



**Request for Proposal
From Modular Design & Build Companies (“Modular Partner”)
For Design and Off-site Construction of Modular Homes**

1523 and 1551 Verbena Street
Denver, CO 80220

Issued by:

Elevation Community Land Trust
1114 W. 7th Ave., Ste. 101
Denver, CO 80204

RFP Issued: March 9, 2026
Proposals Due: April 24, 2026 by 5:00 PM Mountain time

RFP Reference: 1523-1551_Verbena_Denver

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About Elevation Community Land Trust:

Elevation Community Land Trust (ECLT) is a statewide nonprofit organization focused on the creation and long-term stewardship of permanently affordable homeownership opportunities for low to moderate-income households across Colorado. ECLT accomplishes this work through the community land trust (CLT) model, whereby ECLT maintains ownership of the land and sells a fee-simple interest in the improvements and a leasehold interest in the land to qualified households. Homes in the ECLT portfolio are priced to be affordable (less than 35% of gross income going toward housing costs) to a reasonable household size earning 80% of the Area Median Income (AMI) and the home purchase prices are discounted relative to market through public and philanthropic subsidies.

ECLT creates new homeownership opportunities through the renovation of existing properties, and through partnership with developers to build new construction homes. In many cases, ECLT receives public funding that supports acquisition and/or development of new permanently affordable homeownership opportunities.

ECLT manages a portfolio of over 500 permanently affordable homes that are either occupied by income-qualified homeowners or in the process of development or rehabilitation. ECLT has more than 300 homeowners across 13 municipalities, ranging from single person homeowners in studio condos to multi-generational households in single family homes.

RFP Summary:

This RFP is seeking a Modular Manufacturing Partner for a scope of work to include design and off-site construction of more than ten 10 units of 2 and 3-bedroom permanently affordable homes for an infill redevelopment site in Denver. Respondents may choose to include additional services in their scope, specifically interest to also act as Development Partner or to express support for a specific Development Partner to work with on this project.

RFP TIMELINE:	
RFP Issued	March 9, 2026
RFP Questions due via Form link:	Please submit questions by submitting them via RFP Questions Submission - Modular Homes Project – Fill out form no later than March 23rd, 2026 by 5:00PM Mountain time. Verbal questions will not be accepted.

RFP TIMELINE:	
All substantial questions will be compiled and answers to submitted questions distributed to all proposers via addendum:	April 3 rd , 2026
RFP Submissions Due:	April 24th, 5:00 PM Mountain time All proposals and attachments should be submitted via email to David Ogunsanya, VP of Real Estate at dogunsanya@elevationclt.org and Yvonne Duvall, Chief Programs Officer yduvall@elevationclt.org
Notifications:	May 1 st , 2026
Interviews:	Evaluation and Interviews: For selected applicants, interviews will be held beginning the week of May 8, 2026
Final Selection	Final Selection will be announced before May 30, 2026

Project Background:

The redevelopment of 1523 and 1551 Verbena Street in Denver is a partnership between Elevation Community Land Trust (ECLT) and the City and County of Denver. The City of and County of Denver was awarded American Rescue Plan Act (ARPA) funds in March 2021 (see Funding Agreement) whereas the City provided funding to ECLT for costs related to the acquisition of 1523 & 1551 Verbena Street, Denver, CO. Upon acquisition, the property included nine (9) rental dwelling units. The terms of the Funding Agreement acknowledge that the property shall initially be used as affordable rental housing and then shall subsequently be redeveloped.

The redevelopment must create more than ten 10 units of 2 and 3-bedroom permanently affordable for-sale units that will be sold to income-qualified households earning at or below 80% of the Area Median Income (AMI). **Construction must commence* no later than February 2027.**

Key Project Details:	
Address:	1523 and 1551 Verbena Street, Denver CO 80220
Legal Description:	<p>PARCEL A: LOTS 30 THROUGH 35, INCLUSIVE, BLOCK 3, EAST COLFAX SUBDIVISION, CITY AND COUNTY OF DENVER, STATE OF COLORADO</p> <p>PARCEL B: LOTS 36 AND 37, BLOCK 3, EAST COLFAX SUBDIVISION, CITY AND COUNTY OF DENVER, STATE OF COLORADO</p>
Property Size:	23,875 SF (0.548 acres)
Zoning:	<p>Current: E-MU-2.5 Proposed (with rezoning*): E-RX-3</p> <p>https://denvergov.org/files/assets/public/v/8/community-planning-and-development/documents/zoning/denver-zoning-code/denver_zoning_code_article4_urban_edge.pdf</p> <p>*Please note: ECLT is in the rezoning application process with the City of Denver/ Affordable Housing Review Team (AHRT) to rezone the parcel to E-RX-3 in order to allow for an apartment building type, vertically stacked units up to 30 feet in height. We anticipate the rezoning process to begin in June 2026 and take 6-8 months from the time of submission.</p>
Site Condition:	The property consists of 2 lots, a combination of vacant land and a nine (9) rental dwelling units. All existing improvements will be vacated and demolished as part of the redevelopment. See ALTA survey provided as a reference.
Required Redevelopment Unit Mix:	More than ten 10 units of 2 and 3-bedroom permanently affordable homes in a stacked condo configuration.
Target Unit Mix (per ECLT):	Maximize density assuming a E-RX-3 zoning designation using a stacked flat configuration or other allowable building type showing 2 and 3-bedroom homes

Design:	<p>The design should maximize land use efficiency on the site. Proposals should specify if it includes in-house architecture, engineering and design services, or if your proposal includes working with a third-party designer.</p> <p>Please include:</p> <ul style="list-style-type: none"> ● Rough schematic design including unit counts, bedroom/bath counts ● Preliminary floor plans
Sustainability:	<p>The design and development should emphasize value-driven, high-quality and sustainable materials. The homes will need to prioritize lower utility costs and lower maintenance costs for the residents.</p>
Parking:	<p>Surface level parking to meet code requirements.</p>
Construction Commencement Date:	<p>No later than February 7, 2027.</p> <p>Construction commencement shall be defined as demolition commencing per an approved redevelopment plan.</p>

Modular Partner Services and Requirements:

If selected, ECLT desires to enter into a reimbursement basis contractual agreement with Modular Partner for the following scope of services:

- Design of modular units to achieve optimal density, and an appropriate mix of unit types
- Off-site construction/fabrication of the modular units
- Coordination and execution of delivery of the completed units to the development site

Scope of Services:	<p>Required: Design, fabrication, off-site construction and delivery of units to site.</p> <p>This RFP is limited to modular design and off-site construction services. A separate RFP will be issued to select a</p>

	<p>development partner responsible for site development and project completion. Following both procurements, the selected modular partner and development partner will be required to coordinate and work together to execute the redevelopment.</p> <p>Optional: If your company provides a full suite of services including development, on-site stitching and project completion services, you may include a comprehensive cost proposal in your submission; however, please ensure the “Required” Scope of Services is broken out separately in terms of cost and schedule.</p>
<p>Experience Requirements:</p>	<p>Familiarity and experience with:</p> <ul style="list-style-type: none"> ● City of Denver Building Code ● Process for permitting, inspections and approvals of modular housing in City of Denver and State of Colorado ● Development of permanently affordable housing (preferred) ● Leveraging private and public incentives to expedite the development of permanently affordable housing in the City of Denver/ State of Colorado ● Compliance with federal funding agreements
<p>Compliance Requirements:</p>	<p>RFP responses and Modular Partner services shall be provided in compliance with the applicable federal standards contained or referenced in the agreement between ECLT and the City and County of Denver, Funding Agreement dated February 2, 2024 (See attached Funding Agreement).</p> <p>The units constructed shall furthermore meet the requirements of the Americans with Disability Act, and shall be constructed to mitigate the impact of potential disasters in accordance with state and local codes.</p> <p>The awardee shall also permit ECLT and its agents to conduct progress and final inspections during construction.</p> <p>The awardee shall comply with all applicable federal, state and local laws.</p>

<p>Compliance with Federal Procurement Guidelines:</p>	<p>In compliance with ECLT’s Federal Grants Procurement Policy and 2 CFR 200, the Modular Partner shall conduct procurement activities in a manner that is non-discriminatory, promotes open and fair competition, and, where practicable, provides outreach to small businesses in accordance with 2 CFR 200.321.</p>
<p>No Discrimination in Employment:</p>	<p>In connection with the performance of work under this Agreement, Grantee may not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status, protective hairstyle, or disability.</p>
<p>Insurance Requirements:</p>	<ul style="list-style-type: none"> ● Worker’s compensation coverage, as required by statute ● General liability coverage at the following limits: \$1m per occurrence, \$2m general aggregate, \$2m products and completed operations aggregate, \$50k any one fire ● Automobile liability coverage, \$1m combined single limit ● Crime insurance including employee dishonesty coverage at the following limits: \$1m per occurrence, \$1m general aggregate ● Property insurance in an amount at least equal to the replacement cost of the units constructed under this RFP. ● Builder’s risk insurance in the amount of the initial construction costs, plus value of subsequent modifications and cost of materials supplied or installed by others. ● If the work involves working with pollution/environmental hazards, pollution liability coverage in the amount of \$1m with a maximum deductible of \$25k. ● If the construction budget exceeds \$10m,

	umbrella/excess liability coverage on an occurrence basis in excess of the workers comp, general liability, and auto liability coverages described above.
Cost Documentation and Audit Access:	The Modular Partner is required to maintain full documentation of costs and make records available to ECLT, the City of Denver, or HUD upon request.
ECLT’s Commitment to Diversity, Equity & Inclusion	<p>Elevation Community Land Trust is committed to modeling diversity and inclusion for the affordable housing industry and maintaining an inclusive environment with equitable treatment for all. Our diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feel valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and worksites.</p> <p><i>This section is provided for informational purposes only and does not create a contractual requirement, evaluation criterion, or condition of award.</i></p>

Costs and Budgeting:

For the purposes of the RFP, please submit actual costs from your most recently completed comparable project, along with a detailed cost proposal for the proposed scope of work. Proposers should include a separately identified fee or profit line item in the cost proposal. ECLT anticipates entering into an agreement with the selected Modular partner that will be structured on a cost-reimbursement basis and will contain a not-to-exceed amount agreed upon by the Modular Partner and ECLT.

Budget breakdown should include:

- Design services

- Off-site construction and modular unit delivery pricing (showing hard costs, soft costs, fees and contingencies). Please ensure “Profit” is shown as a separate line item.
- A narrative description of how closely your actual costs from your most recently completed project aligns with your proposal and any anticipated variances.
- Please ensure that the costs for the “base scope” are clearly differentiated from any costs associated with “optional scope” (e.g. development services, on-site stitching and completion)

Budget: Please use the attached Excel file - the blank template is provided as a guide, however additional rows may be necessary for you to provide a complete budget.

- Proposers’ budget submissions will be reviewed separately for:
 - Completeness and transparency of line items (per budget template).
 - All costs and procurement activities must comply with 2 CFR Part 200 (Uniform Guidance). Compliance with 2 CFR Part 200 and other applicable requirements.
 - Reasonableness of costs relative to industry standards.
- Proposals must include a maximum not-to-exceed project cost and a clearly identified profit margin.

RFP Submittal Requirements:

Responses should include the following items, organized in the following order:

- (1) Standardized Cover Sheet:** Please complete Attachment A: Standardized Cover Sheet
- (2) Cover Letter:** Please include company information and an explanation of your modular construction process and affordable housing experience. Specifically:
 - (a) Company information including how long you have been operating in the residential modular construction space
 - (b) Summary of relevant experience
 - (c) Proposed scope of services. For example, in addition to the base scope, please specify if your proposal includes:
 - (i) Planning, site prep, development services, etc., either in-house or with a preferred partner
 - (ii) In-house architecture, engineering and design, or if your proposal includes working with a third party designer.
- (3) Design Process:**
 - (a) Describe how your design process works including, but not limited to:

- (i) The design of modular units to achieve optimal density and maximize land use, while also considering the appropriate mix of unit types
- (ii) Selection of exterior and interior finishes
- (iii) Process for permitting, inspections and approvals of modular housing in City of Denver and State of Colorado
- (iv) Development of permanently affordable housing (preferred)
- (v) Leveraging private and public incentives to expedite the development of permanently affordable housing in the City of Denver/ State of Colorado
- (vi) Compliance with federal funding agreements

(4) Budget/ Cost Estimation:

- (a) Please use the attached Excel file template to complete your budget
- (b) Add budget narrative, please detail any payment schedules required to reserve a space in your factory

(5) Off-site Construction Schedule:

- (a) Submit a schedule of construction with your proposal, including:
 - (i) Manufacturing lead time
 - (ii) Production capacity
 - (iii) Prioritization process and a time estimate to complete the scope of services
- (b) If you are proposing an expanded scope of services, to include development services, on-site stitching, completion, please also include these items in your schedule.

(6) Materials and Quality Control:

- (a) Please describe your quality control processes.
- (b) Provide a summary of materials selection process and any value engineering options.
- (c) Please describe options for interior and exterior material variation, if any, available in the manufacturing process and impacts on budget and timeline.

(7) Transportation and Installation:

- (a) Describe your process for transporting modules to the site

(8) Sustainability and Social Responsibility:

- (a) Describe any sustainable practices you follow in manufacturing and design.
- (b) Describe any policies and practices that support local economies or reduce environmental impact.

(9) Project Team - Key Personnel: Provide names and resumes for your project team, including specific project experience for affordable housing modular development. Please include the capacity of team members and the organization's ability to meet the timeline requirements.

(10) Portfolio of Completed Projects:

(a) Provide specific project experience on relevant, completed projects including:

- (i) Project location, scope and status
- (ii) Unit type and size
- (iii) Proposed vs. actual timeline and budget
- (iv) Affordability and final sales price, if applicable
- (v) Describe any creative financing solutions used to deliver high quality, affordable housing, if relevant

(b) If the project(s) was not self-developed, please provide the developer of the project and a recommendation for whether your project team would work for them again.

(11) Legal: If your company has been involved in a legal dispute involving construction or design defects in the last three years, please provide details.

(12) References: Provide names and contact information for at least 3 industry contacts who ECLT can contact for references on prior performance for modular housing projects completed.

(13) Additional attachments for completion and inclusion:

- (a) Attachment A: Standardized Cover Sheet
- (b) Attachment B: Conflict of Interest Disclosure Statement
- (c) Attachment C: Debarment and Suspension Certification

Evaluation and Scoring Rubric:

Method for Conducting Technical Evaluations and Selecting Recipients

All complete and timely proposals will be evaluated based on the following criteria. Please address each criterion in your submission to ensure a fair and thorough review process.

Method for Conducting Technical Evaluations and Selecting Recipients

1. Proposal Receipt and Eligibility Screening

Timeliness Check: Proposals must be received by the submission deadline.

Completeness Check: Proposals must include all required components.

Eligibility Review: Proposers must meet basic eligibility requirements (e.g., no debarment, compliance with federal procurement standards). Proposals failing eligibility or completeness checks will not advance to evaluation.

2. Evaluation Committee Formation

An Evaluation Committee will be established, consisting of at least three qualified reviewers with expertise in modular housing, construction, design, compliance, and finance.

Reviewers will sign conflict-of-interest disclosures prior to beginning evaluations.

3. Evaluation Process

Each complete and eligible proposal will be evaluated using the weighted criteria outlined in the RFP evaluation rubric.

Step 1: Independent Scoring

Each evaluator will review proposals independently.

Evaluators will score each criterion on a scale of 0–100, applying the weighting system as follows:

Criteria	Description	Weight (%)
Relevant Experience	Demonstrated experience with modular housing design, off-site construction, and affordable housing development.	15
Design Approach & Innovation	Quality, efficiency, and creativity of the proposed design process, including unit layout, materials, and adaptability to site constraints.	15
Cost Proposal & Budget Clarity	Transparency and completeness of cost estimates, including hard and soft costs, profit, and any assumptions. Must include a maximum not-to-exceed price.	20
Construction Timeline & Capacity	Feasibility of proposed schedule, factory capacity, and ability to meet the February 2027 construction start deadline.	10

Local Partnerships & Site Coordination	Strength of local partnerships for site work, stitching, and final installation. Demonstrated ability to coordinate with a future development partner.	10
Sustainability & Quality Control	Use of sustainable materials, energy efficiency strategies, and quality assurance practices.	10
Compliance & Documentation Readiness	Understanding of and readiness to comply with federal requirements (2 CFR Part 200, etc.). Willingness to maintain cost documentation and provide access to ECLT, the City of Denver, or HUD upon request.	10
Legal & Certifications	Debarment status, conflict of interest disclosure, and compliance with federal procurement standards.	5
References & Past Performance	Quality of references and track record on similar modular or affordable housing projects.	5

- Weighted scores will be calculated by multiplying each criterion score by its assigned percentage weight.

Step 2: Consensus Meeting

- The Evaluation Committee will convene to discuss scores, clarify discrepancies, and reach consensus.
- Final consensus scores will be recorded in an Evaluation Summary Matrix.

Step 3: Budget Review

Proposers must complete the attached budget template. All costs should be clearly itemized and must comply with 2 CFR Part 200 (Uniform Guidance). Include a maximum not-to-exceed price and separate line items for profit.

Terms and Conditions

- I. Reservation of Rights
 - A. ECLT reserves the right to reject any or all Submittals, to waive any irregularities in the RFP process, or to terminate the RFP process at any time.
 - B. ECLT reserves the right to not select a firm.
 - C. ECLT reserves the right to reject and not consider any Submittal that does not meet the requirements of this RFP, including, but not necessarily limited to, incomplete Submittals and/or Submittals offering alternate or non-requested services.
 - D. ECLT shall have no obligation to compensate any person or firm for any costs incurred in responding to this RFP nor any obligation to compensate any person or firm for any costs incurred or in connection with the proposed project, unless expressly agreed to in writing by ECLT.
 - E. ECLT shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.
 - F. ECLT reserves the right to request additional information from all proposers to determine level of financial responsibility, qualifications, experience, or other relevant factors.
 - G. ECLT reserves the right to incorporate this RFP and the selected team's response to this RFP as a part of any formal agreement between the ECLT and the respondent.
- II. Additional Terms and Conditions
 - A. Interested firms are advised that no obligation or commitments are incurred by ECLT in publishing this RFP.
 - B. It is ECLT's intent to evaluate the responses and final selected candidates and select the firm judged to be the best qualified, with which to enter into an agreement for services to complete the Scope of Work.
 - C. ECLT reserves the right to negotiate with the successful firm for additional services related to the Scope of Work.
 - D. By participation in this RFP process, responders agree to hold harmless ECLT, its officers and employees from all claims, liabilities and costs related to all aspects of the selection process.
 - E. By participation in this RFP process, responders certify that they, nor their principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal

department or agency. Please complete Attachment B: Debarment and Suspension Certificate.

- F. Applicable federal laws. The below federal laws apply to this RFP and shall be adhered to by ECLT and the awardee.
1. Age Discrimination Act of 1975, 42 U.S.C. 6101, et seq.
 2. Age Discrimination in Employment Act of 1967, 29 U.S.C. 621, et seq.
 3. Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq.
 4. Equal Pay Act of 1963, 29 U.S.C. 206(d)
 5. Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359
 6. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, implementing regulations at 24 CFR Part 8
 7. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq.
 8. Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e, et seq.
 9. Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, et seq.
 10. §24-34-301, et seq., C.R.S. (Colorado Civil Rights)
 11. Contract Work Hours and Safety Standards Act, 40 U.S.C. 3701, et seq., implementing regulations at 29 CFR Part 5.
 12. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the “Uniform Guidance”), 2 CFR Part 200.
 13. Colorado Local Government Audit Law, §29-1-601, et seq., C.R.S.
 14. Colorado Housing Act of 1970, §24-32-701, et seq., C.R.S.
 15. §24-75-601, et seq., C.R.S. (Funds – Legal Investments)
 16. McKinney–Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July 22, 1987, 101 Stat. 482, 42 U.S.C. § 11301 et seq.).

Documents Provided for Reference:

- Title Report: Land Title Guarantee Company ALTA Commitment dated 1/29/2024
- Phase I Reports for the Property
- ALTA Survey: Dated 11/27/2023
- Funding Agreement
- Example design ideas of stacked flats

Attachments that need to be completed and submitted with the RFP:

- Attachment A: Standardized Cover Sheet

- Attachment B: Conflict of Interest Disclosure Statement
- Attachment C: Debarment and Suspension Certification

Attachment A: Standardized Cover Sheet

Please complete all fields below. This cover sheet must be submitted with your proposal.

Organization Name	
Contact Person	
Title	
Email	
Phone	
Mailing Address	
SAM.gov Registration Status (Active/Inactive)	
Unique Entity Identifier (UEI) from SAM.gov	
Employer Identification Number (EIN)	
W-9 Attached	(Yes/No)
Conflict of Interest Disclosure Attached	(Yes/No)
Debarment Certification Attached	(Yes/No)
Insurance Coverage Confirmation	(Yes/No)
Authorized Signature	
If Authorized Signature is not from Contact Person, please print name and title of Authorized Signor	
Date	

Attachment B: Conflict of Interest Disclosure Statement

Purpose:

To maintain the highest standards of integrity, transparency, and fairness in the selection process, Elevation Community Land Trust requires all respondents to disclose any actual, potential, or perceived conflicts of interest that could compromise—or appear to compromise—the impartiality of this procurement process.

1. Definition of Conflict of Interest

A **conflict of interest** exists when an individual or organization’s personal, financial, or professional interests could reasonably be perceived to influence their objectivity or give an unfair advantage in this RFP process.

Examples include, but are not limited to:

- A current or prior financial, contractual, or employment relationship with [Organization Name] or any of its officers, directors, or employees;
- A family or close personal relationship with any person involved in developing, managing, or evaluating this RFP;
- Any circumstance that might otherwise call into question the fairness or impartiality of your participation.

2. Disclosure

No Conflict of Interest

We hereby certify that, to the best of our knowledge, no actual, potential, or perceived conflict of interest exists between our organization, its principals, employees, or affiliates, and [Organization Name], its officers, directors, or employees.

Conflict of Interest Exists

We disclose the following actual, potential, or perceived conflicts of interest:

(Please describe the nature of the relationship or circumstance, including names, positions, and relevant details.)

If additional space is needed, please attach a separate sheet.

3. Certification

By signing below, the undersigned certifies on behalf of the organization that:

- The information provided above is true and complete to the best of our knowledge;
- We agree to promptly disclose any conflicts of interest that arise at any point during this RFP process; and
- We understand that failure to disclose a conflict may result in disqualification from consideration or termination of any subsequent agreement.

Organization Name: _____

Authorized Representative (print): _____

Title: _____

Signature: _____

Date: _____

Elevation Community Land Trust reserves the right to determine, at its sole discretion, whether a disclosed conflict of interest precludes participation in this RFP process.

Attachment C: Debarment and Suspension Certification

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

(Required for all contractors, vendors, and subrecipients prior to award of contract or agreement)

Purpose

In accordance with Executive Orders 12549 and 12689, and federal regulations at 2 CFR Part 180, organizations receiving federal funds (directly or indirectly) must ensure that contractors, vendors, and subrecipients are not debarred, suspended, or otherwise excluded from participation in federal assistance programs.

A. Certification

The undersigned hereby certifies, to the best of their knowledge and belief, that:

1. The organization, its principals, and affiliates:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
 - b. Have not within the three-year period preceding this certification 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;
 - c. Have not within the three-year period preceding this certification been convicted of or had a civil judgment rendered against them for 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;
 - d. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the offenses enumerated in paragraphs (b) or (c) above.
2. The organization agrees to notify the issuing nonprofit immediately if, at any time before or during the term of the contract, it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. If unable to certify any of the statements above, the organization must attach a written explanation to this form.

B. Exceptions

- None. The organization can certify to all statements above.
- Exceptions attached. (Attach a statement of explanation.)

C. Certification

Organization Name:	
Authorized Representative:	
Title:	
Signature:	
Date:	
Address:	
City, State, ZIP:	
Phone / Email:	

Failure to submit a signed certification may result in disqualification from consideration for this RFP.