**HAP Certification**

In accordance with the applicable statutes and regulations governing the Housing Assistance Program (HAP), the applicant certifies the following:

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| **HAP Certifications** | **Initial** |
| **Anti-Lobbying –** To the best of the entity's knowledge and belief:  1. 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;  2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and  3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. |  |
| **CoC Involvement** – It will actively participate in its local coalition/HUD-recognized CoC and will attend meetings as required by the HUD CoC. |  |
| **Confidentiality –** It has established procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under HAP programs, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter. |  |
| **Debarment** – It will not employ, award contracts to, or otherwise engage the services of any contractor or subrecipient during any period of debarment, suspension, or placement of ineligibility status. |  |
| **Drug-Free Workplace**– It will or will continue to provide a drug-free workplace by complying with the implementation of rules around drug prohibition, notification to employees of the rules, and disclosure of violations in accordance the rule. |  |
| **Equal Access and Gender Identity** – It ensures equal access of participants to HAP programs regardless of sexual orientation, gender identity, or marital status. |  |
| **Faith-Based Activities** – All eligible activities are administered in a manner which is free from religious influences and does not discriminate or give preference on the basis of religion. |  |
| **Financial Management** – It is compliant with regulations and requirements pertaining to the following areas of financial management: allowable costs, source documentation, internal controls, budget controls, cost allocation plans, cash management, accounting records, procurement, and audits. Program funds are used only for eligible activities and in accordance with the Division of Energy, Housing and Community Resources approved budget. The entity is capable of providing adequate documentation to support costs listed on reimbursement requests. There is a policy manual covering basic accounting procedures and specifying approval authority for financial transactions (no one individual has control over an entire financial transaction). |  |
| **Good Standing** – It is an equal opportunity employer in accordance with all federal regulations. If applicable, a financial audit was conducted in compliance with OMB A-133 standards and submitted to the Department of Administration. There was no finding in this audit in which funds were requested to be returned because of misappropriation, ineligible expenses, or any other issue. In the prior two years, no fines or liens have been levied against the agency (example: a fine for not paying payroll tax). |  |
| **Grant-Funded Time** – It uses employee timesheets that allow employees to track grant funded time spent on HAP-related activities separately from time spent and funded from other resources. |  |
| **HMIS Participation** – It fully participates in HMIS (or Osnium, if the agency is a victim services agency). |  |
| **Housing Inventory Chart** – It will complete a program client count on the fourth Wednesday of every month for all applicable housing programs and report it on the monthly Housing Inventory Chart (HIC). |  |
| **Monitoring** – It will participate in the monitoring process conducted by DEHCR and/or the HUD-recognized CoC. |  |
| **Monitoring Findings –** Are there any unresolved monitoring or audit findings for any HUD/DEHCR grants (including EHH, CoC, CDBG, HOME, HOPWA, Public Housing & Voucher Program)?:  Yes  No  If yes, describe them and any plans for resolution. |  |
| **Non-Discrimination** – It shall not discriminate against any employee, applicant for employment, program participant, or program applicant because of age, race, religion, color, handicap, sex, physical condition, developmental, sexual orientation, or national origin. |  |
| **Organization and Staffing** – There is an organizational chart showing titles and lines of authority, and there are written position descriptions describing the responsibilities of key employees. Hiring policies ensure that staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job. |  |
| **Point-in-Time** – It will actively participate in the annual point-in-time overnight street count in January and the count in July if required by the HUD-recognized CoC. |  |
| **Program Manual** – It will comply with all rules and requirements listed in the HAP Program Manual. |  |
| **Prohibition Against Involuntary Family Separation and Discrimination** – It serves clients regardless of gender identification and sexual orientation, family status, religious belief, or the age of anyone in the household. The agency does not require documentation of family status, gender identification, or sexual orientation (example: requiring birth certificates, marriage certificates to enter a project). The agency does not require participation in inherently religious activities, such as worship, religious instruction, or proselytization as part of the projects or services funded under HAP. |  |
| **Supportive Services –** It will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals. |  |
| **Termination from Project** – It will establish and follow a formal termination process, including an appeal process, that meets all program requirements. |  |
| **VAWA** – It complies with the Violence Against Women Act and has an Emergency Transfer Plan. |  |
| **WBE/MBE –** It will utilize small businesses and women- and minority-owned firms to the greatest extent practicable. |  |

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| ***Agency*** | | | |
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| ***Printed Name and Title of Authorized Official*** | | | |
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| ***Signature of Authorized Official*** |  | ***Date*** |