



Retrofit Grants Owner Certification of Completion Form



For Services Performed Under a Federal Award

Property Address

Property Owner(s)/Grantee(s)

I/we, the undersigned owner(s)/grantee(s) of the above address, do certify the following:

- 1. Project Completion:** I/we confirm that retrofit improvements were completed in accordance with plans issued by the City of Berkeley, and approved by both the City and the Federal Emergency Management Agency (FEMA) prior to start of construction.
- 2. Funding Sources:** I/we confirm that any services performed under federal award were not dependent on any federal or state funding outside the Retrofit Grants Program.
- 3. Licensing:** I/we confirm that engineering and construction firms under contract for the retrofit of the above listed property address were fully licensed before entering into a contract.
- 4. Fair and Competitive Practices:** I/we followed Retrofit Grants Program guidelines in seeking competitive bids for design and construction services from qualified sources to execute eligible seismic retrofit work. I/we confirm that a minimum of three contractor bids were sought, and at least two contractor bids were obtained.
- 5. Contracts Over \$150,000:** I/we confirm that a minimum of three contractor bids were obtained for any contract over \$150,000 for work done under the Retrofit Grants Program
- 6. Equal Opportunity Clause:** During hiring of design and construction contractors I/we did not discriminate against qualified individuals based on their status as protected veterans or individuals with disabilities, or against any individual based on their race, color, religion, sex, sexual orientation, gender identity or national origin.
- 7. Section 106 of the National Historic Preservation Act:** I/we waited for notification from Retrofit Grants Program staff that the environmental and historic preservation (EHP) review process had been completed and the project had been approved by the Federal Emergency Management Agency (FEMA) prior to beginning construction. (Applicable only for grantees seeking construction grant funding.)

Grantees' Initials

8. **Record Review:** Access to and the right to examine all records, books, papers, or documents related to the assistance will be granted to the City of Berkeley, the Federal Emergency Management Agency (FEMA), and/or the California Governor's Office of Emergency Services (Cal OES). Records will be retained by the grantee(s) for a minimum of three years.

9. **Conflict of Interest:** I/we disclosed in writing any potential conflict of interest to the Federal awarding agency or pass through entity in accordance with §200.112.

10. **Federal Compliance/AntiLobbying:** During participation in the Retrofit Grants Program, all owners of the property described above complied with federal laws, regulations, and executive orders and none have used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress about obtaining any Federal contract or grant.

11. **Excluded Parties:** Owner(s) certifies that neither the owner(s), nor any professionals hired under the federal grant are excluded or disqualified from participating in covered transactions due to debarment or suspension, or are otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension".

12. **Contract Parties:** Neither the City of Berkeley, nor the Federal Emergency Management Agency (FEMA), nor the California Governor's Office of Emergency Services (Cal OES) were parties to any contracts for design and construction services eligible for reimbursement under the Retrofit Grants Program, and are therefore not subject to obligations or liabilities that may result from the contract terms, including any existing or future lien or liens arising in connection with said improvements.

Name of Owner/Grantee (Please print)

Name of Owner/Grantee (Please print)

Signature of Owner/Grantee

Signature of Owner/Grantee

Date

Date