

NRP FUNDING AGREEMENT GUIDELINES

I. INTRODUCTION

The following list of NRP funding agreement guidelines has been compiled in order to ensure adequate accountability and safeguards in the contracting by the MCDA for the expenditure of NRP funds in the neighborhoods. Some of these guidelines are required by State law or City ordinance. Other guidelines are MCDA administrative/contracting policies following generally accepted accounting practices and public contracting standards.

II. GUIDELINES

1. Contract Only With Legal Entities.

- A. The MCDA can only contract with legal entities (corporations, partnerships, individuals).
- B. Proof of legal entity in the form of articles of incorporation, partnership agreement, etc. is required.

2. Contractors Must Possess the Necessary Professional Qualifications.

- A. Where State law requires various professions, occupations, trades and business activities to be licensed or certified (i.e., mortgage lending, architects, engineers, lawyers, real estate agents/brokers, plumbers, electricians, day-care, insurance, etc.), proof of licensure or certification is required.
- B. Where contract requires specific educational, training or experience skills not required by State law, the requisite skill through education, training or experience should be required (i.e., appraisers, design/planning consultants, housing evaluators, etc.).

3. Conflict of Interest Disclosure and Prohibition.

- A. State law and City ordinance require City, MCDA, NRP and other public entities to have in place a conflict of interest disclosure and prohibition policy applicable to all public officials and employees.

- B. All NRP contracts shall include a conflict of interest disclosure and prohibition for neighborhood group officers and employees.
- C. NRP neighborhood groups shall adopt the conflict of interest disclosure and prohibition policy required by Section 419.80 of the Minneapolis City Ordinance and attached hereto as Exhibit A.
- D. All contracts concerning the disbursement of NRP funds shall include a provision which at the option of the City or the MCDA, provides for cancellation of such contract, repayment of all NRP funds previously disbursed, reasonable attorneys' fees and costs for collection of such disbursed NRP funds and debarment from future participation in NRP activities as remedies for conflict of interest violations.

4. **Religious and Political Activity Prohibition.**

- A. Federal and State law restrict the use of public funds and resources which benefits, advances, promotes, encourages or discourages religious or political organizations or their activities.

5. **Discrimination Prohibition.**

- A. City ordinance requires NRP contractors to comply with federal, state and local laws promoting civil rights and prohibiting discrimination against protected classes in employment, subcontracting, housing, and access to NRP funds.
- B. City ordinance requires NRP contractors to comply with equal employment opportunity requirements when hiring employees with NRP funds.
- C. Federal and State law require NRP contractors to comply with fair housing standards for NRP housing programs.
- D. Federal and State law require NRP contractors to comply with "fair credit" and "consumer credit" lending and reporting requirements for NRP loan programs.
- E. NRP contractors may be required to comply with the Americans with Disabilities Act (ADA) requirements.

6. **Job and Wage Requirements.**

- A. City ordinance requires NRP contractors to comply with affirmative action ("AA") program guidelines. Applies to City/MCDA contracts costing more than \$50,000 and development contracts involving more than 30,000 square feet of new construction or rehab.