

## GUIDE FORM OF DESIGN/BUILD DEVELOPERS PACKET

Palatka Housing Authority  
400 N. 15<sup>th</sup> Street  
Palatka, FL 32177

### INTRODUCTION

The United States Department of Housing and Urban Development (HUD) is providing financial assistances to the Palatka Housing Authority (PHA) to develop a low-income housing project pursuant to Sections 4 and 5 of the United States Housing Act of 1937. The PHA has selected the Design/Build method to develop the housing identified in this Design/Build Developer's Packet (referred to hereafter as "Packet"). **This project also qualifies for the Community Contribution Tax Credit (CCTC) Program.**

Under the Design/Build method, developers submit proposals in response to a Request for Qualifications (RFQ) from the PHA. The proposals that meet the requirements of this Packet are reviewed, rated, and ranked by the PHA. The highest rated design/build proposal which represents the best "total package" is submitted to HUD for approval. After HUD approval of the design/build proposal, the developer's architect and engineers prepare the preliminary design and construction drawings and the construction specifications for PHA and HUD approval.

Prior to start of work, the PHA and the developer shall execute a Contract under which the PHA agrees to compensate the developer for a specified price. The developer is fully responsible for all development and construction activities, including geotechnical investigation, site surveying, architectural and (structural, civil, electrical, mechanical, and plumbing) engineering, completing all site improvements (including structures), obtaining utility hook-ups and local building permits and approvals. All design professionals shall be duly licensed and/or registered by the State of Florida to perform the work for which they are responsible. The PHA will obtain the necessary annexation of property, zoning, and zoning variances and easements for sanitary line connection. The project will span over five years, developing three (3) quadplex townhome units per year, for a total of 15 quadplex units (60 individual residences).

The completed project will be owned and managed by this PHA to provide rental housing for low- income households. The structures, housing units, and non-dwelling facilities shall be designed to provide a wholesome living environment. Emphasis shall also be placed on durable construction, efficiency and economy of maintenance, energy conservation.

In order to be considered by the PHA and HUD, design/build proposals must comply with the program and submission requirements identified in this Packet. Accordingly, interested developers should review the project description (Part 1), the program requirements (Part II), the design/build proposal content (Part III) and the required program documents and forms (Part IV), prior to preparing and submitting a design/build proposal to the PHA.

Interested developers must submit their design/build proposals to the PHA by the deadline date identified in the RFQ. Design/Build proposals that are not received by the deadline, or which are determined to be incomplete or non-responsive will not be considered by the PHA. Any questions that you may have should be directed to the individual identified in the RFQ.

## REQUESTS FOR QUALIFICATIONS (RFQ)

The Palatka Housing Authority (PHA) will accept Request for Qualifications (RFQ) from experienced and qualified real estate developers and/or general contractors for the RIVER Program (Resident Investment Vehicle for Economic Resilience project). The project involves the financing, design, and successful construction of approximately 60 new single-family town homes located at multiple established communities over a 5-year period. The selected developer will be responsible for all aspects of the project, including design, and construction of the residential units, in compliance with all applicable local, State, and Federal rules and regulations, including zoning requirements. The project's development will be financed by a developer who has secured the Community Contribution Tax Credit.

Under the Design/Build method, developers must submit proposals in response to this Request For Qualifications (RFQ) from the PHA. The proposals that meet the requirements of this Packet are reviewed, rated, and ranked by the PHA. The highest rated design/build proposal which represents the best "total package" is submitted to HUD for approval. After HUD approval of the design/build proposal, the developer's architect and engineers shall prepare the design and construction drawings and the construction specifications for PHA and HUD approval.

The developer shall be fully responsible for all development and construction activities, including geotechnical investigation, site surveying, site work, utilities, landscaping, architectural and (structural, civil, electrical, mechanical, and plumbing) engineering, completing all site improvements (including structures), obtaining utility hook-ups and local building permits and approvals. All design professionals shall be duly licensed and/or registered by the State of Florida to perform the work for which they are responsible.

Proposals shall be received by 11:00 a.m. on November 25, 2025, at the address identified below. Request for Qualifications (RFQs) received after the deadline will be returned to the developer without being considered.

All proposals shall be addressed to the Palatka Housing Authority, Attn: Willie Mae Thomas, Director of Procurement. All proposals shall be labeled "River Program, Palatka Housing Authority."

Proposals shall be prepared in accordance with this Developer's Packet.

The Palatka Housing Authority reserves the right to reject any and all proposals and to waive any informalities thereto.

This is an Equal Opportunity Project

For the Palatka Housing Authority, Palatka, Florida  
By

Chairman of the Board  
Publication Dates: November 6, November 13, 2025

**OUTLINE SPECIFICATIONS**  
**DESIGN/BUILD: ONE BEDROOM RESIDENTIAL UNITS**

**PART 1- PROJECT DESCRIPTION**

- A. The proposed housing project is located in Palatka, Putnam County, Florida. The units will be placed on land currently owned by the Palatka Housing Authority in existing communities (TBD).
- B. The proposed housing project sites will have existing utilities adjacent to where the projects are located, and their exact locations will be based on available land/overall property usage.
- C. The proposed housing is to be newly constructed.
- D. The proposed housing development shall consist of sixty (60) two- and three-bedroom homes, including site development and shall be in compliance with the following codes:
  - a. Florida Building Code 2023 with local amendments
  - b. National Fire Prevention Code 2023
  - c. Life Safety Code
  - d. Florida Plumbing Code, with local amendments (latest edition)
  - e. Florida Mechanical Code, with local amendments (latest edition)
  - f. National Electric Code with local amendments (latest edition)
  - g. HUD Indian and Public Housing (PIH) Publication 88-27 - Amended Lead Based Paint Requirements, issued September 21, 1988)
  - h. Federal Register Document 49 FR 31528 - Uniform Federal Accessibility Standards, published August 7, 1984
  - i. Occupational Health and Safety Act of September 1989, with amendments
  - j. Applicable local and State laws and codes
  - k. The requirements of the City of Palatka Building Department, Planning & Zoning, Fire Department and Police Department
- E. In addition to the above requirements, four of the sixty (60) units shall fully comply with the Architectural Barriers Act of 1968, as amended (42 USC 4151); HUD implementing Documents 24 CFR Part 8, Non-discrimination Based on Handicap, published June 2, 1988, and Part 40, Standards for Design, Construction, and Alteration of Publicly Owned Residential Structures; and PIH 89-4, Implementation of 24 CFR Part 8, Non-discrimination Based on Handicap in Federally Assisted Programs and Activities, issued January 13, 1989; Americans with Disabilities Act, current version. These four units shall be designed specifically for use by handicapped individuals.
- F. General Requirements:
  - 1. All units are two-bedroom/two-bathroom (4 ADA units) or three-bedroom/two-bathroom (54 units), 1,300-1,500 SF (conditioned), for standard three-bedroom, two-story townhomes. There shall be four ADA-compliant units, one in each of the four separate buildings.
  - 2. Construction:
    - a. Concrete slab on grade with either continuous spread footings or integral turned down monolithic edge footings.
    - b. Exterior Walls: Standard concrete masonry units with hardi-siding exterior finish. Interior surface of CMU walls to be furred with pressure-treated wood furring strips, insulated with rigid foam insulation between furring strips and 1/2" gypsum wallboard with knock-down finish painted.
    - c. Interior partitions: 2x4 wood studs spaced 16" o.c. max with 1/2" gypsum wallboard with knock-down finish painting.
    - d. Roof Framing: Engineered, pre-fabricated wood trusses spaced at 24" o.c. maximum. Interior ceilings: 5/8" gypsum wallboard with knock-down finish painted.

- e. Roof shall be 1/2"plywood or OSB with synthetic roofing underlayment similar to "Titanium UDL 30" and metal roofing panels. Roof uplift (130 mph wind speed) shall be designed in compliance with Florida Building Code. Flat portions of the roof shall be membrane roofing system. Roof shall be black standing-seam metal roofing.

#### G. Special Building Requirements

1. All living rooms and bedrooms shall be pre-wired for telephone and television.
2. Energy Conservation:
  - a. Compliance with the State of Florida Energy Code
  - b. Exterior Masonry Walls: Vertical cells filled with foam-in-place insulation and rigid foam board attached to the interior wall face located between wood furring strips.
3. Flooring throughout each unit shall be nominal 13"x13" or 17"x17", ASTM C-1027 (Class V) porcelain tile, ADA-compliant and appropriate for all residential wall and floor applications.
  - a. Coefficient of Friction: Dry 0.79, Wet 0.72; Water Absorption  $\geq 0.5\%$
  - b. Showers: No plastic/acrylic inserts. All shower enclosures and wet-wall surfaces shall be porcelain tile over an approved waterproofing membrane with metal edge trim; grout shall be sealed.
4. Plumbing Fixtures: Kitchen – quality single-handle pull-down faucet (ceramic cartridge). Baths – heavy, water-saving showerheads with a wide spray pattern; WaterSense-rated lavatory faucets and toilets.
5. Countertops shall be stone (quartz or granite) or PHA-approved equivalent.
6. Cabinetry and Hardware: Provide soft-close cabinet hinges and drawer glides throughout. Interior doors: solid-core with heavy-feel lever or knob hardware (Grade 2 or better). Toilets: provide soft-close seats.
7. Install all electric Energy Star appliances including range/oven (electric or induction), refrigerator, dishwasher, and microwave. Provide a wall-mount range hood vented to exterior. Microwave to be cabinet/trim-kit mounted (not over the range).
8. Each dwelling unit shall include a split-system heat-pump HVAC. Domestic hot water: provide a 100% electric, tankless water heater per dwelling (dedicated circuit sized to manufacturer requirements; provide condensate/relief provisions as applicable). Cooling shall be accomplished by evaporative coil outside. Heating shall be accomplished by reverse heat pump and electric heat strips. Use heat-pump HVAC (or high-efficiency electric water heater where justified).
9. Trim & Paint: Provide 5" or 7" baseboards (profile by submittal). Use matte, washable, low-VOC paint in common areas and bedrooms.
10. All dwelling units shall be two-story design. Stairs will be equipped with motorized chair lift in ADA compliant units.

#### H. Property Description:

The properties are currently located within Putnam County, inside the City of Palatka limits. Two off-street parking spaces per townhouse shall be provided.

#### I. Special Site Requirements:

1. The PHA requests that the stormwater retention area, which will be required by the St. Johns River Water Management District, be located approximately as required, per specific site restrictions.
2. Parking shall be on a "two off-street spaces per unit" basis with four additional spaces adjacent to the units designated as handicapped units. Also provide additional space for garbage dumpsters as

required.

3. The existing water service available for connection at all communities. Developer shall verify existing water supply lines and sanitation lines to ensure the new development will not overtax the site at the existing utilities.

J. Geotechnical Investigations:

The Developer shall provide the services of a Florida Licensed Professional Geotechnical Engineer to plan, conduct, and execute a geotechnical site investigation required for the proposed construction activities. The geotechnical investigation shall include, but not necessarily be limited to, consideration of site stability, support/bearing capacity, clearing and grading recommendations, foundation requirements, excavation and fill requirements, soil stabilization requirements, compaction requirements, pavement design criteria, and quality control testing requirements. The Geotechnical Engineer shall further inspect construction, conduct required quality control testing, and report/accept results.

K. Clearing and Site Preparation:

1. Comply with the National Pollutant Discharge Elimination System (NPDES) construction activity application/notification requirements.
2. Comply with requirements of the St. Johns River Water Management District (SJRWMD).
3. Comply with the requirements of the City of Palatka.
4. Comply with the requirements specified by the Geotechnical Engineer.
5. Comply with the requirements of the City of Palatka for saving and/or replacement of existing trees. All of the large trees shown on the property survey shall be saved where possible.
6. Disposal of materials generated by the clearing and site preparation shall be in accordance with the ordinances and regulation of the City of Palatka and Putnam County. Burning and burying debris shall not be permitted.

L. Paving and Grading:

1. Provide flexible pavement for access drives and parking complying with the latest edition of *Florida Department of Transportation Specifications for Road and Bridge Construction and Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System*. Pavement shall be designed for a 20-year service life.
2. Comply with all Florida state and local code requirements for site access and handicap parking including, but not necessarily limited to, number, locations, lengths, widths, slopes, marking, signage, and surface treatments.
3. Comply with parking and access requirements of the City of Palatka and Florida Department of Transportation. Provide sidewalks throughout the site to accommodate foot traffic.

M. Drainage:

1. Design site drainage facilities to comply with requirements of the St. Johns River Water Management District (SJRWMD).
2. Design facilities to comply with the drainage requirements of the City of Palatka or Putnam County but not less than the following:
  - a. Elevate structures at least one foot above the 100-year flood elevation (FEMA, FIRM Base Flood Elevation, if available or 100-year flood elevation determined specifically for the site when no FEMA FIRM Base Flood Elevation exists.

#### N. Utilities (Water and Sewer)

The existing communities have existing on-site water and sewer utilities available. The Developer shall verify existing sizes of utilities.

##### 1. Water Service

- a. Provide design, permit, construct, test, and place into operation a public water main extension from City of Palatka's existing water main as required. Design and construct required onsite public water distribution system to include metering for individual units and support demands for common areas, and landscape irrigation. Provide separate electric meters per dwelling (plus a house meter if needed). Provide separate water meters per dwelling where permitted; otherwise, install unit-level submeters with individual shutoffs.

##### 2. Sanitary Sewer Service

- a. Design, construct, and place into operation an onsite sanitary sewer collection system; design an onsite sanitary sewer lift station, and a sanitary sewer force main to connect to the City of Palatka's existing gravity sewer.

##### 3. Telecom

Pre-wire each dwelling and the quad for telecom service: 2" conduit from ROW to demarcation with pull string; structured media panel in each unit with home-run CAT6 + RG-6 to living room and all bedrooms; power at demarcation.

#### O. Landscaping and Irrigation

1. Design and construct landscape (including irrigation) as required by the City of Palatka and HUD Requirements. Provide lawn, shrubs, and trees as required by the City of Palatka and HUD (MPS) for new construction.
2. Provide the City of Palatka a tree survey indicating number of existing trees to be removed, the breast height diameter indicated, and proposed replacement trees.

#### P. Special Project Requirements and Instructions:

1. Staged construction will not be allowed.
2. Owner's Option to Direct Purchase Materials
  - a. The PHA is tax exempt and may exercise its right to purchase directly various construction materials, supplies, and equipment that may be a part of this Proposal. The PHA may exercise this option at no additional cost. The PHA will, via purchase orders, purchase the materials, and the Developer shall assist the PHA in the preparation of the purchase orders. The materials shall be purchased from the vendors/suppliers selected by the Developer, for the price originally negotiated by the Developer.
  - b. The Contract amount shall be reduced by the net, undiscounted amount of the purchase orders plus all sales taxes. Issuance of the purchase orders by the PHA shall not relieve the Developer of any of his responsibilities regarding material purchases, or installations, with the exception of the payments for the materials purchased. Developer shall remain fully responsible for coordination, correct quantities ordered, submittal, protection, storage, scheduling, shipping, security, expediting, receiving, installation, cleaning and all applicable warranties.
  - c. The material supplier may be required to provide a Supply Bond in the amount of 100% of the purchase order price. The Bond shall be from a qualified surety company authorized to do business in the State of Florida and acceptable to the PHA. Verifying that a designated

material supplier can furnish a Supply Bond (if required) will be responsibility of the Developer.

3. Non-Discrimination Clause:

- a. The non-discrimination clause contained in Section 202, Executive Order 11240, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein, and shall be incorporated into all contracts between Developer and any and/or all of his contractors, subcontractors, material suppliers, architects, engineers, designers, surveyors, etc.

4. Apprentice Employee Requirements:

- a. Developer's attention is called to the State Public Works Compliance Act, Paragraph 446.102, Florida Statutes. The Bureau of Apprenticeship in the Division of Labor, Florida Department of Commerce, will assist the Developer in the determination of actual or anticipated need in complying with the statutory requirements of this law.
- b. The following pertinent Contract clauses from the Act shall be the conditions of each State of Florida Contract in excess of \$25,000. The Developer agrees, if awarded the Contract:
  - i. To hire, for their performance of the Contract, a number of apprentices in each occupation which bears to the number of the journeymen in that occupation to be employed in the performance of the Contract ratio of at least one apprentice or trainee to every five (5) journeymen.
  - ii. That he will, when feasible, assure that 25% of such apprentices or trainees are in their first year of training, except when the number of apprentices or trainees to be hired is fewer than four. Feasibility here involves consideration of the availability of training opportunities for first year apprentices or trainees, the hazardous nature of the work for beginning workers and excessive unemployment of apprentices or trainees in their second and/or subsequent years of training.
  - iii. That during the performance of the Contract, he will make diligent efforts to employ the number of apprentices or trainees necessary to meet the requirements of subparagraphs 1 and 2 above; however, on-the-job training programs shall only be established in non-apprenticable trades or occupations, to meet the requirements of Section 446.101, Florida Statutes.
- c. The Developer agrees to return records of employment by trade the number of apprentices or trainees, or apprentices or trainees by first year of training and of journeymen and the wages paid and hours of work of such persons, on a form as prescribed by the Bureau of Apprenticeship of the Office of labor Relations, Florida Department of Commerce, at three (3) month intervals. Submission of duplicate copies of forms submitted to the United States Department of labor shall be sufficient compliance with the provisions of this section.

5. Florida Products and Labor:

- a. The Developer's attention is called to Section 255.04, Florida Statutes, which requires that on public contracts, Florida products and labor shall be used wherever price and quality are equal.

6. Taxes and Permits:

- a. The PHA is not subject to Florida sales and use tax. However, any Developer who purchases materials which will be used in the construction of a building will not be exempted from the

sales tax on these materials as evidenced by the following excerpt from the Florida Statutes:  
*"The State, any county, municipality, or political subdivision of this State is exempt from the sales tax, except this exemption shall not include sales of tangible personal property made to Contractors employed either directly or as agent of any such government or political subdivision thereof when such tangible personal property goes into or becomes a part of public works owned by such government or political subdivision thereof"*

- b. The PHA is not subject to:
    - i. Federal excise taxes on materials or appliances that are incorporated into and become a part of the completed improvement.
    - ii. Cost of municipal or county building permits.
  - c. In every case of a purchase of materials to be incorporated into the work which are subject to Federal excise tax, the PHA will furnish to the Contractor the necessary Federal excise tax exemption certificate upon receipt of a copy of the supplier's invoice showing the item or items, the net price and Federal excise tax separately.
  - d. The PHA will furnish certain material and equipment items as outlined in this section.
  - e. The Developer is required to obtain all required City of Palatka building permits, SJRWMD approvals, Florida DOT approvals, Putnam County approvals, etc.
7. Reference is made to and incorporated herein "Representations, Certifications, and Other Statements of Bidders, Public and Indian Housing Programs", Form HUD-5369 (11/92), pages 1, 2 & 3 of 3 (attached to this Packet)
8. Forms:
- a. Developer shall complete and submit the "Drug-Free Workplace Program" form with his proposal (see Part 4 - Forms and Documents).
  - b. Developer shall complete and submit the attached "Public Entity Crime Form" with his proposal (see Part 4 - Forms and Documents).
9. Certificate of Contractor's License
- a. The Developer's Design Professionals (architects, engineers, land surveyors, landscape architects, etc.) shall provide the PHA a copy of their current State of Florida Department of Business and Professional Regulation Licenses (personal and corporate).
  - b. The Developer's General Contractor shall provide a copy to the PHA of his current license which authorizes him to perform the work for this project. NOTE: A city or county occupational license will not suffice for the purpose of this section. The Developer's General Contractor shall provide an original ink signature on the face of the copy of the license. This shall be provided as part of the proposal.
10. Proposal Evaluation Criteria: The standard rating procedure is described in Part IV.
11. Proposal Instructions: Specific details for submitting proposals:
- a. Proposals must be complete. The PHA will determine if any omission makes the proposal "nonresponsive". A proposal is considered to be "non-responsive" if critical information is missing or the proposal represents a major deviation from this packet. In such cases the developer will be notified, the reason stated, and the proposal will not be considered by the PHA. In the event of minor omissions, the PHA may give the developer additional time to submit the missing information. A minor omission is one which generally will not affect any of the proposal evaluation criteria considerations.

- b. All requirements for Part II of this packet must be considered in developing the project.
  - c. Procedures for sealed envelope submissions. Although proposals will be opened after the deadline, a selection will not be announced until all proposals have been rated under the proposal evaluation criteria and HUD approval has been obtained. A proposal is not a bid and price is only one element to be considered.
  - d. Interested Developers shall submit three (3) signed copies of his proposal.
  - e. This project is eligible for the CCTC Program.
- Q. Geography and Phasing All work is to be performed inside the City of Palatka. Year 1 on PHA-owned site only. Years 2+, the developer identifies, secures site control, entitles, permits, and acquires additional Palatka sites (subject to PHA approval).

## **PART 2 - GENERAL PROGRAM REQUIREMENTS**

### **SECTION 1. GENERAL**

**Introduction:** This part explains the general program standards and policies and the statutory requirements related to the development of public housing. These requirements are applicable to all design-build proposals. Developers are advised to review this part thoroughly to ensure a complete understanding of their responsibilities. The regulations for this program may be found at 24 CFR 841 and the applicable HUD Handbook is 7417.1 Rev-1.

- A. State and Local Requirements. The developer must comply with all Federal, State and local laws and ordinances relating to the development of a project. This includes State and local requirements relating to employment, obtaining bonds and licenses, and complying with building codes and zoning requirements.
- B. Prevailing Wage Rates. Development-related contracts entered into by the developer provide for the payment of prevailing wages.
  - 1. Architects and Technicians. All architects, technical engineers, draftsmen and technicians employed in the development of the project shall be paid not less than the wages prevailing in the locality.
  - 2. Laborers and Mechanics. All laborers and mechanics employed in the development of a project shall be paid not less than the wage prevailing in the locality, as determined by the Secretary of labor pursuant to the Davis-Bacon Act (40 U.S.C. 276).
- C. Developer's Price. The design-build developer's price for the proposed project shall be based on construction costs as of the deadline date specified in the Request for Proposals.
- D. Proposal Evaluation System. Proposals will be selected on the basis of free and open competition. They will be evaluated objectively according to the procedures and criteria set forth in the Proposal evaluation System which is included in Part IV of this Packet and any additional criteria identified in Part I.
- E. Previous Participation. Developers must successfully complete HUD Previous Participation clearance before selection is approved by HUD. Clearance is initiated by the developer furnishing (as part of the design-build proposal) completed forms HU0-2530 with respect to the developer and other principals. HUD will review its experience with the developer and the other principals on the projects listed on the forms. An opportunity will be afforded the developer or other principals to explain any adverse information found during the clearance process.
- F. Contract. The Contract will be executed by the PHA and the selected developer. Both parties should carefully review the Contract to ensure an awareness of its requirements. The design-build developer must certify (as part of the proposal) that the developer has read, understands, and will comply with its

provisions.

- G. Insurance Requirements. Any risks and insurance protection during construction are solely the design-build developer's responsibility.

## SECTION 2. FAIR HOUSING AND EQUAL OPPORTUNITY

**Introduction.** The fair housing and equal opportunity requirements stated in this section apply to design-build developer activities during project development. This includes award of contracts and sub-contracts, employment of minority and women-owned business enterprises, and employment practices.

- A. Titles VI and VIII and Executive Order 11063. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and Executive Order 11063, prohibit discrimination on the basis of race, color, creed or national origin in federally assisted programs. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601), prohibits discrimination based on race, color, religion, sex or national origin in the sale or rental of housing.
- B. Section 504 of the Rehabilitation Act of 1973. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), prohibits discrimination in federally assisted programs against any otherwise qualified individual solely by reason of a handicap as defined by the Secretary of Health and Human Services.
- C. Age Discrimination Act of 1975. The Age Discrimination Act of 1975 prohibits with certain stated exceptions, discrimination in federally assisted programs against any otherwise qualified individual solely on the basis of age.
- D. Executive Order 11246. Contracts for construction work are subject to Executive Order 11246 (30 FR 12319) as amended by Executive Order 11375 (32 FR 14303), and applicable implementing regulations (24 CFR 130; 41 CFR 60), rules and orders of HUD and the Office of Federal Contract Compliance Programs of the Department of Labor. Executive Order 11246 prohibits discrimination and requires affirmative action to ensure that employee or applicants for employment are treated with regard to their race, color, religion, sex or national origin. An affirmative action plan pursuant to 24 CFR 135 must be prepared prior to execution of the Contract.
- E. Section 3 of the HUD Act of 1968. Projects under development are subject to Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701), which requires that, to the greatest extent feasible, opportunities for training and employment be given lower income residents of the unit of local government or the metropolitan area (or nonmetropolitan county), as determined by the Secretary, in which the project is located; and contracts for work in connection with a project be awarded to business concerns which are located in or owned in substantial part by persons residing in such area.
- F. Minority and Women-Owned Business Enterprise. Executive Order 11625, Prescribing Additional Arrangements for Developing and Coordinating a National Program for Minority Business Enterprise, encourages participation in Federal programs by business concerns owned by minority group members. Executive Order 12138, "Creating a National Women's Business Enterprise Policy", encourages participation in Federal programs by business concerns owned by women. In accordance with these Executive Orders, program participants (e.g., PHAs, contractors, design-build developers) shall take affirmative action to encourage participation by businesses owned and operated by minority groups and women. These affirmative actions may include: conducting out-reach programs to expand opportunities for participation by such businesses in the public housing program; providing assistance and guidance to such firms that have demonstrated a desire to participate in public housing development activities; and establishing goals for such businesses, in terms of the dollar value of contracts.

## SECTION 3. DESIGN AND CONSTRUCTION STANDARDS

- A. Basic Standards. Projects developed under the public housing program must comply with:
  - 1. Either the HUD Minimum Property Standards (MPS) for New Construction or the HUD Minimum Design Standards for Rehabilitation of Residential Properties. The MPS for multifamily Housing apply to walk-up and elevator structures and sites and are contained in Handbook 4910.1. The MPS which

apply to detached, semidetached and row structures and sites are contained in Handbook 4900.1. An up-to-date copy of the MPS is available for examination in each HUD Regional, Area and Service Office. Copies may be purchased from the United States Government Printing Office, Washington, D.C. 20402. The MPS for Rehabilitation of Residential Properties is Handbook 4940.4 which applies to all types of structures. It may be obtained free of charge from any HUD Office.

2. HUD environmental requirements and requirements for accessibility and usability by the physically handicapped (24 CFR 40 and 24 CFR 8); and Architectural Barriers Act of 1968, as amended (42 USC 4151); HUD implementing Documents 24 CFR Part 8, Non-discrimination Based on Handicap, published June 2, 1988, and Part 40, Standards for Design, Construction, and Alteration of Publicly Owned Residential Structures; and PIH 89-4, Implementation of 24 CFR Part 8, Non-discrimination Based on Handicap in Federally Assisted Programs and Activities, issued January 13, 1989; Americans with Disabilities Act, 1990.
  3. Any applicable State or local building codes and ordinances.
- B. Local MPS Variations. The Public Housing Director may approve variations from the MPS to meet special local conditions for the project. Variations may include modifications to design and construction standards, use of alternate building materials and fixtures, and the use of innovative construction methods and materials. In such cases, the Public Housing Director must determine that the alternate standards or materials will provide for a level of structural soundness, useful life, and economy in maintenance or operation that is at least equivalent to the MPS.
- C. Additional Program Standards. The basic standards identified above provide minimum design and construction requirements. The construction of public housing projects may exceed the basic standards provided that projects do not involve elaborate or extravagant design or materials. For example, increasing the MPS insulation or glazing standard may be required to conserve energy and provide for more economical operations over the projected life of the housing.
1. Additional Quality Standards. The Public Housing Director is required to develop specific additional quality standards necessary to comply with the requirements of Section 6(b) of the Act. Specifically, the law requires that the design and cost of a public housing project take into account the extra durability required for safety and security and economical maintenance of such housing; the application of good design as an essential component of such housing for safety and security as well as other purposes; the maintenance of quality in architecture to reflect the standards of the neighborhood and community; the need for maximizing the conservation of energy for heating, lighting, and other purposes; the effectiveness of existing cost limits in the area; and the advice and recommendation of local housing producers. The additional quality standards for this project may be found in Part IV of this Packet.
  2. Parking Spaces. The number of parking spaces to be provided for a public housing project is generally determined by local building codes and ordinances. In the absence of local parking requirements, the Manual of Acceptable Practices (HB 4930.1) should be used as a guide for determining the number of parking spaces to be provided.

### **PART 3 - CONTENTS OF DESIGN-BUILD PROPOSAL**

Design-Build proposals must comply with all requirements of the Design-Build Developer's Packet to be considered by the PHA. Each design-build proposal shall include:

SUBMISSION REQUIREMENTS: Interested firms must submit a Statement of Qualifications detailing the following:

1. Company history, legal identification, and organizational structure.
2. Resumes of key personnel to be assigned to this project.
3. A description of similar projects completed within the past five (5) years, including references and photos.
4. Evidence of financial capability and insurance types/limits.
5. Proposed methodology for project management and quality control.

6. Proposed project approach and general construction timeline/schedule.
7. Design Mockups/Renderings (Street elevation plus perspective), floor plans, and a materials/finish board (roofing, tile, counters). MANDATORY
8. Zoning & Zode Compliance Sheet (Setbacks, height, coverage, parking) for Palatka districts. MANDATORY
9. Energy/MEP Memo confirming that the all-electric path (HP HVAC/HPWH) is within a  $\leq$  \$200,000 per dwelling. MANDATORY
10. Schedule proving three (3) units per year with Q1 completion. MANDATORY
11. Year 2+ Site Pipeline Plan for developer-acquired parcels. MANDATORY
12. Utility/Low Voltage Plan showing per-dwelling metering and Comcast pathway/pre-wire. MANDATORY
13. Proposals without the required mockups or without all-electric plus compliance are non-responsive. MANDATORY

Interested developers should obtain a Developer's Packet, which provides details project information and submission requirements from Willie Mae Thomas, Director of Procurement, 400 North 15<sup>th</sup> Street, Palatka, Tel: 386-329-0132; Fax: 386-329-0145

- A. Developer's Experience. The developer and the developer's contractor shall provide the following information relating to their housing construction and development experience in connection with:
  1. HUD projects: a Previous Participation Certificate (Form HUD-2530), which identifies the project number, location, units, and current development status for all HUD assisted housing projects (e.g., Public Housing, Section 8, Section 202) and HUD insured projects (e.g., Section 221(d) (4), Section 236, Section 207);
  2. Other projects: a list of other projects (excluding HUD assisted and HUD insured projects) developed, identifying the number of units, structure type, community, total project cost and current development status; and
  3. Financial statement: a Personal Financial and Credit Statement (Form FHA 2417). The PHA will not be authorized to release any financial information, except to the Area Office, without the express written consent of the developer or contractor.
- B. Developer's Certification. The developer shall submit a written certification which indicates that:
  1. The developer has read and understood the provisions of the design-build contract; and
  2. If the developer's design-build proposal is selected, the developer will comply and assure that any contractors or subcontractors employed by the developer will comply with the requirements of the contract of sale.

## **PART 4 - FORMS AND DOCUMENTS**

The following forms and documents are provided with each packet:

1. PHA's Proposal Evaluation System
2. Form HUD-2530 (Previous Participation Certificate)
3. Drug-Free Workplace Form
4. Public Entity Crime Form
5. Examples of similar type project (limit 5).

## PHA'S PROPOSAL EVALUATION SYSTEM

**Proposal Evaluation Criteria:** The PHA will evaluate and rate each design-build proposal objectively on the basis of the following criteria:

1. Developer's Price: the total developer's price including all Architectural and Engineering, and Developers home office overhead and profit **(10 points max)**;
2. Developer's Experience: the ability of the design-build developer, design professionals and contractor, to design and build a housing project of the type and scale proposed, including the number, complexity and location of construction activities currently underway **(10 points max)**;
3. The developer has described how he plans to use the CCTC Tax Credit Program **(10 points max)**;
4. DC&E Cost: the developer's dwelling construction and equipment cost as a percent of the base project prototype cost **(6 points max)**;
5. Architectural Treatment: the degree to which the design, and placement of buildings is aesthetic and complements adjacent development, and the building and unit floor plans and layout provide functional housing arrangements and generally conform to the Design/Build criteria drawings (contemporary style). Design carries significant weight. Economical-luxury curb appeal (black metal roof, durable vertical siding proportioned fenestration), efficient 3-bedroom/2-bathroom layouts within 1,00-1,500 SF, natural light, storage, and clear documentation of two-spaces per unit, Rendered mockups are required. **(6 points max)**;
6. Special Design Features: the degree to which the design incorporates features that provide for efficient project operations, lower maintenance costs, and the safety and security of the occupants **(6 points max)**;
7. Energy Savings: the extent that the design provides for long term energy savings by incorporating the use of energy conservation features. Extra credit for solar **(6 points max)**;
8. Materials and Equipment: the extent that durable, low maintenance, construction material and equipment will be used **(6 points max)**;
9. Overall Project Design: the extent that the proposed housing meets the design and functional objectives indicated in the Design-Build Developer's Packet **(6 points max)**;
10. Other PHA Criteria: any other objective criteria established by the PHA and identified in Part I of this Design-Build Developer's Packet. Independent metering locations, Comcast demarcation plus 2" conduit to the right of way, and structured cabling home-runs on plans **(6 points max)**.

**Total 3\*10 points + 7\*6 points = 72 points**

**Proposal Rating and Selection:** The PHA will rate each responsive design-build proposal on the basis of the criteria above. If the highest rated design-build proposal was assigned a zero by the PHA for any criterion, the PHA may select the next highest rated design-build proposal for which no criterion was assigned a zero.

1. Standard Rating System. The standard rating system shall be used if special PHA criteria were not established. (See Part I, Proposal Evaluation Criteria.) The maximum rating under the standard system is 72 points. However, a design-build proposal must receive a score of at least 44 points to be selected by the PHA based on the following rating procedure:
  - a. Developer's Price. A design-build proposal will be considered as average, if the developer's price is between 90 percent and 100 percent of the median developer's price for all responsive design-build proposals; poor, if the developer's price is more than 100 percent; and superior, if the developer's price is less than 90 percent. Points for developer's price shall be assigned as either superior (10 points), average (5 points), or poor (zero points).
  - b. DC&E Cost. A design-build proposal will be considered as average, if the Dwelling Construction and Equipment (DC&E) portion of the developer's price is between 90 percent and 100 percent of the base project prototype cost, poor, if the DC&E cost is more than 100 percent; and superior, if it is less than 90 percent. Points for DC&E cost shall be assigned as either superior (10 points), average (5 points), or poor (zero points).

- c. Developer's Experience. The PHA shall evaluate the developer's and, if applicable, the contractor's previous experience in housing construction. Points for developer and contractor experience shall be assigned as either: superior (10 points), average (5 points), or poor (zero points).
- d. Site and Design Criteria. The PHA shall evaluate the design-build proposals for each of the other criteria and shall assign points as superior (6 points), average (3 points), or poor (zero points).

## **REQUIRED FORMS**

# Previous Participation Certification

OMB Approval No. 2502-0118  
(Exp. 05/31/2019)

## US Department of Housing and Urban Development Office of Housing/Federal Housing Commissioner

## US Department of Agriculture Farmers Home Administration

|                                                                                        |                            |                                                    |                                                                                                                                                     |
|----------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part I to be completed by Principals of Multifamily Projects (See instructions)</b> |                            | <b>For HUD HQ/FmHA use only</b>                    |                                                                                                                                                     |
| Reason for submission:                                                                 |                            |                                                    |                                                                                                                                                     |
| 1. Agency name and City where the application is filed                                 |                            | 2. Project Name, Project Number, City and Zip Code |                                                                                                                                                     |
| 3. Loan or Contract amount \$                                                          | 4. Number of Units or Beds | 5. Section of Act                                  | 6. Type of Project (check one)<br><input type="checkbox"/> Existing <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Proposed (New) |

### 7. List all proposed Principals and attach organization chart for all organizations

| Name and address of Principals and Affiliates (Name: Last, First, Middle Initial) proposing to participate | 8 Role of Each Principal in Project | 9. SSN or IRS Employer Number |
|------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------|
|                                                                                                            |                                     |                               |
|                                                                                                            |                                     |                               |
|                                                                                                            |                                     |                               |
|                                                                                                            |                                     |                               |
|                                                                                                            |                                     |                               |

Certifications: The principal(s) listed above hereby apply to HUD or USDA FmHA, as the case maybe, for approval to participate as principal(s) in the role(s) and project listed above. The principal(s) each certify that all the statements made on this form are true, complete and correct to the best of their knowledge and belief and are made in good faith, including any Exhibits attached to this form. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. The principal(s) further certify that to the best of their knowledge and belief:

- Schedule A contains a listing, for the last ten years, of every project assisted or insured by HUD, USDA FmHA and/or State and local government housing finance agencies in which the principal(s) have participated or are now participating.
- For the period beginning 10 years prior to the date of this certification, and except as shown on the certification:
  - No mortgage on a project listed has ever been in default, assigned to the Government or foreclosed, nor has it received mortgage relief from the mortgagee;
  - The principals have no defaults or noncompliance under any Conventional Contract or Turnkey Contract of Sale in connection with a public housing project;
  - There are no known unresolved findings as a result of HUD audits, management reviews or other Governmental investigations concerning the principals or their projects;
  - There has not been a suspension or termination of payments under any HUD assistance contract due to the principal's fault or negligence;
  - The principals have not been convicted of a felony and are not presently the subject of a complaint or indictment charging a felony. (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment of two years or less);
  - The principals have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency;
  - The principals have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond;
- All the names of the principals who propose to participate in this project are listed above.
- None of the principals is a HUD/FmHA employee or a member of a HUD/FmHA employee's immediate household as defined in Standards of Ethical Conduct for Employees of the Executive Branch in 5 C.F.R. Part 2635 (57 FR 35006) and HUD's Standard of Conduct in 24 C.F.R. Part 0 and USDA's Standard of Conduct in 7 C.F.R. Part 0 Subpart B.
- None of the principals is a participant in an assisted or insured project as of this date on which construction has stopped for a period in excess of 20 days or which has been substantially completed for more than 90 days and documents for closing, including final cost certification, have not been filed with HUD or FmHA.
- None of the principals have been found by HUD or FmHA to be in noncompliance with any applicable fair housing and civil rights requirements in 24 CFR 5.105(a). (If any principals or affiliates have been found to be in noncompliance with any requirements, attach a signed statement explaining the relevant facts, circumstances, and resolution, if any).
- None of the principals is a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.
- Statements above (if any) to which the principal(s) cannot certify have been deleted by striking through the words with a pen, and the relevant principal(s) have initialed each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances.

| Name of Principal                  | Signature of Principal | Certification Date(mm/dd/yyyy) | Area Code and Tel. No. |
|------------------------------------|------------------------|--------------------------------|------------------------|
|                                    |                        |                                |                        |
|                                    |                        |                                |                        |
|                                    |                        |                                |                        |
|                                    |                        |                                |                        |
| This form prepared by (print name) |                        | Area Code and Tel. No.         |                        |

# Previous Participation Certification

OMB Approval No. 2502-0118  
(Exp. 05/31/2019)

**Schedule A: List of Previous Projects and Section 8 Contracts.** Below is a complete list of the principals' previous participation projects and participation history in multifamily Housing programs of HUD/FmHA, State and local Housing Finance Agencies. **Note:** Read and follow the instruction sheet carefully. Make full disclosure. Add extra sheets if you need more space. Double check for accuracy. If no previous projects, write by your name, **"No previous participation, First Experience"**.

| 1. Principals Name (Last, First) | 2. List of previous projects (Project name, project ID and, Govt. agency involved ) | 3. List Principals' Role(s) (indicate dates participated, and if fee or identity of interest participant) | 4. Status of loan (current, defaulted, assigned, foreclosed) | 5. Was the Project ever in default during your participation<br>Yes No If yes, explain |  |  | 6. Last MOR rating and Physical Insp. Score and date |
|----------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------|--|--|------------------------------------------------------|
|                                  |                                                                                     |                                                                                                           |                                                              |                                                                                        |  |  |                                                      |

## Part II- For HUD Internal Processing Only

Received and checked by me for accuracy and completeness; recommend approval or refer to Headquarters after checking appropriate box.

|                   |                                                    |                                                                                                                                                 |                                                                                                                              |
|-------------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Date (mm/dd/yyyy) | Tel No. and area code                              | <input type="checkbox"/> A. No adverse information; form HUD-2530 approval recommended.<br><br><input type="checkbox"/> B. Name match in system | <input type="checkbox"/> C. Disclosure or Certification problem<br><br><input type="checkbox"/> D. Other (attach memorandum) |
| Staff             | Processing and Control                             |                                                                                                                                                 |                                                                                                                              |
| Supervisor        | Director of Housing/Director, Multifamily Division | Approved<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                            | Date (mm/dd/yyyy)                                                                                                            |

### Instructions for Completing the Previous Participation Certificate, form HUD-2530

Carefully read these instructions and the applicable regulations. A copy of those regulations published at 24 C.F.R. 200.210 to 200.245 can be obtained from the Multifamily Housing Representative at any HUD Office. Type or print neatly in ink when filling out this form. Mark answers in all blocks of the form. If the form is not filled completely, it will delay approval of your application.

Attach extra sheets as you need them. Be sure to indicate "Continued on Attachments" wherever appropriate. Sign each additional page that you attach if it refers to you or your record.

**Carefully read the certification before you sign it.** Any questions regarding the form or how to complete it can be answered by your HUD Office Multifamily Housing Representative.

**Purpose:** This form provides HUD with a certified report of all previous participation in HUD multifamily housing projects by those parties making application. The information requested in this form is used by HUD to determine if you meet the standards established to ensure that all principal participants in HUD projects will honor their legal, financial and contractual obligations and are acceptable risks from the underwriting standpoint of an insurer, lender or governmental agency. HUD requires that you certify your record of previous participation in HUD/USDA-FmHA, State and Local Housing Finance Agency projects by completing and signing this form, before your project application or participation can be approved.

HUD approval of your certification is a necessary precondition for your participation in the project and in the capacity that you propose. If you do not file this certification, do not furnish the information requested accurately, or do not meet established standards, HUD will not approve your certification.

**Note that approval of your certification does not obligate HUD to approve your project application, and it does not satisfy all other HUD program requirements relative to your qualifications.**

#### Who Must Sign and File Form HUD-2530:

Form HUD-2530 must be completed and signed by all principals applying to participate in HUD multifamily housing projects, including those who have no previous participation. The form must be signed and filed by all principals and their affiliates who propose participating in the HUD project. Use a separate form for each role in the project unless there is an identity of interest.

Principals include all individuals, joint ventures,

partnerships, corporations, trusts, non-profit organizations, any other public or private entity that will participate in the proposed project as a sponsor, owner, prime contractor, turnkey developer, managing agent, nursing home administrator or operator, packager, or consultant. Architects and attorneys who have any interest in the project other than an arm's length fee arrangement for professional services are also considered principals by HUD.

In the case of partnerships, all general partners regardless of their percentage interest and limited partners having a 25 percent or more interest in the partnership are considered principals. In the case of public or private corporations or governmental entities, principals include the president, vice president, secretary, treasurer and all other executive officers who are directly responsible to the board of directors, or any equivalent governing body, as well as all directors and each stockholder having a 10 percent or more interest in the corporation.

Affiliates are defined as any person or business concern that directly or indirectly controls the policy of a principal or has the power to do so. A holding or parent corporation would be an example of an affiliate if one of its subsidiaries is a principal.

**Exception for Corporations** – All principals and affiliates must personally sign the certificate except in the following situation. When a corporation is a principal, all of its officers, directors, trustees and stockholders with 10 percent or more of the common (voting) stock need not sign personally if they all have the same record to report. The officer who is authorized to sign for the corporation or agency will list the names and title of those who elect not to sign. However, any person who has a record of participation in HUD projects that is separate from that of his or her organization must report that activity on this form and sign his or her name. The objective is full disclosure.

**Exemptions** – The names of the following parties do not need to be listed on form HUD-2530: Public Housing Agencies, tenants, owners of less than five condominium or cooperative units and all others whose interests were acquired by inheritance or court order.

#### Where and When Form HUD-2530 Must Be Filed:

The original of this form must be submitted to the HUD Office where your project application will be processed at the same time you file your initial project application. This form must be filed with applications for projects, or when otherwise required in the situations listed below:

- Projects to be financed with mortgages insured under the National Housing Act (FHA).
- Projects to be financed according to Section 202 of the Housing Act of 1959 (Elderly and

Handicapped).

- Projects in which 20 percent or more of the units are to receive a subsidy as described in 24 C.F.R. 200.213.
- Purchase of a project subject to a mortgage insured or held by the Secretary of HUD.
- Purchase of a Secretary-owned project.
- Proposed substitution or addition of a principal or principal participation in a different capacity from that previously approved for the same project.
- Proposed acquisition by an existing limited partner of an additional interest in a project resulting in a total interest of 25 percent or more or proposed acquisition by a corporate stockholder of an additional interest in a project resulting in a total interest of 10 percent or more.
- Projects with U.S.D.A., Farmers Home Administration, or with state or local government housing finance agencies that include rental assistance under Section 8 of the Housing Act of 1937. For projects of this type, form HUD-2530 should be filed with the appropriate applications directly to those agencies.

**Review of Adverse Determination:** If approval of your participation in a HUD project is denied, withheld, or conditionally granted on the basis of your record of previous participation, you will be notified by the HUD Office. You may request reconsideration by the HUD Review Committee. Alternatively, you may request a hearing before a Hearing Officer. Either request must be made in writing within 30 days from your receipt of the notice of determination.

If you do request reconsideration by the Review Committee and the reconsideration results in an adverse determination, you may then request a hearing before a Hearing Officer. The Hearing Officer will issue a report to the Review Committee. You will be notified of the final ruling by certified mail.

#### Specific Line Instructions:

**Reason for submitting** this Certification: e.g., refinance, change in ownership, change in management agent, transfer of physical assets, etc.

**Block 1:** Fill in the name of the agency to which you are applying. For example: HUD Office, Farmers Home Administration District office, or the name of a State or local housing finance agency. Below that, fill in the name of the city where the office is located.

**Block 2:** Fill in the name of the project, such as "Greenwood Apts." If the name has not yet been selected, write "Name unknown." Below that, enter the HUD contract or project identification number, the Farmers Home Administration project number, or the State or local housing finance agency project or contract number. Include **all** project or contract

identification numbers that are relevant to the project. Also enter the name of the city in which the project is located, and the ZIP Code.

**Block 3:** Fill in the dollar amount requested in the proposed mortgage, or the annual amount of rental assistance requested.

**Block 4:** Fill in the number of apartment units proposed, such as "40 units." For hospital projects or nursing homes, fill in the number of beds proposed, such as "100 beds."

**Block 5:** Fill in the section of the Housing Act under which the application is filed.

**Block 7:** Definitions of all those who are considered principals and affiliates are given above in the section titled "Who Must Sign and File...."

**Block 8:** Beside the name of each principal, fill in the appropriate role. The following are examples of possible roles that the principals may assume: Owner/Mortgagor, Managing Agent, Sponsor, Developer, General Contractor, Packager, Consultant, Nursing Home Administrator etc.

**Block 9:** Fill in the Social Security Number or IRS employer number of every principal listed, including affiliates.

#### Instructions for Completing Schedule A:

Be sure that Schedule A is filled-in completely, accurately and the certification is properly dated and signed, because it will serve as a legal record of your previous experience. All Multifamily Housing projects involving HUD/ FmHA, and State and local Housing Finance Agencies in which you have previously participated **must be** listed. Applicants are reminded that previous participation pertains to the individual principal within an entity as well as the entity itself. A newly formed company may not have previous participation, but the principals within the company may have had extensive participation and disclosure of that activity is required.

**Column 2. All previous projects must be listed or your certification cannot be processed.** Include the name of all projects, project number, city where it is located and the governmental agency (HUD, USDA-FmHA or state or local housing finance agency) that was involved.

**Column 3.** List the role(s) as a principal, dates participated and if fee or identity of interest (IOI) with owners.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Column 4.</b> Indicate the current status of the loan. Except for current loan, the date associated with the status is required. Loans under a workout arrangement are considered assigned. For all noncurrent loans, an explanation of the status is required.</p> <p><b>Column 5.</b> Explain any project defaults during your participation.</p> <p><b>Column 6.</b> Provide the latest Management Review (MOR) rating and Physical Inspection score.</p> <p><b>Certification:</b> After you have completed all other parts of</p> | <p>form HUD-2530, including schedule A, read the Certification carefully. In the box below the statement of the certification, fill in the names of all principals and affiliates as listed in block 7. Each principal should sign the certification with the exception in some cases of individuals associated with a corporation (see "Exception for Corporations" in the section of the instructions titled "Who Must Sign and File Form HUD-2530). Principal who is signing on behalf of the entity should attach signature authority document. Each principal who signs the form should fill in the date of the signature and</p> | <p>a telephone number. By providing a telephone number, HUD can reach you in the event of any questions.</p> <p>If you cannot certify and sign the certification as it is printed because some statements do not correctly describe your record, use a pen to strike through those parts that differ with your record, and then sign and certify.</p> <p>Attach a signed statement of explanation of the items you have struck out on the certification. Item 2e. relates to felony convictions within the past 10 years. If you are convicted of</p> | <p>a felony within the past 10 years, strike out 2e. and attach statement of explanation. A felony conviction will not necessarily cause your participation to be disapproved unless there is a criminal record or other evidence that your previous conduct or method of doing business has been such that your participation in the project would make it an unacceptable risk from the underwriting stand point of an insurer, lender or governmental agency.</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The Department of Housing and Urban Development (HUD) is authorized to collect this information by law (42 U.S.C. 3535(d) and 24 C.F.R. 200.217) and by regulation at 24 CFR 200.210. This information is needed so that principals applying to participate in multifamily programs can become HUD-approved participants. The information you provide will enable HUD to evaluate your record with respect to established standards of performance, responsibility and eligibility. Without prior approval, a principal may not participate in a proposed or existing multifamily project. HUD uses this information to evaluate whether or not principals pose an unsatisfactory underwriting risk. The information is used to evaluate the potential principals and approve only individuals and organizations that will honor their legal, financial and contractual obligations.

**Privacy Act Statement:** The Housing and Community Development Act of 1987, 42 U.S.C. 3543 requires persons applying for a Federally-insured or guaranteed loan to furnish his/her Social Security Number (SSN). HUD must have your SSN for identification of your records. HUD may use your SSN for automated processing of your records and to make requests for information about you and your previous records with other public agencies and private sector sources. HUD may disclose certain information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law. You must provide all of the information requested in this application, including your SSN.

**Public reporting burden** for this collection of information is estimated to average 1 hour 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 agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

A response is mandatory. Failure to provide any of the information will result in your disapproval of participation in this HUD program.

## DRUG FREE WORKPLACE PROGRAM FORM

In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counselling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Subsection (1).
- 4) In the statement specified in Subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THIS STATEMENT, I CERTIFY THAT THIS FIRM,

---

(Name of Company)

COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Authorized Signature

Date

---

---

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA  
STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who, being by me first duly sworn, made the following statement:

1. The business address of \_\_\_\_\_ (name of bidder or contractor) is

\_\_\_\_\_

2. My relationship to \_\_\_\_\_ (name of bidder or contractor) is: \_\_\_\_\_

(state relationship such as sole proprietor, partner, president, vice president)

3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member, or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

(Draw a line through paragraph 6 if paragraph 7 below applies)

7. There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member, or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidder or the contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is \_\_\_\_\_. A copy of the order of the Division of Administrative Hearings is attached to this statement.

(Draw a line through paragraph 7 if paragraph 6 above applies)

Sworn to and subscribed before me in the state and county first mentioned above on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

(affix seal)

My Commission Expires \_\_\_\_\_  
PUR 7068 (8/89)