Jack Hopkins Social Service Grant Award

Technical Assistance – Housing and Neighborhood Development (HAND)

1. **Congratulations on your award!**
2. **Funding Agreement -** Please read the agreement.

**Section I.** – how the funds can be utilized

**Section II.** - Time of Performance

* + - * Final claim is due December 11, 2020
			* Extension request is due by November 20, 2020
			* Extensions cannot go beyond March 26, 2021

**Section III.** – amount of the grant award

**Section IV.**

**C. –** retention of records is for 3 years

**D.** – reporting requirement

* + - * Report is due with your final claim
			* Please provide the report by email to HAND@bloomington.in.gov in a WORD document
			* Grant awards for operational funding require an addendum to the first report to offer an update on the outcome indicators, which is due March 1st, 2020
			* If you receive an extension the report is due with your final claim

**Section V** – other requirements

**D**. – Nondiscrimination - For awards over $10,000 an updated Affirmative Action Plan w/ Workforce Breakdown must be on file with City legal (Suite 220, Barbara McKinney – mckinneb@bloomington.in.gov, 812.349.3426)

**E.** - Living Wage Ordinance, questions can be directed to 812-349-3429 - <https://bloomington.in.gov/business/living-wage/faq-employers>

**F.** - E-Verify Affidavit form must be on file - <https://www.e-verify.gov/>

**G.** - Recognition to Jack Hopkins Social Service Fund

**Section VI** – Notices, please let HAND know if anyone different or in addition should receive notices

1. **Reimbursement Process**
	1. W-9 Form – Become or update City Vendor status
	2. Submit an Invoice for expenses incurred (agency letterhead preferred)
	3. Attach supporting documentation to the Invoice
	4. **Claims can be emailed to –** **HAND@bloomington.in.gov** **AND CC finleyc@bloomington.in.gov**
	5. See the Claim Schedule to know when to expect the payment from the city to be processed and paid.
	6. Deadline for final claim is December 11, 2020 unless an extension is granted.
	7. Extension requests must be submitted by November 20, 2020 w/ a maximum possible extension to March 26, 2021

**Problems, concerns, questions** – please contact Program Manager Cody Toothman at cody.toothman@bloomington.in.gov or 812.349.3512, or HAND at hand@bloomington.in.gov or 812-349-3401. -- Doris Sims, HAND Director, simsd@bloomington.in.gov Eric Sader, HAND Asst. Director, sadere@bloomington.in.gov

Forms/documents:

* Funding Agreement
* W-9 form
* E-Verify
* Affirmative Action Plan / Workforce Development Breakdown
* Claim/Invoice example
* Claim Schedule