

**REQUEST FOR PROPOSALS**

**FOR**

**DISASTER READINESS AND RESPONSE PLAN**



# **Housing Authority of the City of Cheyenne, Wyoming**

**Cheyenne Housing Authority  
3304 Sheridan Street  
Cheyenne, WY 82009**

**Executive Director, Greg Hancock**

**August 7, 2020**

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## **INTRODUCTION**

The Housing Authority of the City of Cheyenne (CHA) is soliciting Statements of Proposals from experienced consultants to provide a Disaster Plan as described in the Statement of Work below.

Respondents must provide evidence of qualifications and experience necessary to adequately and competently provide a comprehensive preparedness and response plan to the CHA in all areas specified, and the qualifications and experience necessary to adequately provide training to CHA staff. The selected Respondent must also demonstrate knowledge and expertise in emergency preparedness/responses related to the areas of infectious diseases, natural disasters and other threats described herein. Experience consulting with public entities is advantageous.

## **PROFILE OF THE HOUSING AUTHORITY OF THE CITY OF CHEYENNE**

The CHA was created in 1971 to address Cheyenne's need for low income housing. CHA is a governmental entity and a public body corporate and politic created and operating under the laws of the State of Wyoming. Consistent with its mission to provide decent, safe, and sanitary housing to elderly, disabled, and economically disadvantaged families unable to obtain housing through conventional means, throughout its history CHA has continually expanded its operations to address housing and housing-related challenges in Wyoming, and now:

- serves as the public housing authority for Cheyenne and Laramie and owns, operates, and maintains 341 public housing units (266 units in Cheyenne and 75 in Laramie)
- administers the housing choice voucher program with 1,786 vouchers in Cheyenne, Laramie, Rawlins, Lander/Riverton, Cody/Powell, Sheridan, Buffalo, Gillette, and Wright
- administers 153 Veterans Assistance Supportive Housing vouchers in Cheyenne, Sheridan, and Gillette to end Veteran's chronic homelessness
- through the Project-Based Section 8 Contract Administration (PBCA) program on behalf of HUD performs statewide contract administration services for 51 properties with 2,165 rental units
- leases 19 units to Peak Wellness
- owns and operates 3 Wyoming Rehabilitation and Acquisition Program houses
- through the Family Self Sufficiency Program supports public housing and housing choice voucher program participant's work to become self-sufficient, and no longer dependent upon any federal subsidy
- sponsored the Welcome Home Wyoming program that to date has provided down payment assistance to more than 625 new homeowners
- owns and operates market rate rental units in Cheyenne including 32 townhomes serving the elderly in Foxcrest II, 7 single family homes, and 12 Weaver Road Apartments
- sponsored the formation of the Wyoming Housing Partnership, a new nonprofit organization that has acquired ownership interest in 88 units in Cheyenne and 20 in Powell. CHA manages the Cheyenne units on behalf of the Wyoming Housing Partnership
- provides a variety of services through the Laramie County Senior Center, including a multi-site nutrition program, senior social services, health enhancement services, family caregiver/respite care, and is the sponsor agency for the Retired and Senior Volunteer Program (RSVP) for Laramie County

## RFP AT A GLANCE

Contact person	Sarah Smith (307) 633-8302 <a href="mailto:ssmith@cheyennehousing.org">ssmith@cheyennehousing.org</a>
How to obtain the RFP documents	1. Access cheyennehousing.org 2. Click on “RFP Opportunities” on the top menu bar
How to fully respond to this RFP by submitting a proposal	As instructed in Submission Requirements section. Please submit responses via e-mail, in pdf format to: <a href="mailto:ssmith@cheyennehousing.org">ssmith@cheyennehousing.org</a>
Deadline	<b>5:00 PM September 4, 2020</b>
Anticipated award date	September 18, 2020

## STATEMENT OF WORK

### 1. Disaster Readiness and Preparation Plan

In accordance with HUD guidance listed herein, develop a Disaster Readiness and Preparation Plan for CHA.

HUD Disaster Readiness and Preparation Guidance:

<https://www.hud.gov/sites/documents/PHADISASTERPREPGUIDE.PDF>

- A. Base - At minimum, the plan should include the following topic:
  - i. Infectious disease/pandemic
- B. Add-ons - Additional topics may include:
  - i. Natural disasters
  - ii. Severe weather
  - iii. Active shooter/attack
  - iv. Cyber security
  - v. Power outages
  - vi. Hazardous material incidents

### 2. Training

Provide interactive and engaging training to staff, covering core elements of the Disaster Readiness and Preparation Plan as well as an assessment of understanding.

- A. Base – At minimum, provide initial/implementation training to staff prior to December 31, 2020.
- B. Add-ons – Additional training may include:
  - i. Annual training

### 3. Format

The Disaster Readiness and Preparation Plan should be provided in an easy-to-use format, which allows users to quickly search for and find various elements. It should flow in an intuitive

manner and be easily accessible to all users. The format should also allow for and provide updates. Printed copies should be made available as back-ups in the case of power or internet outages.

#### **4. Supplemental Materials**

In addition to the Disaster Readiness and Preparation Plan, some supplemental materials may also be developed:

A. Add-ons – supplemental materials:

- i. Signs (e.g. evacuation routes, infectious disease protocols etc.)
- ii. Plan summary sheet to include in new hire packet
- iii. Quick reference sheet for person to contact and/or roles and responsibilities
- iv. Other

#### **5. Recommendations**

If needed, make recommendations to CHA regarding physical improvements and updates to job descriptions/duties which would be beneficial in supporting the Disaster Readiness and Preparation Plan.

#### **6. Timeline**

This Statement of Work must be completed by 12/31/2020, in order to comply with HUD funding requirements.

## SUBMISSION REQUIREMENTS

The CHA intends to retain the successful Respondent pursuant to a “Best Value” basis, not a “Low Proposal” basis (“Best Value” in that the CHA will consider other factors than cost in making the award decision). Therefore, so that the CHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted herein:

RFP Section	Description
Attachment I	<b>Submission Cover:</b> This form is attached hereto as Attachment I to this RFP document. This 1-page form must be fully completed, executed where provided thereon and submitted under this section as a part of the response.
Attachment II	<b>Form HUD-5369-C, <i>Certifications and Representations of Offerors, Non-Construction Contract.</i></b> This form is attached hereto as Attachment II to this RFP document. This 2-page form must be fully completed, executed where provided thereon and submitted under this section as a part of the response.
Attachment III	<b>Form HUD-2992, <i>Certification Regarding Debarment and Suspension.</i></b> This form is attached hereto as Attachment III to this RFP document. This 2-page form must be fully completed, executed where provided thereon and submitted under this section as a part of the response.
Attachment IV	<b>Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions.</i></b> This form is attached hereto as Attachment IV to this RFP document. This 1-page form must be fully completed, executed where provided thereon and submitted under this section as a part of the response.
Attachment V	<b>Evidence of Ability to Perform Statement of Work:</b> This form is attached hereto as Attachment V to this RFP document. This 1-page form must be fully completed, executed where provided thereon and submitted under this section as a part of the response.
	<p><b>Proposed Cost:</b> Provide a detailed cost proposal for base services as well as add-on services.</p> <p>A detailed cost proposal will show the costs required for the project, a breakdown of work by task and the hourly rates of the assigned staff, as applicable</p> <p><i>All costs related to this contract will be governed by federal regulations and HUD Handbook No. 7460.8 REV 2.</i></p>
	<p><b>Client Information:</b> The respondent shall submit a listing of former or current clients for whom the respondent has performed similar or like services to those being proposed herein. This listing shall include:</p> <ol style="list-style-type: none"> <li>1. The client’s name</li> <li>2. The client’s contact information</li> <li>3. A brief description of the scope of services and the dates the services were provided</li> </ol>
	<b>Other Information (Optional):</b> The respondent may include hereunder any other general information that the respondent believes is appropriate to assist the CHA in its evaluation.

## EVALUATION FACTORS

Selection of a successful respondent will be the sole discretion of CHA. A CHA evaluation committee will be established to review Offeror responses to this RFP. Proposals will be evaluated using the following evaluation criteria. Offerors will be selected based on the highest cumulative score, as provided below. The CHA, however, reserves the right to reject any and all proposals and to waive any informality in proposals received for any reason whatsoever.

Evaluation Criteria	Maximum Points
Proposed Cost – Base services	20
Proposed Cost – Add-ons (optional)	20
Knowledge & Experience Relevant knowledge, experience and qualifications in regards to: <ul style="list-style-type: none"> <li>• Disaster Readiness and Preparation;</li> <li>• working with public entities;</li> <li>• HUD’s disaster preparation guidance;</li> <li>• training and implementation;</li> <li>• coordination with local resources</li> </ul>	20
Format Ability to provide a Disaster Readiness and Preparation Plan that: <ul style="list-style-type: none"> <li>• is easy-to-use;</li> <li>• allows users to quickly search for and find various elements;</li> <li>• flows in an intuitive manner;</li> <li>• is easily accessible to all users (including hard copy back-ups);</li> <li>• allows for and provides updates</li> </ul>	20
Supplemental Materials (optional/add-ons) Ability to provide useful and effective supplemental materials, such as: <ul style="list-style-type: none"> <li>• Signs (e.g. evacuation routes, infectious disease protocols etc.)</li> <li>• Plan summary sheet to include in new hire packet</li> <li>• Quick reference sheet for person to contact and/or roles and responsibilities</li> <li>• Other</li> </ul>	20

## TENTATIVE SCHEDULE FOR SELECTION AND AWARD

- 1) Release RFP through public advertisement: August 7, 2020
- 2) Responses due September 4, 2020
- 3) Proposals reviewed by the Housing Authority of the City of Cheyenne Review Committee
- 4) The Housing Authority of the City of Cheyenne intends to make a selection by September 18, 2020.

## **GENERAL**

All proposals and material contained therein shall become the property of CHA upon submittal.

Regardless of outcome, Respondent shall not hold CHA responsible for any expense in the preparation of its response to this RFP or in negotiating a contract with CHA.

The CHA will reject the proposal of any respondent debarred by the U.S. Department of Housing and Urban Development (HUD).

The determination of the criteria and process whereby proposals are evaluated, and the decision as to a contract award, or whether or not an award shall be made as a result of the RFP, shall be at the sole discretion of CHA and its Board of Commissioners.

The CHA reserves the right to reject any and all proposals for any reason at its sole discretion.

## **ATTACHMENTS**

1. Attachment I - Submission Cover
2. Attachment II - Form HUD-5369-C, Certifications and Representations of Offerors, Non-Construction Contract
3. Attachment III - Form HUD-2992, Certification Regarding Debarment and Suspension
4. Attachment IV - Form HUD-50071, Certification of Payments to Influence Federal Transactions
5. Attachment V - Evidence of Ability to Perform Statement of Work



<h2 style="margin: 0;">ATTACHMENT I</h2> <h3 style="margin: 0;">Submission Cover</h3>
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**Instructions:** The items listed below must be completed and included in the proposal. Please complete this form by making an "X," where provided ("Item Included" column), to verify that the referenced completed form or information has been included with the submittal. Complete the Primary Point of Contact and Respondent's Statement as noted below:

Item Included	Submittal Items
<input type="checkbox"/>	Submission Cover (Attachment I)
<input type="checkbox"/>	Form HUD-5369-C (Attachment II)
<input type="checkbox"/>	Form HUD-2992 (Attachment III)
<input type="checkbox"/>	Form HUD-50071 (Attachment IV)
<input type="checkbox"/>	Evidence of Ability to Perform Statement of Work (Attachment V)
<input type="checkbox"/>	Proposed Cost
<input type="checkbox"/>	Client Information
<input type="checkbox"/>	Other Information ( <i>optional</i> )

**Primary Point of Contact**

\_\_\_\_\_

Name	Phone Number	E-mail Address
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**Respondent's Statement**

The undersigned respondent hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if CHA discovers any information entered herein to be false, such shall entitle CHA to cancel any award with the undersigned party. Further, by completing and submitting the proposal, the undersigned is hereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by CHA.

\_\_\_\_\_

Signature	Date	Printed Name	Company
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# ATTACHMENT II

## Certifications and Representations of Offerors Non-Construction Contract

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No: 2577-0180 (exp. 7/30/96)

Public reporting burden for this collection of information is estimated to average 5 minutes per response, 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 form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

### 1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1)  has,  has not employed or retained any person or company to solicit or obtain this contract; and
- (2)  has,  has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

### 2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a)  is,  is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b)  is,  is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c)  is,  is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are: (Check the block applicable to you)

- Black Americans       Asian Pacific Americans
- Hispanic Americans     Asian Indian Americans
- Native Americans       Hasidic Jewish Americans

### 3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);  
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

#### 4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
- (i) Award of the contract may result in an unfair competitive advantage;
  - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
  - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

#### 5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

#### 6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

#### 7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
Signature & Date:

\_\_\_\_\_  
Typed or Printed Name:

\_\_\_\_\_  
Title:

# ATTACHMENT III

## Certification Regarding Debarment and Suspension

U.S. Department of Housing and Urban Development

### Certification A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief that its principals;

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Instructions for Certification (A)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of these regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines this eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

**Certification B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Instructions for Certification (B)**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a lower covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

Applicant		Date	
Signature of Authorized Certifying Official	Title		

# ATTACHMENT IV

OMB Approval No. 2577-0157 (Exp. 03/31/2020)

## Certification of Payments to Influence Federal Transactions

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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 an 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, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language 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 sub recipients shall certify and disclose accordingly.

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.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date (mm/dd/yyyy)

Previous edition is obsolete

form HUD 50071 (01/14)  
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

## **ATTACHMENT V**

### **Evidence of Ability to Perform Statement of Work**

Please respond to the following:

1. Describe and/or provide reasonable evidence of your knowledge and experience as described in the Statement of Work.
2. Describe and/or provide reasonable evidence of your past performance in terms of cost control, quality control, and compliance with performance schedule.
3. If not from the local area, please describe your plan to operate efficiently to provide the required services in the area.
4. Describe your best efforts to subcontract and employ Section 3 and minority business enterprises and/or women business enterprises.
5. Provide sample products.