



HISTORIC  
FRANKLIN  
TENNESSEE

## MEMORANDUM

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**TO:** City of Franklin Board of Mayor and Alderman

**FROM:** Eric S. Stuckey, City Administrator  
Chris Bridgewater, Director Building & Neighborhood Services  
Kathleen Sauseda, Housing Development Coordinator

**DATE:** September 13, 2016

**SUBJECT:** Consideration of Contract #2016-0227 for the Receipt of Community Development Block Grant, funding to BRIDGES of Williamson County.

**Purpose:**

Consistent with the objectives of the City of Franklin's Consolidated Plan for Housing and Community Development, the City awards funding to qualified non-profit organizations. The agreements facilitate funding a non-profit with **\$18,093.54** of Community Development Block Grant, (CDBG) funds to support the development of infrastructure that is supportive of an affordable housing development, such as sidewalks, streets and storm water improvements.

**Background:**

The City of Franklin has identified affordable housing development as an important issue in the community. The City solicited proposals from qualified non-profit firms to undertake the development of public facilities and public improvement projects. Three non-profits responded with proposals, the proposals were scored by City Planner, James Svoboda, City Permit Technician, Trey Childress and Lynn Osland, Development Services Analyst. The scores supported funding all three projects almost equally. This funding will be applied toward concrete and base materials as well as, labor that will be associated with building sidewalks, drives and water accessibility.

**Financial Impact:**

This contract will be funded in full by the Community Development Block Grant (CDBG).

**Recommendation:**

Staff recommends approval.

**CONTRACT FOR PUBLIC FACILITIES AND  
PUBLIC IMPROVEMENT PROJECTS  
COF Contract No. 2016-0227**

This Contract, made and entered into this \_\_\_ day of \_\_\_\_\_, 2016 by and between the City of Franklin, (hereinafter “THE CITY ”) and BRIDGES of Williamson County (hereinafter “THE ORGANIZATION”).

**WITNESSETH:**

**WHEREAS**, THE CITY has identified housing developments as an important issue in the community, and to achieve the goal of creating affordable housing within the City of Franklin, THE CITY will make available a portion of the Community Development Block Grant funds toward this objective; and

**WHEREAS**, THE ORGANIZATION replied to a publicly advertised Request For Proposals and was selected to participate as a contractor in the City’s Community Development Block Grant Program;

**NOW, THEREFORE**, in consideration of the mutual promises as contained herein, the parties hereto have agreed and hereby enter into this Contract according to the provisions as set forth herein.

**SECTION 1 - SCOPE OF SERVICES**

THE ORGANIZATION will be required to successfully meet the following deadlines:

- THE ORGANIZATION will completely and successfully obtain all required permits and begin physical construction as provided in the Scope of Services (attached as Exhibit A and incorporated as if stated fully herein) within ninety (90) days of execution of a written agreement.
- Expend all Community Development Block Grant (CDBG) funds and complete the construction project(s), within a maximum of twelve (12) months from all execution of a written agreement.

**SECTION 2 - RESPONSIBILITIES OF PARTIES**

- A. Perform the duties described herein and in Exhibit A and will submit regular reports (not less often than quarterly) as directed by THE CITY detailing the progress of their project.
- B. At the request of THE CITY, THE ORGANIZATION will periodically send a representative to neighborhood or other public meetings to discuss and promote their project.

- C. THE CITY will provide funding for the program from the Community Development Block Grant program as set forth in Section 3 of this contract.

### **SECTION 3 – COMPENSATION**

THE ORGANIZATION will receive a total of **Eighteen Thousand Ninety-Three and 54/100 Dollars (\$18,093.54)** for the services outlined above and contained in Exhibit A from the Community Development Block Grant program for eligible expenses.

### **SECTION 4 - TIME OF PERFORMANCE**

- A. **Services shall begin in the Fiscal Program Year 2015, which runs from July 1, 2015 through June 30, 2016, and must be completed by December 31, 2016.**
- B. Services shall begin no later than ninety (90) days following execution of this Contract.
- C. This Contract may be terminated upon thirty (30) days written notice by either party.

### **SECTION 5 - PAYMENT TERMS AND CONDITIONS**

- A. THE CITY shall reimburse THE ORGANIZATION for services rendered based on submittal of valid invoices for project costs with a description and documentation of work performed. The CITY has the option of inspecting the completed work prior to making any payments.
- B. Invoices may be submitted monthly
- C. Final payment will be subject to receipt of a final report that is satisfactory to THE CITY.

### **SECTIONS 6 - NOTICES**

All notices under this Contract shall be in writing and sent by certified mail to the address listed below for each party.

Kathleen L. Sauseda  
City of Franklin, City Hall  
109 3<sup>rd</sup> Avenue South  
Franklin, TN 37064

Linda Jackson, Executive Director  
BRIDGES of Williamson County  
P.O. Box 1592  
Franklin, TN 37065

## **SECTION 7 - STANDARD TERMS AND CONDITIONS**

### **A. COMPLIANCE WITH FEDERAL LAWS/REGULATIONS**

THE ORGANIZATION shall comply with all applicable Federal and State laws and regulations in the performance of this Contract.

### **B. ANTIDISCRIMINATION/AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY**

No person on the grounds of handicap, age, race, color, religion, sex, national origin, disability, or marital/familial status or any other classification protected by Federal and/or State of Tennessee constitutional and/or statutory law shall be excluded from participation in, or be denied benefits or, or be otherwise subjected to discrimination in the performance of this Contract.

### **C. AUDIT REQUIREMENTS**

- i. This Contract, as well as any sub-agreement made with other participating agencies, is subject to all of the administrative requirements in OMB Circulars A-110 and A-122.
- ii. THE CITY hereby notifies THE ORGANIZATION that a single audit is required for non-profit agencies receiving \$300,000 or more in federal funds in any single fiscal year. This requirement is in accordance with OMB Circulars A-110 and A-133. If required, a copy of the single audit report will be kept on file and made available to THE CITY staff during sub-recipient monitoring visits and appropriate officials as requested.

### **D. CONFLICT OF INTEREST**

THE ORGANIZATION agrees to abide by the following requirements with respect to conflicts of interest, and covenants that it presently has no interest, direct or indirect, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Contract. THE ORGANIZATION further covenants that in the performance of this Contract no person having such an interest, direct or indirect, shall be employed or retained by THE ORGANIZATION hereunder. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of THE ORGANIZATION or of any designated public agencies or sub-recipients that are receiving funds under this program.

**E. PROCUREMENT STANDARDS AND METHODS**

THE ORGANIZATION shall comply with THE CITY's current policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds herein.

THE ORGANIZATION shall procure all materials, property, or services in accordance with the requirements of Attachment O of OMB Circular A-110, Procurement Standards.

**F. VENUE**

In the event of a dispute or litigation arising out of said Contract, it is understood and agreed and that this Contract was executed and performed in Williamson County, Tennessee, and as such, it is agreed by both parties that venue of said litigation, including an action for Declaratory Judgment, will be in Williamson County, Tennessee.

**G. ASSIGNMENT**

Neither THE CITY nor THE ORGANIZATION may assign its rights or delegate its responsibilities under this contract.

**H. ENTIRE CONTRACT AND MODIFICATION**

This Contract between the parties supersedes any prior or contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding the subject matter of the entire Contract. The terms and conditions of this Contract may not be changed except by an amendment expressly referencing this Contract by section number and signed by an authorized representative of each party.

If seeking any addition or modification to the Contract, the parties agree to reference the specific paragraph number sought to be changed on any future document or purchase order issued in furtherance of the Contract, however, an omission of the reference to same shall not affect its applicability. In no event shall either party be bound by any terms contained in any purchase order, acknowledgement, or other writings unless: (a) such purchase order, acknowledgement, or other writings specifically refer to the Contract or to the specific clause they are intended to modify; (b) clearly indicate the intention of both parties to override and modify the Contract; and (c) such purchase order, acknowledgement, or other writings are signed, with specific material clauses separately initialed, by authorized representatives of both parties.

**I. SEVERABILITY**

If any provision of this Contract is held invalid, the remainder of the Contract shall not be affected thereby and all other parts of this Contract shall nevertheless be in full force and effect.

**J. TIME OF THE ESSENCE**

The parties agree that TIME IS OF THE ESSENCE with respect to the parties' performance of all provisions of the Contract.

**K. NO TAXES, NO INTEREST PAYMENTS**

As a tax-exempt entity, THE CITY shall not be responsible for sales or use taxes incurred for products or services. THE CITY shall supply THE ORGANIZATION with its Sales and Use Tax Exemption Certificate upon THE ORGANIZATION's request. THE ORGANIZATION shall bear the burden of providing its suppliers with a copy of THE CITY's tax exemption certificate and shall assume all liability for such taxes, if any, that should be incurred. THE CITY does not agree to pay any interest for late payments, having agreed to pay in a timely manner.

**L. WAIVER**

Neither party's failure or delay to exercise any of its rights or powers under the Contract will constitute or be deemed a waiver or forfeiture of those rights or powers. For a waiver of a right or power to be effective, it must be in writing signed by the waiving party. An effective waiver of a right or power shall not be construed as either (a) a future or continuing waiver of that same right or power, or (b) the waiver of any other right or power.

**M. BREACH**

Upon deliberate breach of the Contract by either party, the non-breaching party shall be entitled to terminate the Contract without notice, with all of the remedies it would have in the event of termination, and may also have such other remedies as it may be entitled to in law or in equity.

Witness our hands, this \_\_\_\_ day of \_\_\_\_\_, 2016.

**THE CITY OF FRANKLIN**

By: \_\_\_\_\_  
**Dr. Ken Moore, Mayor**

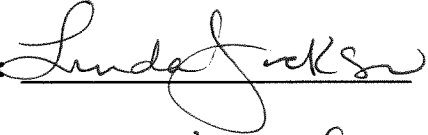
Attest:

\_\_\_\_\_  
**Eric S. Stuckey, City Administrator**

**Approved as to Form:**

Kristen L. Corn, Assistant City Attorney

**BRIDGES OF WILLIAMSON COUNTY**

By: 

Its: 7/21/16 Exec. Dir.

## **EXHIBIT A**

The proposed Scope of Services and Costs are enclosed on the following pages and are incorporated by reference into the Contract.



**Bridges Domestic Violence Center  
Proposed Scope of Services**

**Infrastructure:**

Bridges Domestic Violence Center proposes to construct a paved parking lot with retainer wall and sidewalks. The current parking area is gravel and when it rains there are multiple areas of ponding. There isn't a current sidewalk. The parking lot and current stepping stones are not safe when it rains and makes certain areas of the building where clients are directed to enter unsafe.

The process will include but isn't limited to:

- Grant Application
- Grant Approval
- Compliance with grant requirements/permits where necessary
- Contractor Research (insure compliance with grant requirements)
- Bidding Process
- Sign Construction Contract
- Supervise progress of project
- Final Reporting on Grant

**Cost**

The site preparation, partial paving of parking area was estimated by a licensed paving company to cost \$20,500.00 the sidewalk was bid by a small business owner and is estimated to cost \$5,000. This request is not expected to cover the cost for the project. We have a private family foundation that has committed to cover the balance as well as any unforeseen overages that this project requires. Formal written bids have not been requested due to the timing between grant application, approval notification and start of project. Most contractors only guarantee a bid from 30 to 60 days from the time of bid.

**Recordkeeping**

Records will be maintained by Bridges Domestic Violence Center, including all records regarding project implementation, certifications and expenditures. We will maintain all records for 10 years from the completion of the project. Additionally, we will be available and help the City of Franklin on all compliance reporting regarding this grant.

Bridges Domestic Violence Center has all the internal systems available to begin this program immediately upon approval of this grant proposal.