



May 13, 2009

U.S. Department of Housing
and Urban Development
Office of Special Needs Assistance Programs
Robert C. Weaver Building
451 Seventh Street, SW Room 7262
Washington, DC 20410

**RE: Homelessness Prevention and Rapid Re-Housing Program (HPRP)
City of Baldwin Park**

Attached please find one original of the City of Baldwin Park's Amendment to the FY 2008-2009 Annual Action Plan to include the HPRP.

Please note that one copy of the completed substantial amendment has also been submitted to the Los Angeles HUD Field Office.

If you have any questions, please contact me at (626) 960-4011 ext 496.

Sincerely,

Suzie Ruelas
Housing Manager

cc: William Ward, CPD Representative
Los Angeles HUD Field Office



CITY OF BALDWIN PARK

AMENDMENT Fiscal Year 2008-2009 Annual Action Plan

HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM

MAY 2009

**City of Baldwin Park
Community Development Department
14403 E. Pacific Avenue
Baldwin Park, CA 91706
626-960-4011**

Substantial Amendment to the consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statement. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001,1010, 1012;31 U.S.C. 3729, 3802)

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

A. General Information

Grantee Name	City of Baldwin Park
Name of Entity or Department Administering Funds	Community Development Department / Housing Division
HPRP contact Person (person to answer questions about this amendment and HPRP)	Suzie Ruelas
Title	Housing Manager
Address Line 1	14403 E. Pacific Avenue
Address Line 2	
City, State, Zip Code	Baldwin Park, CA 91706
Telephone	(626) 960-4011 ext 496
Fax	(626) 337-2965
Email Address	<u>sruelas@baldwinpark.com</u>
Authorized Official (if different from Contact Person)	Vijay Singhal
Title	Chief Executive Officer
Address Line 1	14403 E. Pacific Avenue
Address Line 2	
City, State, Zip Code	Baldwin Park, CA 91706
Telephone	(626) 960-4011
Fax	(626) 337-2965
Email Address	<u>vsinghal@baldwinpark.com</u>
Web Address where this Form is Posted	<u>www.baldwinpark.com</u>

Amount Grantee is Eligible to Receive*	\$605,041
Amount Grantee is Requesting	\$605,041

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: **Per the City of Baldwin Park's Citizen Participation Plan, the City published a notice in the San Gabriel Valley Tribune and on the City's website informing the public that the substantial amendment documents were available for review commencing April 6, 2009 and concluding with a Public Hearing before the City Council on May 6, 2009. The notice informed the public that public comments and input could be accepted in writing or orally at the public hearing.**

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- Grantee did not receive public comments. – **No comments were received at the public hearing or during the comment period.**
- Grantee received and accepted all public comments.
- Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response: N/A

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

- Competitive Process
- Formula Allocation
- Other (Specify: _____)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response: The City of Baldwin Park began soliciting Request for Proposals from non-profit agencies for the Financial Assistance and Housing Relocation and Stabilization Services and from private consulting firms for the Data Collection and Evaluation.

The City is seeking non-profit agencies that have experience and the administrative ability to implement the HPRP program. The City is also requiring the private consulting firm to have experience with the Homeless Management Information Services (HMIS) or a comparable client-level database.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: The Request for Proposal process began on April 20, 2009. The deadline to submit proposals is June 4, 2009. Once the City receives approval from HUD (anticipated date by July 2, 2009), the proposals will be submitted to the City Council for funding allocations (anticipated date is July 15, 2009). The City established timeline and funding process has allowed for ample time to obligate the funds and enter into an agreement with the subgrantees by the September 30, 2009 deadline.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500).

Response: The City anticipates a pool of experienced subgrantee to allocate HPRP funds to. Although HPRP is a new program, the types of services and activities allowed under this program are such that experienced non-profit agencies currently provide or have the ability to do so.

The City understands the urgency of the economic crisis many of our residents are faced with. Therefore, the City will review and consider carefully what agency can best provide quality services in an expeditious manner.

To ensure that the HPRP funds are used effectively and timely, the City has included the ability to create and submit monthly reports as part of the RFP submittal requirements. The monthly reports will consist of monthly financial statements, beneficiary statistics and types of services provided.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under that American Recovery and Reinvestment Act of 2009 from other Federal agencies, including U.S. Department of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words)

Response: The city plans to attend and host meetings with Los Angeles Homeless Services Authority (LAHSA), the East San Gabriel Valley Coalition for the Homeless and other area homeless service providers to receive input on how to best implement the activities and provide the services eligible under the HPRP.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response: LAHSA is the lead agency that coordinates the planning and strategy for the County's Continuum of Care. In addition, LAHSA is the co-sponsor of the Strategic Plan to End Homelessness in Los Angeles County. The City participants in the planning and implementation efforts made by LAHSA include regional meetings, public hearings, technical assistance training, a homeless management information system, business planning, homeless enumeration, and the creation of partnerships for addressing the needs of the homeless

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response: Per the City's Consolidated Plan "A high proportion of (76%) renters experienced one or more housing problems. The problems were most severe for large families in the extremely low and low-income categories, which reported cost burden problems in 100% of the households." This information was collected from the 2000 Census. Thus, is most likely more severe during the current economic crisis.

The priorities identified to address these needs that fall under the intent of the HPRP are as follows:

- *Maintain and enhance the quality of existing residential housing and neighborhoods in Baldwin Park.*

Rental Assistance, Neighborhood and Economic Revitalization Programs.

- *Provide public and community services for low-income persons*

Joint effort with public service agencies to provide the following:

- *Assist victims of domestic violence with shelter, counseling, and supportive services over five years.*
- *Provide affordable social services via the Family Services Center or other social service providers.*
- *Improve the quality of life for low and moderate-income persons.*

- *Homeless Strategy*

Coordinate with The Los Angeles Homeless Services Authority (LAHSA), and other non-profit agencies to provide the following:

1. Permanent Housing
 - A. Individuals/ Families with disabilities.
 - B. Multiple diagnosed individuals/ Elderly.
 - C. Mentally ill individuals.
 - D. Emancipated foster Youth
 - E. Substance abusers.
 - F. Individuals/ Families with Disabilities
2. Transitional Housing/Emergency Housing
 - A. Households with general needs
 - B. Domestic Violence
 - C. Multiple Diagnosed
 - D. Mentally Ill
 - E. Elderly
3. Supportive Services
 - A. Outreach.
 - B. Case Management
 - C. Housing Placement/ Housing Advocacy
 - D. Homeless Prevention
 - E. Counseling Services

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-Housing	Total Amount Budgeted
Financial Assistance ¹	\$324,789	\$100,000	\$424,789
Housing Relocation and Stabilization Services ²	\$50,000	\$50,000	\$100,000
<u>Subtotal</u> (add previous two rows)	\$374,789	\$150,000	\$524,789

Data Collection and Evaluation ³	\$50,000
Administration (up to 5% of allocation)	\$30,252
Total HPRP Amount Budgeted⁴	\$605,041

¹ Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

² Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

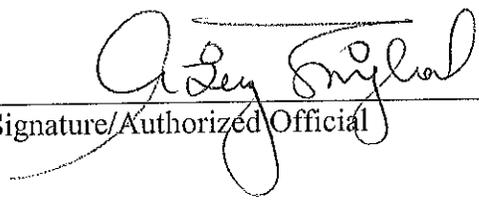
³ Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)



Signature/Authorized Official

5/12/2009

Date

Vijay Singhal, Chief Executive Officers

Title

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		*2. Type of Application * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
3. Date Received:		4. Applicant Identifier: B-08-MC06-0554
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name: City of Baldwin Park		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 95-600557		*c. Organizational DUNS: 070207998
d. Address:		
*Street 1: <u>14403 E. Pacific Avenue</u>		
Street 2: _____		
*City: <u>Baldwin Park</u>		
County: <u>Los Angeles</u>		
*State: <u>CA</u>		
Province: _____		
*Country: <u>USA</u>		
*Zip / Postal Code: <u>91706</u>		
e. Organizational Unit:		
Department Name: Community Development		Division Name: Housing
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <u>Ms</u>	*First Name: <u>Suzie</u>	
Middle Name: _____		
*Last Name: <u>Ruelas</u>		
Suffix: _____		
Title: <u>Housing Manager</u>		
Organizational Affiliation:		
*Telephone Number: 626-960-4011 ext 496		Fax Number: <u>626</u> -337-2965
*Email: <u>sruelas@baldwinpark.com</u>		

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Housign and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-257 _____

CFDA Title:

Homelessness Prevention and Rapid Re-Housing Program _____

***12 Funding Opportunity Number:**

Title XII of Division A _____

*Title:

American Recovery Act of 2009 _____

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Citywide

***15. Descriptive Title of Applicant's Project:**

Financial assistance, Housing relocation/stabilization services and Data collection/evaluation as detaied in the HPRP notice

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
*a. Applicant: 31st	*b. Program/Project: 31st	
17. Proposed Project:		
*a. Start Date: May 18, 2009	*b. End Date:	
18. Estimated Funding (\$):		
*a. Federal	_____	605,041
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	_____	605,041
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
Authorized Representative:		
Prefix: Mr.	_____	*First Name: Vijay _____
Middle Name:	_____	
*Last Name:	Singhal	_____
Suffix:	_____	
*Title: Chief Executive Office		
*Telephone Number: (626) 960-4011 ext 496	Fax Number: (626) 337-2965	
* Email: vsingal@baldwinpark.com		
*Signature of Authorized Representative:		*Date Signed:

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

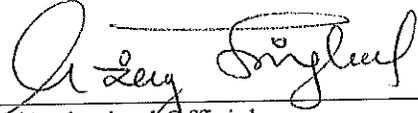
Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.



Signature/Authorized Official

5/12/09

Date

CHIEF EXECUTIVE OFFICER

Title

GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

Affirmatively Further Fair Housing -- The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Drug-Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

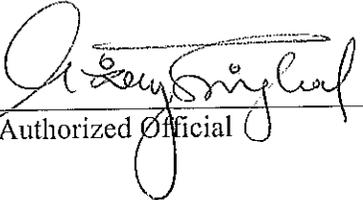
Anti-Lobbying -- To the best of the state, territory, or local government's knowledge and belief:

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 paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Local Government, State, or Territory -- The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official

5/12/09

Date

CHIEF EXECUTIVE OFFICER

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. 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.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

ALL CITY OWNED AND OPERATED BUILDINGS AND ANY BUILDING OPERATED BY PARTNERING NON-PROFIT/FOR PROFIT ORGANIZATION

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

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).