 2.05 Political Activity**

The Contractor's provision of services under this Agreement shall not include any partisan political activity or any activity to further the election or defeat of any candidate for public, political, or party office, nor shall any of the funds provided under this Agreement be used for such purposes.

### **Section 2.06 Religious Activity**

There shall be no religious worship, instruction or proselytizing as part of or in connection with the Contractor's provision of services under this Agreement, nor shall any of the funds provided under this Agreement be used for such purposes.

### **Section 2.07 Unlawful Discriminatory Practices: Admin. Code § 6-123**

As required by Admin. Code § 6-123, the Contractor will not engage in any unlawful discriminatory practice as defined in and pursuant to the terms of Title 8 of the City Administrative Code. The Contractor shall include a provision in any agreement with a first-level subcontractor performing services under this Agreement for an amount in excess of Fifty Thousand Dollars (\$50,000) that such subcontractor shall not engage in any such unlawful discriminatory practice.

### **Section 2.08 Bankruptcy and Reorganization**

In the event that the Contractor files for bankruptcy or reorganization under Chapter Seven or Chapter Eleven of the United States Bankruptcy Code, the Contractor shall disclose such action to the Department within seven (7) days of filing.

## **3. ASSIGNMENT AND SUBCONTRACTING**

### **Section 3.01 Assignment**

A. The Contractor shall not assign, transfer, convey or otherwise dispose of this Agreement, or the right to execute it, or the right, title or interest in or to it or any part of it, or assign, by power of attorney or otherwise, any of the monies due or to become due under this Agreement, without the prior written consent of the Commissioner. The giving of any such consent to a particular assignment shall not dispense with the necessity of such consent to any further or other assignments. Any such assignment, transfer, conveyance or other disposition without such written consent shall be void.

B. Before entering into any such assignment, transfer, conveyance or other disposal of this Agreement, the Contractor shall submit a written request for approval to the Department giving the name and address of the proposed assignee. The proposed assignee's VENDEX questionnaire must be submitted within thirty (30) Days after the ACCO has granted preliminary written approval of the proposed assignee, if required. Upon the request of the Department, the Contractor shall provide any other information demonstrating that the proposed assignee has the necessary facilities, skill, integrity, past experience and financial resources to perform the specified services in accordance with the terms and conditions of this Agreement. The Agency shall make a final determination in writing approving or disapproving the assignee after receiving all requested information.

C. Failure to obtain the prior written consent to such an assignment, transfer, conveyance, or other disposition may result in the revocation and annulment of this Agreement, at the option of the Commissioner. The City shall thereupon be relieved and discharged from

any further liability and obligation to the Contractor, its assignees, or transferees, who shall forfeit all monies earned under this Agreement, except so much as may be necessary to pay the Contractor's employees.

D. The provisions of this Section shall not hinder, prevent, or affect an assignment by the Contractor for the benefit of its creditors made pursuant to the Laws of the State.

E. This Agreement may be assigned, in whole or in part, by the City to any corporation, agency, or instrumentality having authority to accept such assignment. The City shall provide the Contractor with written notice of any such assignment.

### **Section 3.02 Subcontracting**

A. The Contractor shall not enter into any subcontract for an amount greater than Five Thousand Dollars (\$5,000) for the performance of its obligations, in whole or in part, under this Agreement without the prior approval by the Department of the subcontractor. The Department hereby grants approval for all subcontracts for an amount that does not exceed Five Thousand Dollars (\$5,000). The Contractor must submit monthly reports to the Department indicating all such subcontractors. All subcontracts must be in writing.

B. Prior to entering into any subcontract for an amount greater than Five Thousand Dollars (\$5,000), the Contractor shall submit a written request for the approval of the proposed subcontractor to the Department giving the name and address of the proposed subcontractor and the portion of the services that it is to perform and furnish. At the request of the Department, a copy of the proposed subcontract shall be submitted to the Department. The proposed subcontractor's VENDEX Questionnaire must be submitted, if required, within thirty (30) Days after the ACCO has granted preliminary approval of the proposed subcontractor. Upon the request of the Department, the Contractor shall provide any other information demonstrating that the proposed subcontractor has the necessary facilities, skill, integrity, past experience and financial resources to perform the specified services in accordance with the terms and conditions of this Agreement. The Agency shall make a final determination in writing approving or disapproving the subcontractor after receiving all requested information. For proposed subcontracts that do not exceed Twenty-five Thousand Dollars (\$25,000), the Department's approval shall be deemed granted if the Department does not issue a written approval or disapproval within forty-five (45) Days of the Department's receipt of the written request for approval or, if applicable, within forty-five (45) Days of the Department's acknowledged receipt of fully completed VENDEX Questionnaires for the subcontractor.

C. All subcontracts shall contain provisions specifying that:

1. The work performed by the subcontractor must be in accordance with the terms of the agreement between the City and the Contractor;

2. Nothing contained in the agreement between the Contractor and the subcontractor shall impair the rights of the City;

3. Nothing contained in the agreement between the Contractor and the subcontractor, or under the agreement between the City and the Contractor, shall create any contractual relation between the subcontractor and the City; and

4. The subcontractor specifically agrees to be bound by Section 4.07 and Article 5 of this Appendix C and specifically agrees that the City may enforce such provisions directly against the subcontractor as if the City were a party to the subcontract.

D. The Contractor agrees that it is as fully responsible to the Department for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by such subcontractors as it is for the acts and omissions of any person directly employed by it.

E. For determining the value of a subcontract, all subcontracts with the same subcontractor shall be aggregated.

F. The Department may revoke the approval of a subcontractor granted or deemed granted pursuant to Paragraphs (A) and (B) of this section if revocation is deemed to be in the interest of the City in writing on no less than ten (10) Days' notice unless a shorter period is warranted by considerations of health, safety, integrity issues or other similar factors. Upon the effective date of such revocation, the Contractor shall cause the subcontractor to cease all work under the Agreement. The City shall not incur any further obligation for services performed by such subcontractor pursuant to this Agreement beyond the effective date of the revocation. The City shall pay for services provided by the subcontractor in accordance with this Agreement prior to the effective date of revocation.

G. The Department's approval of a subcontractor shall not relieve the Contractor of any of its responsibilities, duties and liabilities under this Agreement. At the request of the Department, the Contractor shall provide the Department a copy of any subcontract.

H. Individual employer-employee contracts are not subcontracts subject to the requirements of this Section.

#### **4. LABOR PROVISIONS**

##### **Section 4.01 Independent Contractor Status**

The Contractor and the Department agree that the Contractor is an independent contractor and not an employee of the Department or the City. Accordingly, neither the Contractor nor its employees or agents will hold themselves out as, or claim to be, officers or employees of the City, or of any department, agency or unit of the City, by reason of this Agreement, and they will not, by reason of this Agreement, make any claim, demand or application to or for any right or benefit applicable to an officer or employee of the City, including, but not limited to, Workers' Compensation coverage, Disability Benefits coverage, Unemployment Insurance benefits, Social Security coverage or employee retirement membership or credit.

#### **Section 4.02 Employees**

All persons who are employed by the Contractor and all consultants or independent contractors who are retained by the Contractor to perform services under this Agreement are neither employees of the City nor under contract with the City. The Contractor, and not the City, is responsible for their work, direction, compensation, and personal conduct while engaged under this Agreement. Nothing in the Agreement shall impose any liability or duty on the City for the acts, omissions, liabilities or obligations of the Contractor, or any officer, employee, or agent of the Contractor, or for taxes of any nature, or for any right or benefit applicable to an officer or employee of the City, including, but not limited to, Workers' Compensation coverage, Disability Benefits coverage, Unemployment Insurance benefits, Social Security coverage or employee retirement membership or credit. Except as specifically stated in this Agreement, nothing in this Agreement shall impose any liability or duty on the City to any person or entity.

#### **Section 4.03 Removal of Individuals Performing Work**

The Contractor shall not have anyone perform work under this Agreement who is not competent, faithful and skilled in the work for which he or she shall be employed. Whenever the Commissioner shall inform the Contractor, in writing, that any individual is, in his or her opinion, incompetent, unfaithful, or unskilled, such individual shall no longer perform work under this Agreement. Prior to making a determination to direct a Contractor that an individual shall no longer perform work under this Agreement, the Commissioner shall provide the Contractor an opportunity to be heard on no less than five (5) Days' written notice. The Commissioner may direct the Contractor not to allow the individual from performing work under the Agreement pending the opportunity to be heard and the Commissioner's determination.

#### **Section 4.04 Minimum Wage**

Except for those employees whose minimum wage is required to be fixed pursuant to Sections 220 or 230 of the New York State Labor Law or by City Administrative Code § 6-109, all persons employed by the Contractor in the performance of this Agreement shall be paid, without subsequent deduction or rebate, unless expressly authorized by Law, not less than the minimum wage as prescribed by Law. Any breach of this Section shall be deemed a material breach of this Agreement.

#### **Section 4.05 Non-Discrimination: New York State Labor Law § 220-e**

A. If this Agreement is for the construction, alteration or repair of any public building or public work or for the manufacture, sale, or distribution of materials, equipment, or supplies, the Contractor agrees, as required by New York State Labor Law § 220-e, that:

1. In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, neither the Contractor, subcontractor, nor any person acting on behalf of such Contractor or subcontractor, shall by reason of race, creed, color, disability, sex or national origin discriminate against any citizen of the State

of New York who is qualified and available to perform the work to which the employment relates;

2. Neither the Contractor, subcontractor, nor any person on his or her behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this Agreement on account of race, creed, color, disability, sex or national origin;

3. There may be deducted from the amount payable to the Contractor by the City under this Agreement a penalty of Fifty Dollars (\$50) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of this Agreement; and

4. This Agreement may be terminated by the City, and all monies due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this Section.

B. The provisions of this Section shall be limited to operations performed within the territorial limits of the State of New York.

#### **Section 4.06 Non-Discrimination: Admin. Code § 6-108**

If this Agreement is for the construction, alteration or repair of buildings or the construction or repair of streets or highways, or for the manufacture, sale, or distribution of materials, equipment or supplies, the Contractor agrees, as required by New York City Administrative Code § 6-108, that:

A. It shall be unlawful for any person engaged in the construction, alteration or repair of buildings or engaged in the construction or repair of streets or highways pursuant to a contract with the City or engaged in the manufacture, sale or distribution of materials, equipment or supplies pursuant to a contract with the City to refuse to employ or to refuse to continue in any employment any person on account of the race, color or creed of such person.

B. It shall be unlawful for any person or any servant, agent or employee of any person, described in Paragraph A above, to ask, indicate or transmit, orally or in writing, directly or indirectly, the race, color, creed or religious affiliation of any person employed or seeking employment from such person, firm or corporation.

C. Breach of the foregoing provisions shall be deemed a breach of a material provision of this Agreement.

D. Any person, or the employee, manager or owner of or officer of such firm or corporation who shall violate any of the provisions of this Section shall, upon conviction thereof, be punished by a fine of not more than One Hundred Dollars (\$100) or by imprisonment for not more than thirty (30) Days, or both.

**Section 4.07 Non-Discrimination: E.O. 50 -- Equal Employment Opportunity**

A. This Agreement is subject to the requirements of City Executive Order No. 50 (1980) ("E.O. 50"), as revised, and the rules set forth at 66 RCNY § 10-01 et seq. No agreement will be awarded unless and until these requirements have been complied with in their entirety. The Contractor agrees that it:

1. Will not discriminate unlawfully against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status with respect to all employment decisions including, but not limited to, recruitment, hiring, upgrading, demotion, downgrading, transfer, training, rates of pay or other forms of compensation, layoff, termination, and all other terms and conditions of employment;

2. Will not discriminate unlawfully in the selection of subcontractors on the basis of the owners', partners' or shareholders' race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, or citizenship status;

3. Will state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that all qualified applicants will receive consideration for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation or citizenship status, and that it is an equal employment opportunity employer;

4. Will send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or memorandum of understanding, written notification of its equal employment opportunity commitments under E.O. 50 and the rules and regulations promulgated thereunder;

5. Will furnish before this Agreement is awarded all information and reports including an Employment Report which are required by E.O. 50, the rules and regulations promulgated thereunder, and orders of the City Department of Small Business Services, Division of Labor Services ("DLS"); and

6. Will permit DLS to have access to all relevant books, records, and accounts for the purposes of investigation to ascertain compliance with such rules, regulations, and orders.

B. The Contractor understands that in the event of its noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations, or orders, such noncompliance shall constitute a material breach of this Agreement and noncompliance with E.O. 50 and the rules and regulations promulgated thereunder. After a hearing held pursuant to the rules of DLS, the Director of DLS may direct the Commissioner to impose any or all of the following sanctions:

1. Disapproval of the Contractor; and/or

2. Suspension or termination of the Agreement; and/or
3. Declaring the Contractor in default; and/or
4. In lieu of any of the foregoing sanctions, imposition of an employment program.

C. Failure to comply with E.O. 50 and the rules and regulations promulgated thereunder in one or more instances may result in the Department declaring the Contractor to be non-responsible.

D. The Contractor agrees to include the provisions of the foregoing Paragraphs in every subcontract or purchase order in excess of One Hundred Thousand Dollars (\$100,000) to which it becomes a party unless exempted by E.O. 50 and the rules and regulations promulgated thereunder, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Director of DLS as a means of enforcing such provisions including sanctions for noncompliance. A supplier of unfinished products to the Contractor needed to produce the item contracted for shall not be considered a subcontractor or vendor for purposes of this Paragraph.

E. The Contractor further agrees that it will refrain from entering into any subcontract or modification thereof subject to E.O. 50 and the rules and regulations promulgated thereunder with a subcontractor who is not in compliance with the requirements of E.O. 50 and the rules and regulations promulgated thereunder. A supplier of unfinished products to the Contractor needed to produce the item contracted for shall not be considered a subcontractor for purposes of this Paragraph.

F. Nothing contained in this Section shall be construed to bar any religious or denominational institution or organization, or any organization operated for charitable or educational purposes, that is operated, supervised or controlled by or in connection with a religious organization, from lawfully limiting employment or lawfully giving preference to persons of the same religion or denomination or from lawfully making such selection as is calculated by such organization to promote the religious principles for which it is established or maintained.

## **5. RECORDS, AUDITS, REPORTS, AND INVESTIGATIONS**

### **Section 5.01 Books and Records**

The Contractor agrees to maintain separate and accurate books, records, documents and other evidence, and to utilize appropriate accounting procedures and practices, which sufficiently and properly reflect all direct costs of any nature expended in the performance of this Agreement.

### **Section 5.02 Retention of Records**

The Contractor agrees to retain all books, records, and other documents relevant to this Agreement, including those required pursuant to Section 5.01, for six years after the final payment or expiration or termination of this Agreement, or for a period otherwise prescribed by Law, whichever is later. In addition, if any litigation, claim, or audit concerning this Agreement has commenced before the expiration of the six-year period, the records must be retained until the completion of such litigation, claim, or audit. Any books, records and other documents that are created in an electronic format in the regular course of business may be retained in an electronic format. Any books, records, and other documents that are created in the regular course of business as a paper copy may be retained in an electronic format provided that the records satisfy the requirements of New York Civil Practice Law and Rules ("CPLR") 4539(b), including the requirement that the reproduction is created in a manner "which does not permit additions, deletions, or changes without leaving a record of such additions, deletions, or changes." Furthermore, the Contractor agrees to waive any objection to the admissibility of any such books, records or other documents on the grounds that such documents do not satisfy CPLR 4539(b).

### **Section 5.03 Inspection**

A. At any time during the Agreement or during the record retention period set forth in section 5.02, the City, including the Department and the Department's Office of the Inspector General, as well as City, State and federal auditors and any other persons duly authorized by the City shall, upon reasonable notice, have full access to and the right to examine and copy all books, records, and other documents maintained or retained by or on behalf of the Contractor pursuant to this Article. Notwithstanding any provision herein regarding notice of inspection, all books, records and other documents of the Contractor kept pursuant to this Agreement shall be subject to immediate inspection, review, and copying by the Department's Office of the Inspector General and/or the Comptroller without prior notice and at no additional cost to the City. The Contractor shall make such books, records and other documents available for inspection in the City of New York or shall reimburse the City for expenses associated with the out-of-City inspection.

B. The Department shall have the right to have representatives of the Department or of the City, State or federal government present to observe the services being performed.

C. The Contractor shall not be entitled to final payment until the Contractor has complied with any request for inspection or access given under this Section.

### **Section 5.04 Audit**

A. This Agreement and all books, records, documents, and other evidence required to be maintained or retained pursuant to this Agreement, including all vouchers or invoices presented for payment and the books, records, and other documents upon which such vouchers or invoices are based (e.g., reports, cancelled checks, accounts, and all other similar material), are subject to audit by (i) the City, including the Comptroller, the Department, and the Department's Office of the Inspector General, (ii) the State, (iii) the federal government, and (iv) other persons

duly authorized by the City. Such audits may include examination and review of the source and application of all funds whether from the City, the State, the federal government, private sources or otherwise.

B. Audits by the City, including the Comptroller, the Department, and the Department's Office of the Inspector General, are performed pursuant to the powers and responsibilities conferred by the Charter and the Admin. Code, as well as all orders, rules, and regulations promulgated pursuant to the Charter and Admin. Code.

C. The Contractor shall submit any and all documentation and justification in support of expenditures or fees under this Agreement as may be required by the Department and by the Comptroller in the exercise of his/her powers under Law.

D. The Contractor shall not be entitled to final payment until the Contractor has complied with the requirements of this Section.

#### **Section 5.05 No Removal of Records from Premises**

Where performance of this Agreement involves use by the Contractor of any City books, records, documents, or data (in hard copy, or electronic or other format now known or developed in the future) at City facilities or offices, the Contractor shall not remove any such data (in the format in which it originally existed, or in any other converted or derived format) from such facility or office without the prior written approval of the Department's designated official. Upon the request by the Department at any time during the Agreement or after the Agreement has expired or terminated, the Contractor shall return to the Department any City books, records, documents, or data that has been removed from City premises.

#### **Section 5.06 Electronic Records**

As used in this Appendix C, the terms books, records, documents, and other data refer to electronic versions as well as hard copy versions.

#### **Section 5.07 Investigations Clause**

A. The Contractor agrees to cooperate fully and faithfully with any investigation, audit or inquiry conducted by a State or City agency or authority that is empowered directly or by designation to compel the attendance of witnesses and to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted proposal, contract, lease, permit, or license that is the subject of the investigation, audit or inquiry.

B. 1. If any person who has been advised that his or her statement, and any information from such statement, will not be used against him or her in any subsequent criminal proceeding refuses to testify before a grand jury or other governmental agency or authority empowered directly or by designation to compel the attendance of witnesses and to examine witnesses under oath concerning the award of or performance under any

transaction, agreement, lease, permit, contract, or license entered into with the City, or State, or any political subdivision or public authority thereof, or the Port Authority of New York and New Jersey, or any local development corporation within the City, or any public benefit corporation organized under the Laws of the State, or;

2. If any person refuses to testify for a reason other than the assertion of his or her privilege against self-incrimination in an investigation, audit or inquiry conducted by a City or State governmental agency or authority empowered directly or by designation to compel the attendance of witnesses and to take testimony under oath, or by the Inspector General of the governmental agency that is a party in interest in, and is seeking testimony concerning the award of, or performance under, any transaction, agreement, lease, permit, contract, or license entered into with the City, the State, or any political subdivision thereof or any local development corporation within the City, then;

C. 1. The Commissioner or Agency Head whose agency is a party in interest to the transaction, submitted bid, submitted proposal, contract, lease, permit, or license shall convene a hearing, upon not less than five (5) Days written notice to the parties involved to determine if any penalties should attach for the failure of a person to testify.

2. If any non-governmental party to the hearing requests an adjournment, the Commissioner or Agency Head who convened the hearing may, upon granting the adjournment, suspend any contract, lease, permit, or license pending the final determination pursuant to Paragraph E below without the City incurring any penalty or damages for delay or otherwise.

D. The penalties that may attach after a final determination by the Commissioner or Agency Head may include but shall not exceed:

1. The disqualification for a period not to exceed five (5) years from the date of an adverse determination for any person, or any entity of which such person was a member at the time the testimony was sought, from submitting bids for, or transacting business with, or entering into or obtaining any contract, lease, permit or license with or from the City; and/or

2. The cancellation or termination of any and all such existing City contracts, leases, permits or licenses that the refusal to testify concerns and that have not been assigned as permitted under this Agreement, nor the proceeds of which pledged, to an unaffiliated and unrelated institutional lender for fair value prior to the issuance of the notice scheduling the hearing, without the City incurring any penalty or damages on account of such cancellation or termination; monies lawfully due for goods delivered, work done, rentals, or fees accrued prior to the cancellation or termination shall be paid by the City.

E. The Commissioner or Agency Head shall consider and address in reaching his or her determination and in assessing an appropriate penalty the factors in Paragraphs (1) and (2) below. He or she may also consider, if relevant and appropriate, the criteria established in

Paragraphs (3) and (4) below, in addition to any other information that may be relevant and appropriate:

1. The party's good faith endeavors or lack thereof to cooperate fully and faithfully with any governmental investigation or audit, including but not limited to the discipline, discharge, or disassociation of any person failing to testify, the production of accurate and complete books and records, and the forthcoming testimony of all other members, agents, assignees or fiduciaries whose testimony is sought.

2. The relationship of the person who refused to testify to any entity that is a party to the hearing, including, but not limited to, whether the person whose testimony is sought has an ownership interest in the entity and/or the degree of authority and responsibility the person has within the entity.

3. The nexus of the testimony sought to the subject entity and its contracts, leases, permits or licenses with the City.

4. The effect a penalty may have on an unaffiliated and unrelated party or entity that has a significant interest in an entity subject to penalties under Paragraph D above, provided that the party or entity has given actual notice to the Commissioner or Agency Head upon the acquisition of the interest, or at the hearing called for in Paragraph (C)(1) above gives notice and proves that such interest was previously acquired. Under either circumstance, the party or entity must present evidence at the hearing demonstrating the potential adverse impact a penalty will have on such person or entity.

#### F. Definitions

1. The term "license" or "permit" as used in this Section shall be defined as a license, permit, franchise, or concession not granted as a matter of right.

2. The term "person" as used in this Section shall be defined as any natural person doing business alone or associated with another person or entity as a partner, director, officer, principal or employee.

3. The term "entity" as used in this Section shall be defined as any firm, partnership, corporation, association, or person that receives monies, benefits, licenses, leases, or permits from or through the City, or otherwise transacts business with the City.

4. The term "member" as used in this Section shall be defined as any person associated with another person or entity as a partner, director, officer, principal, or employee.

G. In addition to and notwithstanding any other provision of this Agreement, the Commissioner or Agency Head may in his or her sole discretion terminate this Agreement upon not less than three (3) Days written notice in the event the Contractor fails to promptly report in writing to the City Commissioner of Investigation any solicitation of money, goods, requests for