

Jack Hopkins Social Services - Recover Forward Grant Award
Technical Assistance Summary – Housing and Neighborhood Development (HAND)

Congratulations on your award!

Funding Agreement - Please make sure to thoroughly read your funding agreement.

Section I. Use of Funds: Specifies how the JH Recover Forward funds are to be utilized

Section II. Time of Performance:

- **For expenses incurred beginning November 1, 2020 through May 19, 2021**
- Final claim is due by May 19, 2021
- Request for extensions to be submitted in writing and due by April 28, 2021
- Extensions to submit claims cannot go beyond August 19, 2021

Section III. – Payment Procedures: Amount of JH Recover Forward grant award and claim procedures

Section IV. – Administrative Requirements:

- A. – Use of generally accepted accounting procedure
- B. – Access to agency records by the City
- C. – Agency retention of records is for 3 years
- D. – Reporting requirement
 - Agency report is due with the agency's final claim and no later than May 19, 2021
 - The report should be in Word format, not more than 500 words, sent via email to tonda.radewan@bloomington.in.gov and cody.toothman@bloomington.in.gov
 - If the agency receives an extension, the report is due with final claim by Aug 19, 2021
 - Grant awards for operational funding require an addendum to the first report providing an update on the outcome indicators, which is due August 27, 2021

Section V. – General Conditions and other requirements

- A. – General Compliance: Agency to comply with all applicable laws, regulations and policies
- B. – Independent Contractor: There is no employer/employee relationship
- C. – Hold Harmless clause
- D. – Nondiscrimination – Agencies receiving funds over \$10,000 must have a current Affirmative Action Plan w/ Workforce Breakdown on file with the City Legal Department
- E. – Living Wage Ordinance questions can be directed to Barbara McKinney (812) 349-3429 <https://bloomington.in.gov/business/living-wage/faq-employers>
- F. – Agency E-Verify Affidavit must be on file with the City - <https://www.e-verify.gov/>
- G. – Recognition of the Jack Hopkins Social Services Funding Committee in all written materials

Section VI. – Notices: Please Inform HAND if you have additional parties to receive grant info

Section VII. – Termination of Agreement: Subject to availability of funds and agency compliance

Reimbursement Process

- W-9 Form must be on file with the Controller's Office
- Submit an Invoice to HAND for expenses incurred (agency letterhead preferred)
- Attach supporting documentation; i.e., paid invoices, payroll reports, bank statements, etc.
- **Claims should be emailed to** – Tonda Radewan tonda.radewan@bloomington.in.gov
- 2021 bi-weekly Claim schedule is attached. Invoices approved for reimbursement are typically paid out on the Friday two weeks after the dates scheduled for submission to HAND.

Questions and concerns – Please contact Tonda Radewan tonda.radewan@bloomington.in.gov with copy to Program Manager Cody Toothman via email at cody.toothman@bloomington.in.gov or at 812.349.3512

Forms/documents:

- Funding Agreement
- W-9 form
- E-Verify Affidavit
- 2021 Affirmative Action Plan / Workforce Development Breakdown
- Sample Invoice example
- Claim Schedule