

**HOUSING AUTHORITY OF CLACKAMAS COUNTY
OREGON CITY, OREGON**

**REQUEST FOR PROPOSALS
FOR HOUSING MANAGEMENT SOFTWARE**

ISSUE DATE: WEDNESDAY, OCTOBER 24, 2018

DUE DATE: Tuesday, November 27th, 5:00 PM
LATE PROPOSALS WILL NOT BE ACCEPTED

Healthy Families. Strong Communities.

REQUEST FOR PROPOSALS
FOR HOUSING MANAGEMENT SOFTWARE

The Housing Authority of Clackamas County (HACC) requests proposals for the provision of housing management software for general utilization, and specific application, in the overall management of the agency's programs.

Issue Date: Wednesday, October 24, 2018
Closing Date: Tuesday, **November 27, 2018, 5:00 PM**

Submit Proposals to: Housing Authority of Clackamas County
Attention: Jason Kirkpatrick

By email: jkirkpatrick@clackamas.us

RFP Contact: *For all questions, contact:*
Jason Kirkpatrick
Deputy Director - Finance
Housing Authority of Clackamas County
Telephone: 503-655-8703
Email: jkirkpatrick@clackamas.us

I. INTRODUCTION

A. Purpose

The Housing Authority of Clackamas County (HACC) requests proposals from qualified and experienced software providers (“Proposers”) to provide HACC with a housing management software system, as well as setup and installations services.

As a result of this solicitation, HACC intends to award either a single or multiple contract(s) for the provision of the above referenced items.

B. Housing Authority of Clackamas County

The HACC is a division of the Clackamas County Department of Health, Housing and Human Services and is governed by a Board of Commissioners made up of the Clackamas County Board of Commissioners plus one Housing Authority Resident Commissioner. With an annual operating budget of approximately \$20 million, HACC maintains (545) public housing units, (1,656) Housing Choice Vouchers, and (357) units of affordable and special needs housing.

Our agency is currently using HAB housing management software. In order to properly entertain all of our options, HACC is currently soliciting proposals from qualified firms providing software applications specifically suited for the needs of a Public Housing Authority (“PHA”). The new software must clearly demonstrate ability to conform to all requirements and specifications set forth in the remainder of this Request for Proposals (“RFP”).

C. Project Overview

HACC seeks qualified proposals from any software vendor, specializing in software specifically designed (and suited for) use by PHA’s, with interest in providing a proposal and sharing their product offerings. HACC intends to select the software that best meets the needs and requirements of our agency. We expect this RFP process to ensure thorough analysis and consideration on the part of both HACC and the respondents. HACC advises all interested firms to carefully review the requirements of this RFP. Written proposals will serve as the basis for initial selection, but final selection will be based on the scores established from the evaluation criteria as outlined in Section IV Exhibit A.

II. SCOPE OF SERVICES

Scope of Services

General

The Software selected shall provide the capacity to manage the following functions of the HACC: (The incorporation and/or use of these functions are at the sole discretion of HACC.)

1. Financial Applications to include:
 - a. General Ledger
 - b. Budgeting
 - c. Accounts Payable
 - d. Tenant Billing
 - e. Purchasing & Requisitioning
 - f. Contract Management
 - g. Financial Reports
 - h. Accounts Receivable
 - i. Capital Assets
 - j. Capital Fund Management

- k. Grant Management
 - l. Facilitate Online Banking with Direct Deposit
 - m. Direct Deposit of Housing Assistance Payments (HAP)
2. Housing Applications
- a. Applicant Waiting List(s) (must handle multiple programs)
 - b. Appointment Management (multiple programs)
 - c. Unit Management (multiple programs)
 - d. Vacancy Tracking (multiple programs)
 - e. Low Income Public Housing Tenant/Case Management
 - f. Section 8 Housing Choice Voucher Tenant/Case Management
 - g. LIHTC Program Management
 - h. Family Self Sufficiency
 - i. Work Order / Maintenance System / Inventory
 - j. Creation & Submission of 50058/50059 form
 - k. Rent Calculation
 - l. SEMAP, WVHAS, Family Self-Sufficiency Reporting,
 - m. Rent Calculations, Contracts, and Tracking Forms
 - n. UPCS Inspections
 - o. HQS Inspections
 - p. Mobile Application for HQS Inspections
 - q. Non-Subsidized Rental Management
 - r. Other Desired Features
 - i. Executive Dashboard – allows quick and effortless assessment, in real-time, of the agency’s business functions including, but not limited to, vouchers being utilized versus vouchers available, wait-list status, units leased up versus units vacant, units under repair, budgets by departments, etc.
 - ii. Capabilities for integration with online banking applications, and facilitate direct deposit of housing assistance payments (HAP).
 - iii. Ability for clients to submit applications through an on-line portal.
 - iv. Ability for clients to check wait-list status on-line.
 - v. Ability for landlords to access their accounts with HACC through an on-line portal.
 - vi. Ability for clients to pay through an on-line portal.
 - vii. Integrated Document Imaging system – By either providing integration with FileVision or other solution to allow the continuation of HACC’s paperless office environment.
3. Data Conversion
- a. Project Management to include:
 - i. Full data conversion from existing system to new (36 months of history minimum).
 - 1. Active and Inactive Landlords
 - 2. Active waiting lists
 - 3. Bank accounts
 - 4. General Ledger (including chart of accounts for each fund)
 - 5. Active and Inactive Voucher holders
 - 6. Active and Inactive Tenants
 - a. Receivables
 - b. Deposits and accrued interest
 - c. Contracts
 - d. Dependents
 - e. Tenant Notes
 - 7. Units/Buildings/Properties
 - ii. Successful installation and implementation of new product.
 - 1. Describe your plan to coordinate any required hardware upgrades.

2. Describe data conversion assistance you will provide during implementation from current system.
 - iii. Testing of the accuracy, validity, and integrity of the new software and hardware incorporated into HACC's computer network.
 - b. HACC currently uses the following software applications:
 - i. HAB
 - ii. Microsoft Office applications
 - iii. FileVision
 - iv. Happy Software
 - v. Sage (Fixed Assets)
 - vi. Data Conversion is required from HAB, Happy, Sage, and FileVision.
 - c. Training
 - i. Training will need to be provided to all HACC staff and shall include End-user, Intermediate, and Technical level training; all as necessary for HACC to operate independently. Proposers must have sufficient resources to provide end-user training for all staff and technical training for HACC IT staff in all application modules. Technical training shall include a conceptual overview of all modules and how they interface and interact with each other. Any, separate training costs shall be clearly stated in detail in the RFP response. Describe the offering for training new employees of HACC who are hired after implementation.
 - d. Technical Support and Software Updates
 - i. Provision of ongoing technical support and software updates in order to maintain compliance with Federal directives, fix bugs / glitches, and roll out product enhancements.
 - ii. Does your company outsource programming/development? If so, please describe.
 - iii. Each proposal must include a full description of the software capabilities, maintenance and support agreements, and a detailed itemization of annual costs associated with these services. The maintenance agreements must provide for periodic updates to the software for the purposes delineated in. Each proposal must also fully document the firm's policy (and associated costs) on product upgrades that may fall outside the standard maintenance contract.
 - iv. When describing customer and/or technical support availability, proposals must specify all of the conditions surrounding that availability, including: time zones, response times, resolution and escalation processes (for end-user support, as well as, technical staff.)
 - v. Describe how your customers influence and contribute to the content of the enhancement update.
 - e. For licensing and pricing purposes, Respondents should assume a total of (~41) users or (~48) licensed seats if based on device. This total number includes:
 - i. 11-Section 8 employees
 - ii. 8-HACC central office employees
 - iii. 11-Public Housing office employees
 - iv. 11-Maintenance staff working on the sites with workstations available for necessary use.
4. Respondent Experience
 - a. The Respondent must be thoroughly familiar with the application areas specified and have an historic base of customers currently using the proposed products. The Respondent must have the staff, technical, and financial resources to reliably install and support the proposed system.
 - b. The Respondent will thoroughly document its experience in Public Housing, Section 8, LIHTC, and Agency Owned Rentals through the inclusion of the qualifications of the staff they will be assigning to this project.

- c. The Respondent shall also provide an overview of their firm's history and current, financial resources.
5. System Set-up, Installation, and Support
 - a. The Respondent shall assist HACC in preparing for the successful implementation of the new system. Preparations shall include organizing, planning, scheduling, and designing the implementation plan while focusing on the best incorporation, manipulation, and/or utilization of the data for optimal performance within the parameters of the respondent's system's design.
 - b. The Respondent shall be responsible for the successful installation and testing of the system with the ultimate provision of an end product that can be readily utilized by HACC personnel in conducting all of the day-to-day operations of the entire agency in an efficient and effective manner.
 - c. Additionally, the Respondent must have the demonstrated ability to support the system after installation is completed and accepted by HACC. The support must be provided in the form of on-going programming and management support accommodating regulatory changes and timely resolution of user problems.
 - d. Furthermore, on-going programming support must have the capability of using online, remote desktop sharing for problem solving and analysis.
 6. Hardware and Network Environment
 - a. Respondents must include specifications for a computer hardware platform that will support the proposed software. The specifications should include minimum, recommended, and optimal specifications for the application software to operate within HACC's infrastructure. In addition, the successful proposer will be required to coordinate any hardware upgrades with HACC, as desired by the HACC. Respondents chosen will be required to provide the support services necessary to ensure successful conversion and operation of the system(s).
 - b. Respondents must have a demonstrated ability in performing the necessary modifications and providing necessary support for the system after the installation is completed and accepted.
 7. Software Specifications
 - a. Integration
 - i. Each software module must provide for optimum integration to other modules, as well as to the Microsoft Office products, to reduce redundant data input and transcribing errors. The vendor should discuss this integration scheme for each software module proposed and how it interfaces with other modules. Illustrations would be helpful in this matter.
 - b. Source Code
 - i. Source code should be obtainable by HACC in the event the software provider's business ceases operations.
 - c. Security
 - i. Each program shall have its own set of security levels of access. Management staff shall be trained on how to set the security for each user and the levels of access available in each program. Written documentation for this activity shall be provided to the appropriate staff personnel during the training.
 - ii. Setup questionnaires outlining the security levels and providing space for management to designate which operator can access which data shall be provided to HACC prior to the installation of the system.
 - d. Printer Management
 - i. Each housing program shall be capable of selecting or changing to any normally available local or network "system" printer (for all functions) without exiting the program.
 - e. User-Defined Fields
 - i. The database should allow to add and pull any related data which corresponds with the requested report by allowing an unlimited field selection in each primary database for use by the operator in developing specific listing reports through the report generator.

- f. Data Integrity
 - i. The software should be designed to operate in a concurrent multi-user environment. Numerous users should be able to look at the same record simultaneously, but only one should be able to “edit” at a time. Several operators should be able to change and add several records simultaneously in the same database without any problems.
- g. Data Availability
 - i. The data is the sole property of HACC. All data must be available to HACC regardless of support options, yearly, quarterly, or time and materials support option HACC chooses to purchase. If the proposed software requires any type of software activation, beyond the initial purchase, to activate or grant access to HACC users, HACC will severely lower the scoring of the software. See Section III for proposal response details.
- h. Programming Language
 - i. Vendor should explain the language in which the programs are written and any future plans to migrate to another language.
- i. Windows-Based Version
 - i. The vendor should indicate the availability of a true 32 or 64-bit Windows based version of their software. If the vendor is planning to “migrate” their clients to the new version, please describe the proposed timetable and cost, as well as any factors involved in implementing the new Windows version.
- j. Processing
 - i. The processing of the programs should generally be immediate and in real-time. However, there shouldn’t be any automatic batch routines in the system; allowing HACC to determine preferences for batch or real-time settings on functions we choose.
- k. Audit Trails
 - i. Vendor should explain what kind of audit trails the program contains for keeping track of the date and time of a change, the name of the users making the change, the field(s) and/or the amount of the changes.
- l. Documentation
 - i. Vendor should explain what types of documentation are available with the system. At the least, one complete set of Operator’s Manuals must be provided with the system. Anytime the system is updated/patched/upgraded with new features, updates or fixes, the Operator’s Manual must be updated and available to HACC.
- m. On-Line Help
 - i. Vendor should explain what on-line help screens are available and how they are accessed from the programs. In addition, the ability to create a copy of the production data to a training and testing environment should be provided to facilitate additional training.
- n. Submission Deadline and Delivery Address
 - i. All bid proposals must be received at HACC’s main office no later than November 27, 2018 at 5:00 PM Pacific Daylight Time. Late bids will not be accepted. Proposals must be submitted with 1 original and 5 (five) copies. All bid packets received shall indicate the project name and RFP #. One copy of all “sales literature” should be included with the ORIGINAL proposal.

- ii. Delivery Address:
Housing Authority of Clackamas County
13930 S. Gain Street
Oregon City, Oregon 97045

- o. Inquiries

- i. All inquiries will be in submitted via email to jkirkpatrick@clackamas.us . The deadline for all inquiries is November 6, 2018 at 4:30 PM (PDT). Receipt of inquiry will be confirmed within a 24-hour period of normal office hours. If receipt is not confirmed, please call Jason Kirkpatrick at (503-655-8703).
- ii. If, in the opinion of HACC, additional material or interpretation is needed, it will be provided as an Addendum to the RFP and will be communicated to all other vendors.
- iii. Any instruction or information, pertaining to the specifications of this project that is provided to prospective respondents in any form other than writing shall not bind HACC.

III. SUBMISSION REQUIREMENTS

A. Minimum Requirements

To be qualified to respond, respondents must not be debarred, suspended, or otherwise ineligible to contract with HACC, and must **not** be included on the General Services Administration's "List of Parties Excluded From Federal Procurement and Non-Procurement Programs" or the Department of Housing and Urban Development's "Limited Denial of Participation" list.

B. General

Brevity is strongly encouraged. Respond only to items listed below and include only relevant information. The reviewers will not consider materials that are not requested below.

Once submitted, no additions, deletions, or substitutions may be made to proposals.

C. Submission Requirements

To be considered responsive and responsible, each respondent shall respond to the following requirements. Responses must be specific and complete unto themselves. Any submittal that, in the opinion of HACC, does not fully and completely address these requirements will not be reviewed. **Limit your proposal to the equivalent of (20) single-sided pages. Page limit does not include cover letter and/or required attachments.**

1. Cover Letter

Limit letter to a maximum of two (2) pages. Introduce your firm and describe your general philosophy and relevant experience for the contemplated work.

2. Firm Description

- a. Discuss the firm's history, organization and size including number of staff in each work area.
- b. Describe the overall staffing approach to be used in connection with this contract. Provide information regarding staff experience and qualifications that demonstrates the respondent's capacity to perform the required services. If the firm is multi-disciplinary, please describe the resources and skills it brings. If the firm is small or is a sole proprietorship, please describe the approach to involving 3rd party contractors for task orders requiring multiple disciplines.
- c. Identify by name and title, and provide resumes of key personnel who will be assigned to work on Task Orders. Resumes should include specific information regarding experience in providing the types of services outlined in Section I of this RFP.
- d. Identify a Project Manager for the firm.

3. Similar Project Experience

- a. Describe your firm's relevant experience within the areas under Section IIA, Scope of Services. Please describe your firm's experience as it relates to similar size system implementations. Please make sure to address all of the items listed in Section IIA.
- b. Describe in detail two projects that your firm is currently working on and/or has completed in the last two years. How many Housing Authorities are current clients?
- c. Please describe your firm's specific experience working with Housing Authorities and/or Public Agencies.

4. References

Provide (3) references, previous and/or current, including the name and title of the contact person, their mailing address, email address, phone number and fax number. If available, please provide one reference from a public housing authority similar in size to HACC.

5. Fee Proposal

Include a fee proposal and schedule that identifies the reasonable hourly fee for services for all staff that might be required for work under the contract resulting from the RFP. The fee schedule shall include all software costs, professional services and all administrative costs. Respondents will not be reimbursed for general overhead.

6. Third Party Billings

It is anticipated that HACC may require the services of not-yet-identified 3rd parties (consultants). Please provide the proposed markup (if any, as a percentage of 3rd party billing) to be charged to HACC in such instances.

7. Required Forms

The following forms must be fully completed and signed by the appropriate person and included in the qualifications package:

- a. Specification Checklist
- b. Lobbying Certificate
- c. Debarment Certificate
- d. Form HUD 5369-B: Instructions to Offerors Non-Construction
- e. Form HUD 5369-C: Certifications and Representations of Offerors – Non-Construction Contract
- f. Form HUD 5370-C: General Conditions for Non-Construction Contracts

8. Format Requirements

Please consider this format when assembling the submittal:

- a. An 8.5" X 11" format, either vertical or horizontal; and
- b. A font size no smaller than 12 points.

IV. EVALUATION

A. Method of Award

HACC will appoint a Selection Committee to evaluate the Proposals. The Committee will evaluate written responses to the RFP and shall apply the evaluation criteria and scoring set forth below. The scores will be used to identify the highest ranked firm(s). The Committee will make its recommendation for contract award to the firm(s) determined to be the most highly qualified based on the ranking.

B. Demonstration

A product demonstration is not a requirement of the RFP; however, HACC may request a demonstration from vendor(s) and if so the demonstration shall be provided.

C. Evaluation Criteria

Scoring	Points
<u><i>Strength and Expertise of Vendor</i></u> The software meets the function requirements listed in the RFP without requiring modification of current equipment or future development of software.	30
<u><i>Cost</i></u> Costs including but not limited to: cost of data conversion, software, licenses, installation, implementation, project management, training, and first year’s support. HACC may, at its discretion, select part or all of the software and support services set forth in the vendor’s proposal. The vendor must itemize the costs for software, installation, support, maintenance, and other costs separately. No adjustment may be made without HACC request/permission.	15
<u><i>Support Services and Service Level Agreement</i></u> Support services include ongoing maintenance, new releases; support of HUD mandated changes and service level agreement related to issue resolution and overall responsiveness. Other factors include change management and documentation.	20
<u><i>Implementation, Methodology, and Conversion Services</i></u> The current lead-time before implementation. The ability to convert, deliver, and install software within an acceptable timeframe determined solely by HACC. Ability for HACC staff to access software without restriction should HACC decide not to purchase yearly maintenance and purchase support based on Time and Materials.	20
<u><i>Training Services</i></u> Training services include training approach, education options, and training with like or test systems.	15
Total	100

V. CLARIFICATIONS AND ADDENDA

A. Questions and Comments

Any respondent requiring clarification of the information must submit specific questions or comments to the RFP contact via email. **The deadline for submitting such questions is Tuesday, November 6, by 4:30pm**, If in HACC’s opinion, additional information or interpretation is necessary; such information will be supplied in the form of an Addendum that will be posted to the HACC website:
<http://www.clackamas.us/housingauthority/bids.html>

Such addenda shall have the same binding effect as though contained in the main body of the Request for Proposals. Oral instructions given to prospective respondents by HACC employees or its agents shall not bind HACC. All Addenda shall be issued by HACC not less than three (3) calendar days prior to the qualifications deadline.

B. Required Information

The successful respondent must be licensed to do business in the State of Oregon and must be licensed (if required by law) to perform the services proposed.

C. Minority Business (MBE) Goals

The firm submitting a proposal shall be aware of the HACC goals of consistency with Presidential Executive Orders 11625, 12138 and 12432 and Section 3 of the HUD Act of 1968. HACC’s goal is to make efforts to ensure that small and minority-owned business, women’s business enterprises, labor surplus area business, and

individuals or firms located in or owned in substantial part by persons residing in the area of a HACC project are used when possible.

D. Award of Contract; Clarification or Rejection of Proposals

HACC will use a competitive proposal procedure for the acquisition of Software and Services as described in Section IV of this document.

HACC will evaluate proposals and will rate proposals using the scoring methodology described in Section IV of this document.

HACC reserves the right to seek clarification of the written Proposals from respondents.

HACC reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of the Housing Authority.

HACC reserves the right to reject the proposal of any proposer including those who have previously failed to perform properly, or to complete on time, contracts of a similar nature; who is not in a position to perform the contract, or who has neglected the payment of bills or otherwise disregarded their obligations to subcontractors, material suppliers, or employees. HACC also reserves the right to reject the proposal of any proposer listed in the current issue of "List of Parties Excluded from Federal Procurement and Non-procurement Programs" U.S. General Services Administration, Office of Acquisition Policy or listed in the HUD Limited Denial of Participation, current edition.

Professional services contracts will not have terms exceeding five years without HUD Approval.

The successful firm shall sign and file with HACC all documents necessary to the successful execution of the contract within ten calendar days after the notice of award.

E. Right to Protest

Any actual proposer who is adversely affected or aggrieved by HACC's award of the contract to another proposer on the same solicitation shall have fourteen (14) calendar days after notice of intent to award has been issued to submit to the Executive Director a written protest of the award. The written protest shall specify the grounds upon which the protest is based. A protest must meet the requirements of ORS 279B.410. HACC will not entertain protests submitted after the time period established in this rule.

F. Insurance Requirements

Prior to executing a contract, the selected vendor shall provide the following documents:

1. Proof of \$1,000,000 per occurrence (\$2,000,000 general aggregate) general liability insurance,
2. Proof of \$1,000,000 automobile liability insurance,
3. Proof of \$1,000,000 combined single limit per occurrence (\$2,000,000 general annual aggregate) professional errors and omissions liability insurance,
4. Proof of \$1,000,000 employers liability insurance,
5. Proof of Worker's Compensation insurance, and

All required insurance other than Professional Liability, Worker's Compensation, and Personal Automobile Liability shall include the "Housing Authority of Clackamas County, its agents, officers, and employees" as an additional insured.

G. RFP Terms & Conditions

All proposals shall remain valid for a period of one hundred twenty (120) calendar days after the date specified for receipt of proposals. HACC reserves the right to cancel or reject any or all Proposals, and to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in HACC's best interest. In no event shall HACC have any liability for cancellation of award.

H. Cost of Preparation

Costs incurred by respondents in preparation of a response to this RFP shall be borne by the respondents.

I. References

HACC reserves the right to investigate references including other than those listed in the response to this RFP. Investigation may include past performance of any consultant team member with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on schedule or on budget, and its lawful payment of subcontractors, employees, and workers. If demanded by HACC, supportive references must be furnished.

J. System Installation and Support

The Proposer shall be responsible for installation and testing of the system to the point of independent operation by HACC personnel. In addition, the Proposer, as part of the proposal, shall provide support services necessary to insure successful operation of the system including, but not limited to, the following:

- Acceptance testing after installation
- Maintenance support for bug fixes and enhancements
- End user, intermediate user and staff training

K. Confidentiality

Proposals are public records. All information submitted by respondents shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Proposal for which respondent requests exception from disclosure consistent with Oregon Law. All requests shall be in writing, noting specifically which portion of the proposal the respondent requests exception from disclosure. Respondents shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the HACC as a result of this RFP.

VI. EXHIBITS

- A. Specification Checklist
- B. Lobbying Certificate
- C. Debarment Certificate
- D. Form HUD 5369-B: Instructions to Offerors Non-Construction
- E. Form HUD 5369-C: Certifications and Representations of Offerors – Non-Construction Contract
- F. Form HUD 5370-C: General Conditions for Non-Construction Contracts

- END -

Exhibit A: SPECIFICATION CHECKLIST

The following section is intended to provide a better understanding to the evaluation panel of the capabilities of the software module(s) you are proposing. For each item in the list, please indicate "yes" this feature is currently available or "no" it is not. You are encouraged to add comments via an addendum, clearly identifying the software feature by section and number, to make your responses as complete and accurate as possible.

#	General Functions	Yes/No	Comment
1	Does your software require users to exit the system during any month-end or yearend functions?		
2	Is there a limit to how many users can be in any one module at a given time? If so, how many?		
3	Can users be "locked out" or can data be "captured" prior to system taxing functions being performed.		
4	Ability to track user productivity a. Ability to track the number of locked actions per each user b. Ability to track the users access to a participant file/record c. Can user's access be blocked at any time by the system administrator?		
5	A fully integrated document imaging system with the ability to archive, view, print, email, and fax documents directly from the system. Paper documents can be scanned and attached to client or landlord records. -Items outside the system can be archived, such as digital pictures, TIF, ADOBE PDF, and Microsoft Office documents.		
6	Provide detailed rent and utility allowance calculations, kept up to date with latest HUD requirements and formulas		
7	Integrated appointment calendar		
8	Integrated reminder system (like pop-up messages)		
9	A validation program that is fully compliant with the current HUD-50058 Technical Reference Guide		
10	Unlimited number of notes for tenants to indicate balances owed or previous problems with residents		
11	Ability to list the current HUD regulations and the current A&O Policy		

	while entering the income, or deductions for a resident		
12	Tenant reports that can be filtered by project number, caseworker, and user defined codes and programs		
13	Reports on PIC submissions that will help maintain 95% or higher on all submission rates		
14	RIM audit verification procedure		
15	Ability to submit files to PIC without using the PIC Website		
16	The ability to exclude submissions by program type: e.g. - a button to exclude GRANT programs from submitting to PIC		
17	Ability to retrieve PIC error reports and store ticket numbers and PIC error reports		
18	Validation program that is fully compliant with the current HUD-50058 Technical Reference Guide		
19	Translate PIC errors into user friendly directions for corrections		
20	Ability to compare PIC records with System records to identify any records not currently in PIC system that are in our system		
21	Keep history of prior residents in unit		
22	Ability to set levels of security for users (i.e.: not everyone can change Master File of resident, not everyone can do adjustments to accounts)		
23	Search for a tenant account using the unit number, address, lease date, termination date, SSN or tenant name		
24	Tracks and maintains all data required for PHAS Reporting		
25	HUD compliance and error checking prior to completion of 50059 and/or voucher processing.		
26	Project Based Section 8 (New Construction) – 50059 processing capability and voucher submission processing.		
27	Initial training of all users by the software vendor.		
28	GAAP compliant accounting		
29	Dashboard features for the accounting modules		
30	Software Modules are arranged in a logical manner according to order of processing		

31	All modules integrated without needing to enter data for a second time in a different module.		
32	Data entry fields are arranged in a logical manner for ease of data entry; with pertinent information summarized on initial screen.		
33	Ability to review data integrity and accuracy before populating other modules		
34	Time / date fields are displayed in a standardized manner		
35	Database is SQL compliant		
36	Database is ODBC compliant		
37	Database fields can be exported to and imported from MS Office products		
38	Vendor has user group		
39	Vendor uses feedback from user group to determine software direction.		
40	Provide security (user & group level) by: a. Application b. Menu item/function within application c. Reports d. Queries		
41	Provide audit trails tracking user access to system and activity.		
42	Flexible, robust, user-friendly report writer feature available in all subsystems. Ability to modify canned reports and design own reports.		
43	Intelligent archive routines for all modules		
44	Complete test environment for all modules		
45	Users have the ability to print from system to local and network printers		
46	Queuing system for reports/printers and ability to check print status		
47	Ability to create fill-able custom forms and letters to be sent out to participants, applicants, tenants, and owners, including mailing labels		
48	Minimum of six (6) user data fields that can be used to input text of dates codes for searching/tracking and reporting		
49	System must include capability to attach electronic files, such as digital images and electronic documents, directly to specific entities, (i.e. applicant, landlord, unit, etc)		
50	Ability to distribute reports via email		

51	Ability to export data to Excel or similar program		
#	General Ledger	Yes/No	Comment
52	Inter fund balancing – Software must comply with HUD’s asset management model and be able to post inter fund A/R’s and A/P’s down to the AMP level. Able to have both Manual and Automatic inter-fund transactions between Funds and Projects.		
53	Project based accounting – The software must comply with HUD’s project based accounting format and be able to post at the project level as well as multiple fund level. This posting also applies to budgeting and producing balance sheets and income statements. Produce Project Based Financials for Projects for both the Balance Sheet and Income Statement.		
54	Able to handle charging fee for service between projects and from a central cost center to the projects.		
55	Ability to block/control transaction posting to prior periods so no posting is done to the wrong year.		
56	Module posting – The posting to the general ledger provides the option of summary or detail level.		
57	Account set up – Multiple segment account numbers should be available and the ability to use any combination of segments between funds. How many segments are available?		
58	Recurring Entries – Monthly recurring entries must be available for the posting of manual journal vouchers.		
59	FDS – The Financial Data Schedule for HUD’s REAC submission must be made available based on the monthly/annual general ledger processing and postings. Able to pull FDS by Fund/Project.		
60	Monthly postings – Ability to maintain multiple months open at any particular time to process in the future or at year end to process the yearend adjustments. Manage multiple year ends.		
61	Accommodate minimum of 6 account number segments (including Fund)		
62	Ability to designate “cross-walks” between FDS and G/L Accounts		
63	Ability for more than one user to print		

	reports simultaneously		
64	User defined inter-fund account numbers		
65	Ability to create inter-fund transactions automatically		
66	Ability to assign inter-fund accounts		
67	Ability to run a GL by user defined parameters		
68	Ability to drilldown to detail information from the GL system to all interfacing subsystem		
69	Ability to view Transaction source and origin in Accounts		
70	Ability to support multiple allocation tables		
71	Capability to process subsequent year transactions before completely closing previous year.		
72	Capability to deactivate accounts from further posting without deletion.		
73	Capability to tie GL number to FDS number and facilitate transmission to REAC.		
74	Ability to hide or mask deactivated accounts.		
#	Budget	Yes/No	Comment
75	Project Based – The software should allow for input and posting of multiple budgets within a specific fund for project based budgeting.		
76	Monthly reporting – Reporting should be available for any reporting period even if the month is closed and also the reports should be capable of combining two or more projects within a fund.		
77	Dashboard feature – A dashboard feature showing summary totals as well as detail total should be available to non-finance department personnel. The feature should be restricted to a read only and access only after security set up.		
78	Per Unit Month (PUM) – Income and expense statements must contain data showing the PUM for each project. This feature is to comply with HUD's asset management model.		
79	Financial Reporting – After monthly postings, a feature allowing the user to email statements to other users. a) Ability to export and import data for the budget.		

	b) Able to spread automatically over 12 months		
80	Ability to enter annual approved budget amounts for each department or cost center		
81	Ability to track all actuals against approved budget amount by division, project or fund		
82	Automatic and seamless interface to all other software modules		
83	Full bank reconciliation part of program		
84	Prohibit posting of out of balance JEs		
85	Capability to automatically allocate portions or percentages of budgets between accounts.		
#	<i>Grant Management</i>	<i>Yes/No</i>	<i>Comment</i>
86	Able to display all invoices and by which BLI they are related to the grant.		
87	Able to manage grants spanning multiple years.		
88	Ability to automatically update Budget and General Ledger when grant is modified.		
89	Ability to set milestones for each grant including target dates and actual dates.		
90	Ability to track costs by grant, phase, budget line items, budget categories and by contract.		
#	<i>Capital Assets</i>	<i>Yes/No</i>	<i>Comment</i>
91	Entry – Ability to post to the capital asset system manually or an interface from accounts payable.		
92	Ability to enter capital assets at zero book value to track the asset.		
93	Depreciation – Ability to post from capital assets to the general ledger based upon the cost center/project purchased from on either a monthly or annual basis.		
94	Ability to determine the useful life years and the method of depreciation.		
95	Balancing – Reports must be available to balance the posted capital asset system to the general ledger system by fund/cost center/projects.		
96	Physical inventory reports – Annual physical inventories require listings of capital assets. These reports must list the physical location of all capital assets by site (not project charged, assets may be located at a site other than where it was purchased).		

97	Inventory tags – Ability to have the tags scanned.		
98	Warranties – Capital asset inventories must be tracked through the system.		
99	Disposition – All disposed assets must still be maintained in a disposed file in the event of assets requiring reinstatement.		
100	Ability to produce reports at the AMP or fund level for disposal and /or additions for any part of the fiscal period.		
101	Ability to track assets by fund or account in the general ledger.		
102	Ability to reinstate a capital asset which has previously been written off or disposed of.		
103	Integrated electronic filing system (document imaging system) to maintain warranties, purchase agreements, service contracts, etc.		
104	Ability to group assets by user defined type of asset (vehicles, office equipment, computers, etc.)		
#	<i>Purchasing</i>	<i>Yes/No</i>	<i>Comment</i>
105	Ability to enter on-line requisitions		
106	Ability to automatically e-mail notifications to alert approvers when a requisition needs to be reviewed.		
107	Ability to inquire from vendor level all open and closed purchase orders		
108	Ability to inquire for user entered Buyer all open and closed purchase orders		
109	Ability to set and hold to budget parameters for a purchase order		
110	Ability to print receiving documents by: Purchase order number, date, receiver		
111	Ability to enter contracts and edit at any time		
112	Ability to track purchase orders against a particular contract.		
113	Ability to identify vendor as minority vendor		
114	Ability to enter and update vendors be restricted by security levels		
#	<i>Accounts Payable</i>	<i>Yes/No</i>	<i>Comment</i>
115	Record each vendor record with the following basic criteria: a. Vendor Name b. Attention Line c. Address d. City, State, and Zip Code e. Phone Number		

	<p>f. Tax Identification g. 1099 if meet defined criteria and allow for various types – Misc, Int, etc. h. Vendor Type i. Minority and Classification codes j. Vendor terms k. Alternate address feature</p>		
116	Automatically warns user if a duplicate entity number is entered (Social Security/ Federal Tax Identification), from any module within the software program		
117	Organize vendor database by both vendor name and unique vendor number		
118	Include list of individual invoices in each vendor's record		
119	Vendor records split between outstanding and history invoices		
120	Invoice number query by vendor		
121	Each invoice record can have an unlimited number of line items		
122	Real-time and/or batch posting and data entry		
123	Multiple levels of holds for invoices		
124	Automatic warning of duplication of Accounts Payable invoices		
125	Automatic posting of a current payment to a future accounting period		
126	Global payment of invoices to be run by due date		
127	Set-up features for recurring payments that are amendable		
128	MICR check encoding		
129	Positive Pay bank verification capability		
130	Produce check registers with multiple levels of detail		
131	Automatic check voiding and invoice reinstatement		
132	Unlimited banks and bank accounts with the ability to print checks from any account self-balances between funds and projects for A/P entries.		
133	ACH payment files to Tenants and Landlords		
134	ACH pre-note functionality to test the file submissions prior to funds transfer		
135	Ability to email payment advice to tenants and landlords.		
136	Easy to navigate screens that allow tabs, arrows, or graphics based screens with drilldown and shortcut icons		

137	The Accounts Payable program to integrate with all, other modules.		
138	Generate separate vendor and landlord audit reports prior to 1099 production		
139	Combine vendor and landlord data from Accounts Payable and Section 8 programs		
140	Produce 1099 form for each tax entity (individual or organization)		
141	Print 1099 forms and mailers and produces a data submission file for transmission to the IRS		
142	Archive 1099 history		
143	Process 1099 MISC forms via laser printer		
144	Ability to distribute costs across funds and projects based on agency defined distribution rules (percentages to each).		
145	Integrated electronic filing system (document imaging system) to original invoices, vendor contracts, 1099s, W-9s, etc.		
146	Able to have separate fund checking accounts or to have one central bank account for numerous funds/projects rather than individual project accounts.		
147	Ability to enter manual check into the system.		
#	<i>Tenant Accounting (LIPH)</i>	<i>Yes/No</i>	<i>Comment</i>
148	Ability of automatic posting of payments to resident's accounts		
149	Maintain security and pet deposits separately		
150	Accrue interest on security and pet deposits based on user defined table		
151	Write-off feature for inactive tenants		
152	Bankruptcy feature for active and inactive tenants		
153	Ability to select which charges to or account payment is to be applied to		
154	Ledgers with current and past transactions on all accounts (both active and vacated). Complete audit trail for all activity on tenants accounts		
155	Customized letters for notifying residents of billing on their accounts (Pull information directly from file)		
156	Periodic reporting module to provide audit tracking and review information for both daily and monthly financial data		
157	Process for month end reports and printing rent statements		

158	Ability to enter alternate addresses for residents for either evictions or second party processing paperwork		
159	Ability to create ad hoc reports for reporting requirements		
160	Ability to track move-in and move-out dates by family member		
161	Ability to enter and bill residents living in units owned by Housing Authority that are not under any HUD program		
162	Ability to manage tenants in two programs (i.e. a voucher holder living in an HACC owned tax credit building)		
163	Ability to charge maintenance charges, etc.		
164	Ability to set up repayment agreements for either rent, maintenance charges, or pet deposits		
165	Ability to apply late fees to accounts in different programs – automatically based on set parameters or manually (different rules for separate programs)		
166	Ability to interface to Accounts Payable for automated Tenant UAP check processing.		
167	Ability to vendor pay UAP payments.		
168	Ability to integrate with other software modules i.e., Wait list, Recertification, General Ledger, Inspections, Work Order, Custom or third party report writer.		
169	Maintains audit trail on resident accounts.		
170	Prepares delinquent listings and notices.		
171	Ability to post maintenance charges from the work order program.		
172	When moving in a resident, automatic check to determine if unit is vacant.		
173	Tracks lease terminations – court dates and court numbers. Provides summary reports to take to court.		
174	Able to update the utility allowances in the unit records without affecting the resident's rent calculation.		
175	The ability to stop an applicant from being sent to a unit unless all information is on file (i.e.: Social Cards, Birth Certificates, and current income verification for all family members).		
176	Tracks tenant movement within units and programs		
177	Ability to enter promo/free rent in		

	tenant accounts		
178	Ability for multiple employees to run aging reports at the same time		
179	Ability to search by unit		
180	Ability to track credit adjustments on tenant accounts		
181	Report showing rent or HAP amount changes		
182	Ability to adjust Public Housing rent amounts if the software calculates different from PIC		
183	Ability to deactivate automatic rent proration at move-in and move-out		
184	Tracking of elderly and handicap households		
#	Inspections	Yes/No	Comment
185	Comprehensive HQS inspection system Ability to schedule various types of inspections for Section 8 units		
186	Inspection system interfaces with Section 8 units to reduce data entry		
187	Inspection system notification letters for tenant and landlord (or agent)		
188	Interface of HQS inspection subsystem with handheld		
189	Please identify handheld device name/manufacture currently supported		
190	Ability to reschedule and re-notify tenant / landlord for cancelled / no show inspections		
191	Ability to track and update results of HQS inspections and owner repair.		
192	Integrates with work order system to generate work orders, if needed.		
193	Ability to track HQS failures by landlord		
194	Ability to hold landlord payments pending unit repair.		
195	Ability to track inspection history by inspector, unit, inspection type and inspection result		
196	Ability to track days to re-inspection for units which failed initial inspection		
197	Ability to flag clients who have not had HQS inspection within user defined timeframe and produce report		
198	Ability to flag clients who have not had income reexamination within user defined timeframe and produce report		
199	Ability to track clients who with missed/rescheduled appointments and reason		
200	Maintain historical data on unit		

	inspection, to include initial date and status and unit pass date		
201	Ability to link inspection photo's electronically to inspection screen		
202	Follows the complete UPCS inspection protocol.		
#	Section 8 Housing Choice Vouchers	Yes/No	Comment
203	Month-end processing can be performed while users are logged in the system		
204	Ability to issue HAP payment any time before, after, or on the 1 st of the month		
205	Automatically calculates Earned Income Disallowance		
206	Does your system offer an Online Landlord Portal? If Yes, can Landlords: a. View check history with detailed information? b. Re-print 1099s? c. View property information for their units? d. View contract information (HAP, TTP, URP, etc) for each unit? e. View upcoming inspection schedules? f. View detailed results of property inspections, including deficiencies? g. Communicate with inspectors? h. Download various forms as defined by the housing authority?		
207	Ability to identify landlords that are no longer eligible due to non-compliance		
208	Portability, including Port-ins and Port-outs, and the ability to automatically generate HUD Form 52665 at the click of a button.		
209	Electronic memorandums that document, date, and time stamp user notes and "offline" activities.		
210	Family language indicator		
211	Letters that are to be used by all staff that have been approved by the forms/letter committee to have the capability to add or change information on the letter (Merge).		
212	Historical data for units that have been on the program (Tenant/Landlord History).		
213	Capability to key monthly recurring adjustments with an area to key information in as to why these		

	adjustments are recurring.		
214	Check processing to be efficient as well as accurate in payments to be disbursed with reports to back up any and all payments and deductions.		
215	Software should alert staff member when they have keyed a previous change in for a tenant as well as alert them if an adjustment is in the system to be paid from that previous change.		
216	Software should have the capability to invoice a Landlord that owes money to the housing authority.		
217	Type 13 - 50058: Inspection dates must update any pending 50058.		
218	Data validation prior to HUD IMS/MTCS/PIC submission: System verification required to prevent PIC errors to the greatest extent possible.		
219	Automatically up-date ages of all household members when keying based on effective date of 50058		
220	Flag any incomplete fields required by HUD IMS/PIC/MTCS systems and block further processing until complete with valid entries		
221	Retroactive rent and utility payments: Generate calculations automatically based on updated information.		
222	Utilization: Real time reporting of end of month and first-of-month utilization for VMS reporting as required by HUD, including "drill down" feature to reconcile numbers.		
223	SEMAP Requirements for Annuals and HQS: "Hot list" of annual re-exams 120 days prior to annual re-exam date, with a count-down of days remaining until the re-exam date for those not keyed/completed.		
224	SEMAP Requirements for Annuals and HQS: "Hot list" of HQS inspections due, i.e. 240 days after the last annual inspection date, with a count-down to the deadline for completion.		
225	Correct accounting/invoicing adjustments for landlords: Flag landlords (EIN) no longer participating in the program with balances due to automatically deduct any balances when a new unit is put under contract. Include automatic generation of a letter/invoice		

	to the landlord explaining the deduction. (Across all programs – i.e. if a landlord owes us for an HCV but we owe them for SPC – it should deduct the amount owed from the SPC amount.)		
226	Generate monthly landlord payments.		
227	Capable of producing VMS data for HUD reporting.		
228	HAP charged to correct month for reporting.		
229	Mid-Month HAP tracking and reporting.		
230	Voucher count for end of month along with the 1st of the month.		
231	Capability to maintain a master list of rental units including all information to perform HCV rent reasonableness test and provide sortable rental listings reports to applicants and participants.		
232	Ability to pay HAP multiple times per month		
233	Report for statistics of ending of participation in program and move-out, including reason for action		
234	FSS specific reporting fields for calculating and tracking escrow, goal assessment; enrollment progress and exit forms (Contract Participation (HUD 52560)); referral information, Logic Model reporting, etc.		
#	Section 8 - Recertification	Yes/No	Comment
235	Maintain individual records which contain complete income, assets, expenses and references to include: a. Personal, bank and credit b. Track community service c. Automatically calculates Earned Income Disallowances d. FSS contracts, forms, escrow calculations, tracking and maintenance		
236	Tracking of minimum rent and zero income households.		
237	History of past 50058's and history of unit, listing past residents even if they have moved out.		
238	Ability to put certifications on hold, start/complete another certification for the same tenant, and resume the original certification.		
239	Tracks needed signatures on lease riders, for all adult members in the unit.		
240	Supervisors can track the progress of recertification's.		

241	Reasonable Accommodations tracking of extra bedrooms a. Tracking/Flagging all participants granted reasonable accommodations like extra bedrooms in the inspection paperwork to verify client is utilizing room for intended purpose.		
242	Per user calendar or pop-up notifications for upcoming and/or missed: recertification's, paperwork due dates, and appointments		
#	<i>Wait List Management</i>	<i>Yes/No</i>	<i>Comment</i>
243	Need to verify Social Security Numbers for both accuracy in the PIC system and also that the applicant is not a resident in any other of our subsidy programs. Needs to be able to check for duplicate subsidy in other Housing Authorities or programs.		
244	Estimate rent calculations using the income, assets, expenses and deductions.		
245	Ability for applicants to apply online via website and have application information flow into Wait List program.		
246	Ability for applicants to check the status of the Wait List		
247	Ability to pull vacant unit information daily. To identify and schedule them quickly with the developments is critical to our lease up time.		
248	To identify clients that need accessible housing and units that meet these needs.		
249	Applications/Waiting List – multiple waiting lists w/preference points ranking, income targeting categories.		
250	Application data transfers to Move In data.		
251	Ability to track information on LEP to identify applicants and participants that require an interpreter.		
252	Report for statistics of denied applicants, including reason for denial.		
#	<i>Contract Administration</i>	<i>Yes/No</i>	<i>Comment</i>
253	Project Based Section 8 (New Construction) – 50059 processing capability and Voucher submission processing.		
254	Market-Rent or non-subsidized portfolio.		
255	Post Rent/HAP to accounts.		
256	Move in and Move out accounting.		

257	HUD compliance and error checking prior to completion of 50059 and/or voucher processing.		
258	Manual and automated adjustments on Voucher processing.		
259	Capability to receive TRACS error messages.		
260	Work Order system – capability to track individual staff person data also needs to allow multiple line items per work order for tracking.		
261	Interface to A/P module to automatically generate utility allowance checks and direct pay utility vendors.		
262	History of previous 50059s are stored and available for viewing.		
263	Verification processing – ability to automatically generate for each household member w/merged data (would prefer some type of tracking system).		
264	Special Claims processing, vacancy loss processing.		
265	202c TRACS compliance.		
266	iMAX TRACS submission.		
267	Waiting list history (showing who and when moved in).		
#	Work Orders	Yes/No	Comment
268	User-defined fields – How many per module?		
269	User-defined and 1000 (minimum) task code capability – minimum 4-digit field preferred.		
270	User-defined work descriptions on a pulldown menu		
271	Pull Work Orders for PHAS Reporting		
272	Unlimited lines and character spacing in the work order description area		
273	Available space for side notes that do not appear on the printed work order		
274	Generate work orders by unit #, address, AMP/site or tenant name		
275	Generate multiple work orders for one address by selecting the address only once		
276	Have multiple work items and multiple employees appear on a single work order		
277	Designate "Pet In Unit" once for an address and have the designation default on subsequent work orders for the same address.		

278	Copy and paste a work description from one work order to another		
279	Ability to notify someone of a Skilled Trades work order issued for their area by someone in another area (FYI with "Read only" capability).		
280	Ability to repeat standard labor information for the same employee when entering several labor entries on one work order (e.g. employee #).		
281	Inventory and labor together on the work order for cost per work order		
282	Track the date, time and function performed by users of a specified work order		
283	Track data to determine PHAS percentages by AMP or multiple selection criteria and produce a worksheet containing a breakdown of same.		
284	Flag or color-code emergency work orders not abated within 24 hours		
285	Flag non-emergency work orders not completed within 3 days.		
286	Ability to schedule monthly, weekly and daily planned periodic maintenance		
287	Preventive maintenance scheduling		
288	Option to specify a start time to appear on all preventive/periodic work orders		
#	<i>Market Rate Units</i>	<i>Yes/No</i>	<i>Comment</i>
289	Database for Market Rate Rental Units.		
290	Track Market Rate tenants similar to Public Housing.		
291	Software allows the transfer of clients between programs (From Market to Section 8 or Section 8 to Market).		
292	Software can maintain clients in multiple programs (a voucher holder in a Market unit).		
293	Software maintains separate accounts for Market High-Rise Tracking.		
294	Maintain and print Market Lease Up packets		
295	Software contains an "Executive Summary" of current status of Market Rate Lease Ups, Vacant units, Work Orders, and Damage Claims.		
#	<i>Construction Management</i>	<i>Yes/No</i>	<i>Comment</i>
296	Ability to link Construction Documents on line (original contract, drawings, etc.)		
297	Ability to track capital expenditures by unit and project or development by year		

	of grant		
298	Ability to track costs by project		
299	Ability to track purchase orders by project		
300	Ability to track costs by budget line item		
301	Ability to track subcontractor's and subcontract costs/budgets		
302	Ability to track payments made on a contract to General or Subcontractor		
303	Ability to calculate retention withheld and to reduce percentage of retention withheld on Periodic Estimate payments to contractors. System allows for a "pay retention" function to cut a check once contract is successfully completed, for multiple progress payment retention withheld.		
304	Ability to modify Job Cost Codes for construction costs		
305	Ability to track the number, amount and description of each change order in a contract. System can track multiple change orders		
306	Ability to track construction schedule and the % of contract expended		
307	Ability to enter multiple simultaneous project budget amounts		
308	Ability to add user defined fields		
309	Ability to set up new jobs based upon previous jobs completed in the system		
310	Interface with purchase order, accounts payable and general ledger systems		
311	Ability to user define which General Ledger Account is linked with each specific Job Cost Code, and updates General Ledger real time.		
312	Includes a "draw" process for job funding which includes the ability to produce the AIA G702 and G703		
313	Construction budget revisions are secured by users and provide for an audit trail of who and date/time completed the revision.		
314	Ability to track daily reports		
315	Ability to download into Excel spreadsheet format		
316	Reports to track contracts, their payments and retention amounts		
317	Reporting to track construction schedules		
#	Resident & Community Services	Yes/No	Comment

318	Ability to track all residents annual income and income type for history of clients		
319	Ability to track education, vocational training and certificate programs client has received		
320	Ability to track languages spoken by resident and in a translator is needed for communications purposes		
321	Ability to track employment history for each family member, including all section 3 hires		
322	Ability to track services needed for clients and all family members services to include:		
323	Ability to track clients various civic involvement and time spent on each obligation		
324	Produce reports and mailing labels for user entered criteria such as sites, age groupings, and support services		
325	Produce family composition reports within each housing function (wait list, housing program, etc.) based on user defined criteria		
326	Produce reports for each client's case management assessment		
327	Produce reports for each client's support services requested		
328	Produce reports for each client's follow through on all referral made		
329	Produce reports for each client's civic involvement		
330	Produce reports by case manager for all clients serviced		

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> : Congressional District, <i>if known</i> :	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known</i> :	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

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

**Instructions to Offerors
Non-Construction****1. Preparation of Offers**

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

Certifications and Representations of Offerors

Non-Construction Contract

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)

- | | |
|---|---|
| <input type="checkbox"/> Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> 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:

Exhibit F
General Conditions for Non-Construction Contracts

Section I – (With or without Maintenance Work)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/01/2014)

Public Reporting Burden for this collection of information is estimated to average 0.08 hours 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

Applicability. This form HUD-5370-C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

- 1) **Non-construction contracts** (*without* maintenance) **greater than \$100,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 968.105) **greater than \$2,000 but not more than \$100,000 - use Section II;** and
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$100,000 – use Sections I and II.**

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Section I - Clauses for All Non-Construction Contracts greater than \$100,000
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1. Definitions

The following definitions are applicable to this contract:

- (a) "Authority or Housing Authority (HA)" means the Housing Authority.
- (b) "Contract" means the contract entered into between the Authority and the Contractor. It includes the contract form, the Certifications and Representations, these contract clauses, and the scope of work. It includes all formal changes to any of those documents by addendum, Change Order, or other modification.
- (c) "Contractor" means the person or other entity entering into the contract with the Authority to perform all of the work required under the contract.
- (d) "Day" means calendar days, unless otherwise stated.
- (e) "HUD" means the Secretary of Housing and Urban development, his delegates, successors, and assigns, and the officers and employees of the United States Department of Housing and Urban Development acting for and on behalf of the Secretary.

2. Changes

- (a) The HA may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in the services to be performed or supplies to be delivered.
- (b) If any such change causes an increase or decrease in the hourly rate, the not-to-exceed amount of the contract, or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects the conditions of this contract, the HA shall make an equitable adjustment in the not-to-exceed amount, the hourly rate, the delivery schedule, or other affected terms, and shall modify the contract accordingly.
- (c) The Contractor must assert its right to an equitable adjustment under this clause within 30 days from the date of receipt of the written order. However, if the HA decides that the facts justify it, the HA may receive and act upon a

- proposal submitted before final payment of the contract.
- (d) Failure to agree to any adjustment shall be a dispute under clause Disputes, herein. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.
- (e) No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written consent of the HA.

3. Termination for Convenience and Default

- (a) The HA may terminate this contract in whole, or from time to time in part, for the HA's convenience or the failure of the Contractor to fulfill the contract obligations (default). The HA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to the HA all information, reports, papers, and other materials accumulated or generated in performing this contract, whether completed or in process.
- (b) If the termination is for the convenience of the HA, the HA shall be liable only for payment for services rendered before the effective date of the termination.
- (c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (default), the HA may (i) require the Contractor to deliver to it, in the manner and to the extent directed by the HA, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with the Changes clause, paragraph 2, above; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the HA; (iii) withhold any payments to the Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to the HA by the Contractor.
- (d) If, after termination for failure to fulfill contract obligations (default), it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of the HA, and the Contractor shall be entitled to payment as described in paragraph (b) above.
- (e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

4. Examination and Retention of Contractor's Records

- (a) The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

- (b) The Contractor agrees to include in first-tier subcontracts under this contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding \$10,000.
- (c) The periods of access and examination in paragraphs (a) and (b) above for records relating to:
 - (i) appeals under the clause titled Disputes;
 - (ii) litigation or settlement of claims arising from the performance of this contract; or,
 - (iii) costs and expenses of this contract to which the HA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

A breach of these Contract clauses may be grounds for termination of the Contract and for debarment or denial of participation in HUD programs as a Contractor and a subcontractor as provided in 24 CFR Part 24.

5. Rights in Data (Ownership and Proprietary Interest)

The HA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials and documents discovered or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of this Contract.

6. Energy Efficiency

The contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

7. Disputes

- (a) All disputes arising under or relating to this contract, except for disputes arising under clauses contained in Section III, Labor Standards Provisions, including any claims for damages for the alleged breach there of which are not disposed of by agreement, shall be resolved under this clause.
- (b) All claims by the Contractor shall be made in writing and submitted to the HA. A claim by the HA against the Contractor shall be subject to a written decision by the HA.
- (c) The HA shall, with reasonable promptness, but in no event in no more than 60 days, render a decision concerning any claim hereunder. Unless the Contractor, within 30 days after receipt of the HA's decision, shall notify the HA in writing that it takes exception to such decision, the decision shall be final and conclusive.
- (d) Provided the Contractor has (i) given the notice within the time stated in paragraph (c) above, and (ii) excepted its claim relating to such decision from the final release, and (iii) brought suit against the HA not later than one year after receipt of final payment, or if final payment has not been made, not later than one year after the Contractor has had a reasonable time to respond to a written request by the HA that it submit a final voucher and release, whichever is earlier, then the HA's decision shall not be final or conclusive, but the dispute shall be determined on the merits by a court of competent jurisdiction.
- (e) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the HA.

8. Contract Termination; Debarment

9. Assignment of Contract

The Contractor shall not assign or transfer any interest in this contract; except that claims for monies due or to become due from the HA under the contract may be assigned to a bank, trust company, or other financial institution. If the Contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining member(s) of such partnership approved by the HA.

10. Certificate and Release

Prior to final payment under this contract, or prior to settlement upon termination of this contract, and as a condition precedent thereto, the Contractor shall execute and deliver to the HA a certificate and release, in a form acceptable to the HA, of all claims against the HA by the Contractor under and by virtue of this contract, other than such claims, if any, as may be specifically excepted by the Contractor in stated amounts set forth therein.

11. Organizational Conflicts of Interest

- (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 this contract and a contractor's organizational, financial, contractual or other interests are such that:
 - (i) Award of the contract may result in an unfair competitive advantage; or
 - (ii) The Contractor's objectivity in performing the contract work may be impaired.
- (b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any task/delivery order under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the contract or task/delivery order for the convenience of the HA if it would be in the best interest of the 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 Contracting Officer, the HA may terminate the contract for default.
- (d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

12. Inspection and Acceptance

- (a) The HA has the right to review, require correction, if necessary, and accept the work products produced by the Contractor. Such review(s) shall be carried out within 30 days so as to not impede the work of the Contractor. Any

product of work shall be deemed accepted as submitted if the HA does not issue written comments and/or required corrections within 30 days from the date of receipt of such product from the Contractor.

- (b) The Contractor shall make any required corrections promptly at no additional charge and return a revised copy of the product to the HA within 7 days of notification or a later date if extended by the HA.
- (c) Failure by the Contractor to proceed with reasonable promptness to make necessary corrections shall be a default. If the Contractor's submission of corrected work remains unacceptable, the HA may terminate this contract (or the task order involved) or reduce the contract price or cost to reflect the reduced value of services received.

13. Interest of Members of Congress

No member of or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise there from, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

14. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees

No member, officer, or employee of the HA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the HA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

15. Limitation on Payments to Influence Certain Federal Transactions

(a) Definitions. As used in this clause:

"Agency", as defined in 5 U.S.C. 552(f), includes Federal executive departments and agencies as well as independent regulatory commissions and Government corporations, as defined in 31 U.S.C. 9101(1).

"Covered Federal Action" means any of the following Federal actions:

- (i) The awarding of any Federal contract;
- (ii) The making of any Federal grant;
- (iii) The making of any Federal loan;
- (iv) The entering into of any cooperative agreement; and,
- (v) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan.

"Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B). Alaskan Natives are included under the definitions of Indian tribes in that Act.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before 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 any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government.

"Officer or employee of an agency" includes the following individuals who are employed by an agency:

- (i) An individual who is appointed to a position in the Government under title 5, U.S.C., including a position under a temporary appointment;
- (ii) A member of the uniformed services as defined in section 202, title 18, U.S.C.;
- (iii) A special Government employee as defined in section 202, title 18, U.S.C.; and,
- (iv) An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, appendix 2.

"Person" means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Recipient" includes all contractors, subcontractors at any tier, and subgrantees at any tier of the recipient of funds received in connection with a Federal contract, grant, loan, or cooperative agreement. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed means, with respect to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract, grant, loan, or cooperative agreement. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

(b) Prohibition.

- (i) Section 1352 of title 31, U.S.C. provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay 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 any of the following covered Federal actions: 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.
- (ii) The prohibition does not apply as follows:

(1) Agency and legislative liaison by Own Employees.

(a) The prohibition on the use of appropriated funds, in paragraph (i) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, if the payment is for agency and legislative activities not directly related to a covered Federal action.

(b) For purposes of paragraph (b)(i)(1)(a) of this clause, providing any information specifically requested by an agency or Congress is permitted at any time.

(c) The following agency and legislative liaison activities are permitted at any time only where they are not related to a specific solicitation for any covered Federal action:

(1) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and,

(2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action:

(1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;

(2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and

(3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.

(e) Only those activities expressly authorized by subdivision (b)(ii)(1)(a) of this clause are permitted under this clause.

(2) Professional and technical services.

(a) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply in the case of-

(i) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action.

(ii) Any reasonable payment to a person, other than an officer or employee of a

person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(b) For purposes of subdivision (b)(ii)(2)(a) of clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline.

(c) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

(d) Only those services expressly authorized by subdivisions (b)(ii)(2)(a)(i) and (ii) of this section are permitted under this clause.

(iii) Selling activities by independent sales representatives.

(c) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter:

(i) Discussing with an agency (including individual demonstration) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and

(ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) Agreement. In accepting any contract, grant, cooperative agreement, or loan resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.

(e) Penalties. Any person who makes an expenditure prohibited under paragraph (b) of this clause shall be subject to civil penalties as provided for by 31 U.S.C. 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

(f) Cost Allowability. Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation (FAR), or OMB Circulars dealing with cost allowability for recipients of assistance agreements. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of FAR Part 31 or the relevant OMB Circulars.

16. Equal Employment Opportunity

During the performance of this contract, the Contractor agrees as follows:

- (a) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- (b) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to (1) employment; (2) upgrading; (3) demotion; (4) transfer; (5) recruitment or recruitment advertising; (6) layoff or termination; (7) rates of pay or other forms of compensation; and (8) selection for training, including apprenticeship.
- (c) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
- (d) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (e) The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
- (f) The Contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
- (g) The Contractor shall furnish all information and reports required by Executive Order 11246, as amended and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto. The Contractor shall permit access to its books, records, and accounts by the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (h) In the event of a determination that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts, or federally assisted construction contracts under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
- (i) The Contractor shall include the terms and conditions of this clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the Secretary of Housing and Urban Development or the Secretary of Labor may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided that if the

Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

17. Dissemination or Disclosure of Information

No information or material shall be disseminated or disclosed to the general public, the news media, or any person or organization without prior express written approval by the HA.

18. Contractor's Status

It is understood that the Contractor is an independent contractor and is not to be considered an employee of the HA, or assume any right, privilege or duties of an employee, and shall save harmless the HA and its employees from claims suits, actions and costs of every description resulting from the Contractor's activities on behalf of the HA in connection with this Agreement.

19. Other Contractors

HA may undertake or award other contracts for additional work at or near the site(s) of the work under this contract. The contractor shall fully cooperate with the other contractors and with HA and HUD employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or HA employee.

20. Liens

The Contractor is prohibited from placing a lien on HA's property. This prohibition shall apply to all subcontractors.

21. Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of

apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- (e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- (f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

22. Procurement of Recovered Materials

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.
- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

General Conditions for Non-Construction Contracts

Section II – (With Maintenance Work)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/01/2014)

Public Reporting Burden for this collection of information is estimated to average 0.08 hours 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

Applicability. This form HUD-5370C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

- 1) Non-construction contracts (*without* maintenance) greater than \$100,000 - use Section I;
- 2) Maintenance contracts (including nonroutine maintenance as defined at 24 CFR 968.105) greater than \$2,000 but not more than \$100,000 - use Section II; and
- 3) Maintenance contracts (including nonroutine maintenance), greater than \$100,000 – use Sections I and II.

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Section II – Labor Standard Provisions for all Maintenance Contracts greater than \$2,000
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1. Minimum Wages

- (a) All maintenance laborers and mechanics employed under this Contract in the operation of the project(s) shall be paid unconditionally and not less often than semi-monthly, and without subsequent deduction (except as otherwise provided by law or regulations), the full amount of wages due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Housing and Urban Development which is attached hereto and made a part hereof. Such laborers and mechanics shall be paid the appropriate wage rate on the wage determination for the classification of work actually performed, without regard to skill. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein; provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination, including any additional classifications and wage rates approved by HUD under subparagraph 1(b), shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.
- (b) (i) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the Contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate only when the following criteria have been met:
 - (1) The work to be performed by the classification required is not performed by a classification in the wage determination;
 - (2) The classification is utilized in the area by the industry; and
 - (3) The proposed wage rate bears a reasonable relationship to the wage rates contained in the wage determination.
- (ii) The wage rate determined pursuant to this paragraph shall be paid to all workers performing work

in the classification under this Contract from the first day on which work is performed in the classification.

2. Withholding of funds

The Contracting Officer, upon his/her own action or upon request of HUD, shall withhold or cause to be withheld from the Contractor under this Contract or any other contract subject to HUD-determined wage rates, with the same prime Contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics employed by the Contractor or any subcontractor the full amount of wages required by this clause. In the event of failure to pay any laborer or mechanic employed under this Contract all or part of the wages required under this Contract, the Contracting Officer or HUD may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment or advance until such violations have ceased. The Public Housing Agency or HUD may, after written notice to the Contractor, disburse such amounts withheld for and on account of the Contractor or subcontractor to the respective employees to whom they are due.

3. Records

- (a) The Contractor and each subcontractor shall make and maintain for three (3) years from the completion of the work records containing the following for each laborer and mechanic:
 - (i) Name, address and Social Security Number;
 - (ii) Correct work classification or classifications;
 - (iii) Hourly rate or rates of monetary wages paid;
 - (iv) Rate or rates of any fringe benefits provided;
 - (v) Number of daily and weekly hours worked;
 - (vi) Gross wages earned;
 - (vii) Any deductions made; and
 - (viii) Actual wages paid.
- (b) The Contractor and each subcontractor shall make the records required under paragraph 3(a) available for inspection, copying, or transcription by authorized representatives of HUD or the HA and shall permit such representatives to interview employees during working hours on the job. If the Contractor or any subcontractor fails to make the required records available, HUD or its designee may, after written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payment, advance or guarantee of funds.

4. Apprentices and Trainees

- (a) Apprentices and trainees will be permitted to work at less than the predetermined rate for the work they perform when they are employed pursuant to and individually registered in:
 - (i) A bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration (ETA), Office of

Apprenticeship Training, Employer and Labor Services (OATELS), or with a state apprenticeship agency recognized by OATELS, or if a person is employed in his/her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by OATELS or a state apprenticeship agency (where appropriate) to be eligible for probationary employment as an apprentice;

- (ii) A trainee program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, ETA; or
 - (iii) A training/trainee program that has received prior approval by HUD.
- (b) Each apprentice or trainee must be paid at not less than the rate specified in the registered or approved program for the apprentice's/trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Apprentices and trainees shall be paid fringe benefits in accordance with the provisions of the registered or approved program. If the program does not specify fringe benefits, apprentices/trainees must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification.
- (c) The allowable ratio of apprentices or trainees to journeyman on the job site in any craft classification shall not be greater than the ratio permitted to the employer as to the entire work force under the approved program.
- (d) Any worker employed at an apprentice or trainee wage rate who is not registered in an approved program, and any apprentice or trainee performing work on the job site in excess of the ratio permitted under the approved program, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed.
- (e) In the event OATELS, a state apprenticeship agency recognized by OATELS or ETA, or HUD, withdraws approval of an apprenticeship or trainee program, the employer will no longer be permitted to utilize apprentices/trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

5. Disputes concerning labor standards

- (a) Disputes arising out of the labor standards provisions contained in Section II of this form HUD-5370-C, other than those in Paragraph 6, shall be subject to the following procedures. Disputes within the meaning of this paragraph include disputes between the Contractor (or any of its subcontractors) and the HA, or HUD, or the employees or their representatives, concerning payment of prevailing wage rates or proper classification. The procedures in this section may be initiated upon HUD's own motion, upon referral of the HA, or upon request of the Contractor or subcontractor(s).
- (i) A Contractor and/or subcontractor or other interested party desiring reconsideration of findings of violation by the HA or HUD relating to the payment of straight-time prevailing wages or classification of work shall request such reconsideration by letter postmarked within 30 calendar days of the date of notice of findings issued by the HA or HUD. The request shall set

forth those findings that are in dispute and the reasons, including any affirmative defenses, with respect to the violations. The request shall be directed to the appropriate HA or HUD official in accordance with instructions contained in the notice of findings or, if the notice does not specify to whom a request should be made, to the Regional Labor Relations Officer (HUD).

- (ii) The HA or HUD official shall, within 60 days (unless otherwise indicated in the notice of findings) after receipt of a timely request for reconsideration, issue a written decision on the findings of violation. The written decision on reconsideration shall contain instructions that any appeal of the decision shall be addressed to the Regional Labor Relations Officer by letter postmarked within 30 calendar days after the date of the decision. In the event that the Regional Labor Relations Officer was the deciding official on reconsideration, the appeal shall be directed to the Director, Office of Labor Relations (HUD). Any appeal must set forth the aspects of the decision that are in dispute and the reasons, including any affirmative defenses, with respect to the violations.
- (iii) The Regional Labor Relations Officer shall, within 60 days (unless otherwise indicated in the decision on reconsideration) after receipt of a timely appeal, issue a written decision on the findings. A decision of the Regional Labor Relations Officer may be appealed to the Director, Office of Labor Relations, by letter postmarked within 30 days of the Regional Labor Relations Officer's decision. Any appeal to the Director must set forth the aspects of the prior decision(s) that are in dispute and the reasons. The decision of the Director, Office of Labor Relations, shall be final.

- (b) Disputes arising out of the labor standards provisions of paragraph 6 shall not be subject to paragraph 5(a) of this form HUD-5370C. Such disputes shall be resolved in accordance with the procedures of the U.S. Department of Labor set forth in 29 CFR Parts 5, 6 and 7. Disputes within the meaning of this paragraph 5(b) include disputes between the Contractor (or any of its subcontractors) and the HA, HUD, the U.S. Department of Labor, or the employees or their representatives.

6. Contract Work Hours and Safety Standards Act

The provisions of this paragraph 6 are applicable only where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" includes watchmen and guards.

- (a) **Overtime requirements.** No Contractor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
- (b) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the provisions set forth in paragraph 6(a), the Contractor and any

subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to the District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the provisions set forth in paragraph (a) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by provisions set forth in paragraph (a) of this clause.

- (c) **Withholding for unpaid wages and liquidated damages.** HUD or its designee shall upon its own action or upon written request of an authorized representative of the U.S. Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such Contract or any federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provisions set forth in paragraph (b) of this clause.

7. Subcontracts

The Contractor or subcontractor shall insert in any subcontracts all the provisions contained in this Section II and also a clause requiring the subcontractors to include these provisions in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the provisions contained in these clauses.

8. Non-Federal Prevailing Wage Rates

Any prevailing wage rate (including basic hourly rate and any fringe benefits), determined under state law to be prevailing, with respect to any employee in any trade or position employed under the Contract, is inapplicable to the contract and shall not be enforced against the Contractor or any subcontractor, with respect to employees engaged under the contract whenever such non-Federal prevailing wage rate, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD to be prevailing in the locality with respect to such trade or position.